WORKING FROM HOME CHECKLIST

*****Please complete this form with your line manager in advance of working from home*****

STAGE 1 – Ability to work from home		
Questions	**Response (Delete as applicable)**	**Comment**
Do you have an internet connection at home?	Yes / No / Don't Know	If you have answered "No" please speak to your line manager. If you have answered "I don't know" please speak to your line manager to complete a workstation assessment.
Is your internet connection over 10MB download and 5MB upload	Yes / No / Don't Know	If you have answered "No" please speak to your line manager. If you have answered "I don't know" please click on the link here at home to run an internet speed test: https://www.speedtest.net/ from any device at your home.
Do you have a suitable desk/chair/space to work from at home?	Yes / No / Don't Know	If you have answered "No" please speak to your line manager. If you have answered "I don't know" please speak to your line manager to complete a workstation assessment.
Does your intended workspace have available power sockets?	Yes / No / Don't Know	A laptop will only need a single power socket, but a desktop computer will need a minimum of two power sockets and more if you use additional monitors.
Do you have wireless internet signal in your intended home work space?	Yes / No / Don't Know	You will need to ensure that your intended workspace has good internet connection and recommend running the speed test from Q2 in your intended work location.
STAGE 2 – Computer Equipment		
Questions	**Response (Delete as applicable)**	**Comment**
What computer equipment are you intending to use at home?	A = Desktop (got to section 2A) B = Laptop (go to Section 2B) C = Own personal laptop or computer (go to Section 2C) D = Don't Know (go to Section 2D)	Please go to the appropriate section.

Section 2A – Desktop Computers/PCs		
Will you be taking your work desktop computer & monitor home with you?	Yes / No	If you have answered No and require a desktop computer device, please click here to order equipment through the IT Self Service Portal and click the "Purchase IT Equipment" tab.
Will you be using video conferencing software (for example Microsoft Teams or Refero for Telehealth) while working at home on your desktop computer/PC?	Yes / No / Don't Know	If Yes, please click here to order a suitable headset if you don't already have this equipment. If you have answered I don't know, please discuss with your line manager.
Does the computer you intend to take home have Cisco Anyconnect installed?	Yes / No / Don't Know	Cisco Anyconnect is a piece of software required for your computer to access Trust systems and applications. To check it is installed, click on the START button (▣) and start to type in Cisco Anyconnect and it should appear as an application. If you find that it is not installed on your computer, please click here, selecting the VPN Issue icon to raise a request with the service desk.
Please then refer to the "Computer Installation Guide" on the COVID Microsite to set your computer up at home		
Section 2B – Laptops		
Will you be taking your current work laptop home with you?	Yes / No	If you have answered No and require a laptop computer device, please click here to order equipment through the IT Self Service Portal and click the "Purchase IT Equipment" tab. Continue with the assessment when you have received your laptop.
Will you be using video conferencing software (for example Microsoft Teams or Refero for Telehealth) while working at home on your laptop computer?	Yes / No / Don't Know	If yes, please click here to order a suitable headset if you don't already have this equipment. If you have answered I don't know, please discuss with your line manager.
Does the laptop you intend to take home have Cisco Anyconnect installed?	Yes / No / Don't Know	Cisco Anyconnect is a piece of software required for your computer to access Trust systems and applications. To check it is installed, click on the START button (▣) and start to type in

		Cisco Anyconnect and it should appear as an application.
		If you find that it is not installed on your computer, please click here, selecting the VPN Issue icon to raise a request with the service desk.

Section 2C – Using your own personal laptop or PC
Please click here (clicking the "Request Something Else tab) to contact the Service Desk to request the use of your personal computer to work from home. The service desk will provide details to the right team who will contact you to discuss suitable options to facilitate the use of your own personal computer to safely and securely access systems and services.

Section 2D – Don't know
In the first instance, please speak to your line manager following which please contact the service desk for advice and guidance for home working.

STAGE 3 – Telephone Equipment		
Do you need to make or receive telephone calls from a Trust desk phone	Yes / No / Don't Know	If you have answered yes and you don't already have a telephone, you can request a mobile telephone (which has an associated cost) or a computer softphone. Please speak to your manager as to the most suitable solution, then click here to place an order for your preferred option.