



REMOTE WORKERS CHECKLIST

..... CONSIDERATIONS WHILE WORKING REMOTELY

IN TIMES OF UNCERTAINTY, IT IS BEST TO BE PREPARED WITH A PLAN FOR REMOTE WORKERS

What to Consider

- ❑ **A sufficient internet connection at home and the business.**
 - » You may want to consider a speed increase during this time.
- ❑ **A standard communication plan for all workers.** Useful tools to consider:
 - » Microsoft Teams • Zoom • GoToMeeting • Cloud-based VoIP Phone System, etc.
- ❑ **Secure Remote Access.**
 - » A business-grade firewall. Ensure your sized and licensed for enough SSL-VPN connections to support the remote workers.
 - » Set-up remote workstations with the appropriate line-of-business applications with remote access.
 - Secure Remote Tools: LogMeIn, TeamViewer, etc.
 - Some SSL-VPN software has integrated remote access.
- ❑ **Device capable of running your line-of-business applications.**
 - » If you allow remote users to operate on personal computers in your business environment, set a minimum standard for hardware and security configurations. In general:
 - Using a modern operating system – Windows 10 or Mac OS X Catalina
 - Current anti-virus/malware software.
 - Operating system and applications patched up-to-date.
- ❑ **Prepare your internal servers.** This may require additional hardware and configurations to ensure the highest level of security.
 - » Operating system and applications are patched and up-to-date.
 - » You may need to add more memory to accommodate the overhead of remote access tools.
 - » Disable unused services.
- ❑ **Begin planning now.**
 - » If your business is considering remote workers, do not delay, make a plan today.
 - » Contact a professional IT consultant for more helpful information.

Follow the CDC guidelines for the pandemic - <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>. Give your staff a list of common resources for information on the pandemic, both guidance for health precautions and the regulatory requirements for your industry.

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“Remote access to our computers has become a necessity for us. LogMeIn has worked great! I have been appreciative that whenever we have needed some extra help, your team has been very responsive!”

-Linda Teener, UFM Community Learning Center