

TECHNOLOGY AND TOOLS

TO CONSIDER WHEN GOING REMOTE

- 1 Have you set up the appropriate collaboration tools that will allow your employees to simulate the “water cooler conversation” while working from home? Tools might include chat/IM, video conferencing, etc.
- 2 Do your employees have access to the data and applications they need from home?
- 3 Have you addressed the expansion of remote access groups?
- 4 Do any special printing or processing workflows need to be set up at employees homes? For instance, check printing or check scanning.
- 5 Do you have any network security or data loss protection (DLP) concerns that need to be addressed now that employees are accessing data from outside of the office?
- 6 Is your VPN or other remote access tools able to handle increased usage or does this need to be addressed?
- 7 Have you set up your phone system to appropriately route calls while the office is vacated?
- 8 Have you addressed security systems and monitoring while away from your office or facility?
- 9 Do you have any compliance concerns that need to be addressed with a remote workforce, such as Multifactor Authentication?
- 10 Employee education on cyber security is extremely important during this time, as threat vectors are utilizing COVID-19 messaging and maps to hide computer viruses.