



How to Run a Drug-Free Workplace from Home

Where is your office? Is it at home, is it your business location, or is it both? Maybe it is in the passenger seat of your truck? Are you ready if it changed in five minutes? Do you have everything ready for work from this or your next location? Do you always have everything you need for your drug-free workplace (DFWP) program?

You remember Murphy's Law, right? Pandemic or no – if anything can go wrong, it will.

Here is a checklist to help you run your DFWP program no matter what location you are working from.

Policy-Related

- Digital access to your drug-free workplace policy:** Do not count on the company's computer server being there when you need it. Have a digital copy on your computer at home or in the cloud, e.g., OneDrive or Dropbox (a paper copy could become outdated). *If you open the policy on your computer, you can easily find what you need by using the "Find" function to search for the keywords in the document.*
- Signed agreements from everyone involved:** You do not want to carry those forms, e.g., program acknowledgment and testing consents, around. So having them on a computer server at work makes sense. If you have not already, it might be time to scan those now. This way, you can look them up remotely.
- Digital signature capabilities:** Learning how to send documents for a digital signature can be useful in case you need someone to sign a form. Do you have a fall back option? Have you given field supervisors grab-n-go packets?
- Grab-n-go packets with relevant forms:** Consider all the forms which might be needed to respond to any situation, e.g., accident-related forms, reasonable suspicion documents, chain-of-custody testing forms, referring employees for assistance paperwork. Create and pass out a packet containing all the relevant forms you and your supervisors might need to administer your program that can live in vehicles or off-site work locations so everyone has the forms they need if they can't be accessed digitally.

Education & Training

- Resource for web-based education and training:** Is there a compliance deadline around the corner, e.g., the Ohio Bureau of Workers' Compensation's Drug-Free Safety Program? Are you stuck at home with someone nearing their deadline for employee education or supervisor training? If you know where you can turn for quality, web-based education and training, all you need is a credit card and an email address to make sure you don't miss any deadlines.

Drug Testing

- Electronic Chain of Custody (ECOC) Forms:** Having a *Custody and Control Form* in your hand doesn't help if the employee is 30 miles away, you need to test over the weekend or you can't leave your house. Work with your drug testing vendor to set-up ECOC.



- Test the system:** Be confident when you use the electronic version. If your vendor will let you enter a form and send it to yourself, do that so you can see how the process works.
- Drug testing vendor contact and account information:** Have easy access to important information about your vendors, e.g., phone number, address, contact name, account information, username and passwords.

Employee Assistance

- Employee Assistance Program (or other assistance resources) contact information and resources:** Even if you've only been home for two days, it is possible you could benefit from an Employee Assistance Program (EAP). Grab a flyer that you can send to a person if they request it. This does not need to be DFWP-related, people might want to know how to contact the EAP – you should have the contact information to pass out, digitally of course. But if you do need to have an assessment, you need the contact information, too.

Miscellaneous Program Help

- Contact information for company legal advice:** Have a course of action you want to run by your legal counsel? Make sure you know how to get ahold of them when you need their help.
- Working Partners® Consortium membership:** Have a question and need a second opinion? This is when your WP Consortium Membership is handy. Keep our phone number in your packet – 614-337-8200.