

Station Remote Work Capabilities

While working remotely is not an option available for all employees, consider what capabilities exist and how this could be implemented at your station.

The National Association of Broadcasters (NAB) has consulted with experts and industry leaders to explore ways local broadcasters can prepare for the possibility of staff working remotely. Here are remote work issues to consider as part of crisis planning:

- Define mission-critical station positions and identify how many people are cross-trained in those duties to give the team flexibility for staffing key roles during a crisis.
- Confirm that remote work capabilities are being set up for as many critical station functions as possible. This will involve conversations with vendors, IT and in some cases, corporate security to ensure vital functions are accessible remotely but protected. Consider how corporate or sister stations can assist in remote workflows.
- Identify which workers have worked remotely in the past and ask for their feedback and guidance on how to help others do the same including how to access station resources.
- Make sure the station's digital and social teams are capable of remotely updating the website, apps (including push notifications) and newsletters.
- Train on and grant access to any web-based conferencing systems so that station teams can clearly and easily communicate with each other during remote work situations.
- Have the newsroom review all the options for writing, producing, submitting and editing video remotely. Practice producing a newscast with no one in the building but the talent and technical staff.
- Consider having different departments telework for a day to prepare for the possibility of staff needing to self-isolate or not reporting to work due to illnesses.
- Finally, work with team leaders to discuss how to keep the station running if 30 percent of staff is out for any reason – not available in person or remotely.