CORONAVIRUS (COVID-19): HOW TO BECOME REMOTE FIRST, FAST

by **MODUS CREATE**

remote work

environment!

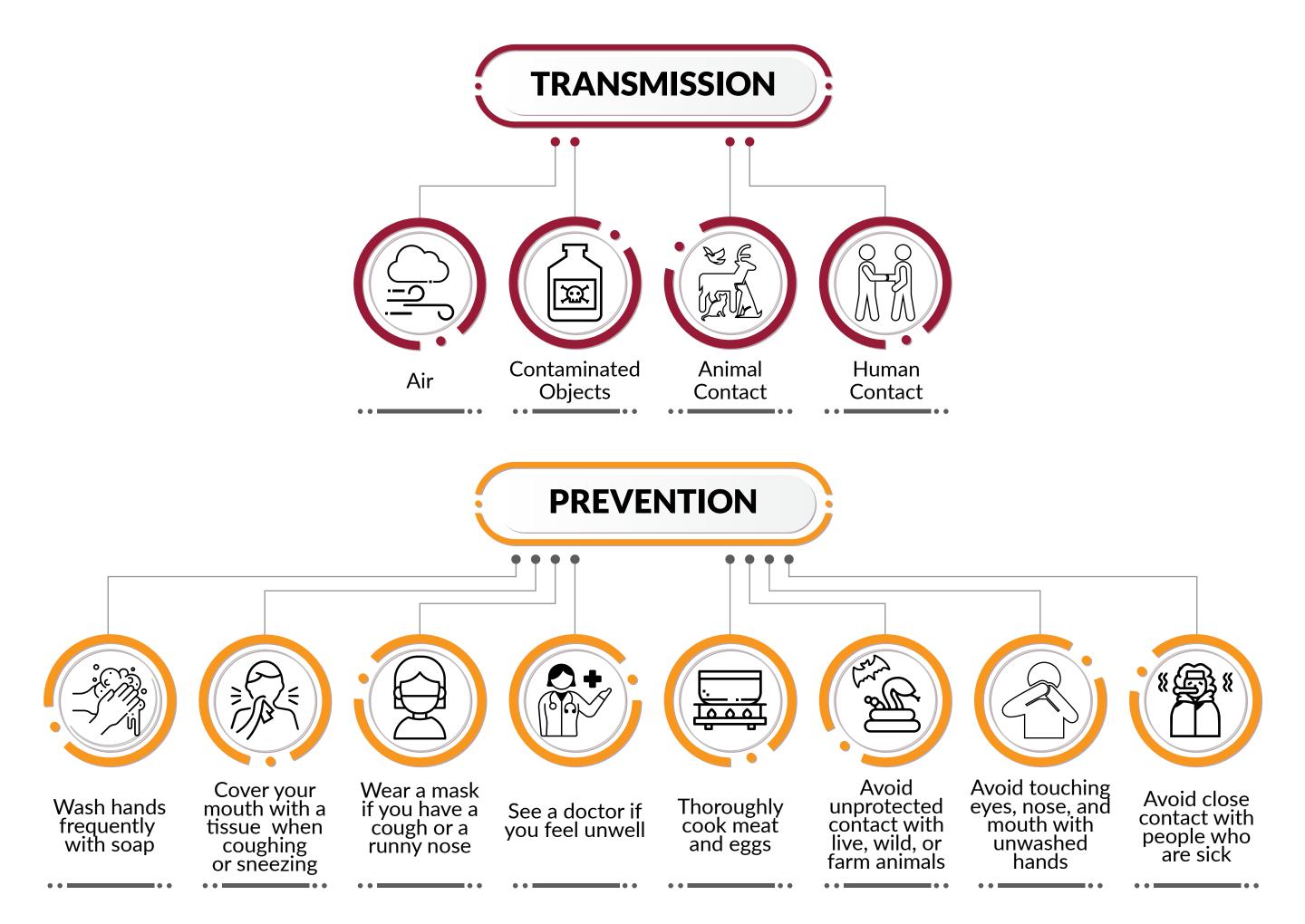
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To ensure employee safety with the spread of Covid-19, companies are adopting remote work. Here are our tips for It's a huge shift for many organizations used to rapidly adopting a being co-located and in-person. Modus has 9 years of experience as a remote-first organization and we've learned a thing or two.

