HOW TO PLAN FOR AN EFFECTIVE AND SECURE REMOTE WORK ENVIRONMENT

	YES	NO
• Employees will need to connect to corporate systems and applications. Will your company need a VPN?	☐	☐
• Do you have a conferencing software or UCaaS/CCaaS available to employees?	☐	☐
• Can your employees bring their corporate phone home with them?	☐	☐
○ If not, will they be able to connect to the current system?	☐	☐
• If you are a contact center, will your employees be able to work remotely to stay connected to your customers?	☐	☐
• Do you have IT support available to your remote employees?	☐	☐
• With workers being remote, how are you managing and evaluating their productivity?	☐	☐
• Have you trained your staff on all company resources available to them?	☐	☐
• Are your current providers able to rapidly adjust to the current circumstances?	☐	☐
• Do you have an effective backup solution currently in place?	☐	☐
• Does your organization have specific security requirements?	☐	☐
○ If yes, has your IT support ensured that remote workers are secure?	☐	☐
• Do you have company compliance to adhere to for remote workers	☐	☐
• Have your employees been trained on how to handle security threats?	☐	☐