REMOTE WORK CHECKLIST

Giving staff the ability work remotely can be great for business but, like anything, you need to be prepared. We've put together a checklist to get you started. Talk to your IT team to make sure you have all the tools in place to make remote working safe and productive for everyone.

1. GET ORGANIZED

○ Create remote work guidelines including rules around use of company equipment, files and security guidelines.

○ Determine tech needs. What do you and your staff need to access? Email? Accounting? What other files and programs? Are your current systems available remotely? Keep a list and make sure all licenses are up-to-date.

○ Put together a list of staff and roles and identify who can work remotely already, and who needs to be set up.

○ Talk to you staff and find out what they have access to at home. Do they have high-speed Internet? An adequate home computer or do they need a system from the office?

○ Choose a company-wide video conferencing service like Zoom, Skype or Google Meet.

○ Make remote work training part of your employee training, whenever possible. In case of an emergency, have training available via video conferencing and video.

2. SECURITY

○ Security must be your TOP concern. If you feel uncomfortable with the current state of your systems security, talk to an IT professional before implementing remote workers to ensure you have back up and security systems running correctly. Your assets and data must be protected.

○ Write and share a security policy with all remote workers. Make sure to include items iike ensuring all systems are locked down when not being used and that you are using a password manager company-wide.

○ Make sure all devices being used remotely (internal machines and staff-owned) are updated to the latest operating software, security and software applications. This is not an option.

○ Best practices include making sure employees are using a VPN, Firewall and Multi-Factor Authentication

○ Educate your staff continually on data threats such as phishing and cryptovirus attacks.

3. YOUR PEOPLE

○ Remote work can be hard for some people, especially if they are used to being in an office. Check in on staff frequently and ask if there are any problems. Have weekly remote worker huddles using video conferencing.

○ People work differently at home than in an office. Have faith. Don't micro manage.

○ Create an open door policy to collect concerns and frustrations. Make sure your remote team feels listened to.

TECHNICA SYSTEMS

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