By March 9th and according to WHO:



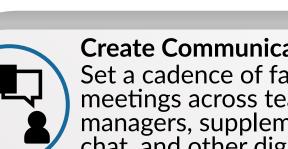
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FAST PATH TO A REMOTE WORK PLAN

Create an Access Checklist Make sure employees will have all the IT tools, access to documents, and files necessary to perform their tasks properly and safely.





Establish Home Office Guidelines

Allow employees to adopt best practices for their home office space, schedule, IT requirements, and

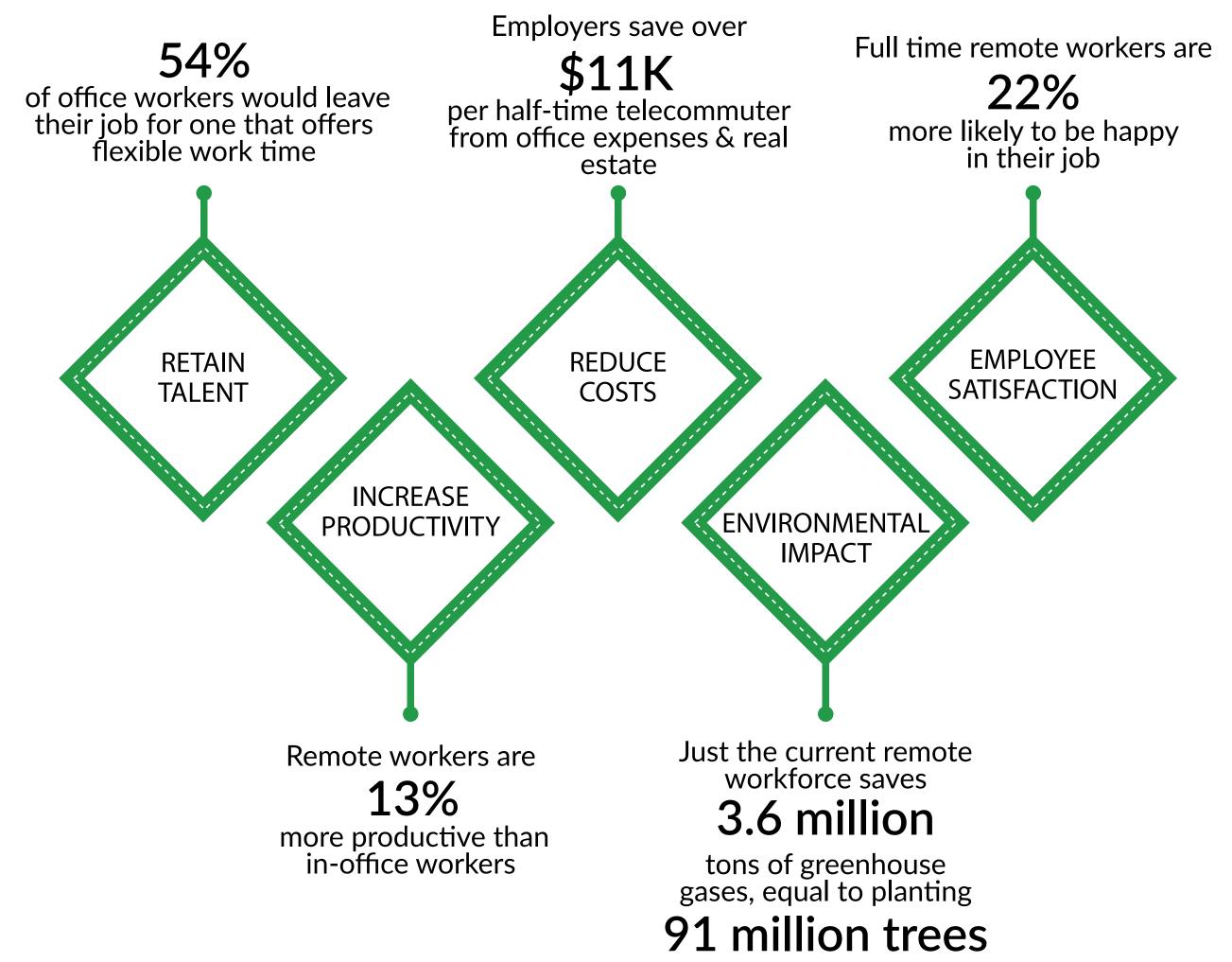


Create Communication Plan Set a cadence of face-to-face meetings across teams and their managers, supplemented by mail, chat, and other digital tools.





THE RESULTS CAN BE GREAT



* Our references

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