

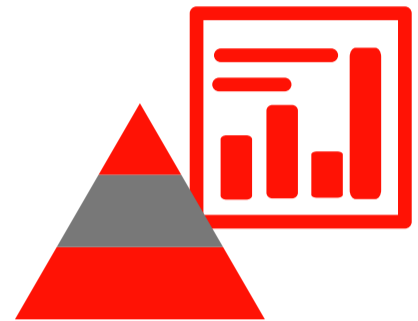
RETURNING TO THE OFFICE

A TECHNOLOGY CHECKLIST

PAVELCOMM

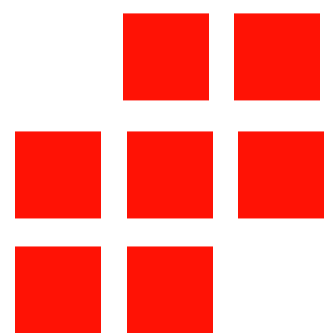
TAKE STOCK OF THE TECHNOLOGY USED

For some employees, the tools used at home may not be needed in the office. But it makes sense to record the set up, and make note of items used and removed from the office, including software apps and devices. Then rate the set up. What could be improved?



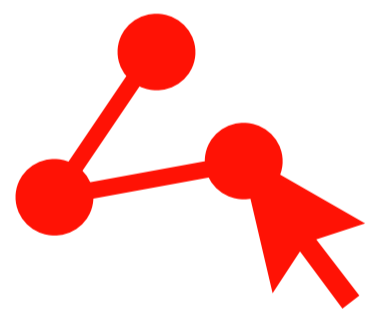
MIND THE GAPS

Be sure to document any vulnerabilities users may have been exposed to while working from home. Creating a plan on how to address these issues will result in an improved set up should a work-at-home situation present itself again in the near future.



TECH OF EXISTING REMOTE WORKERS

For employees who work remotely under normal circumstances, take the time to audit their technology as well and determine what, if any, updates may be needed to keep up with security and productivity needs.



REVIEW YOUR DISASTER RECOVERY PLAN

Conduct an evaluation; what worked well and what didn't? If a re-closure presents itself, how quickly and smoothly can employees get back up and running from home? Working with your provider is an opportunity to hear what other businesses like yours are doing as well as learn the latest best practice tips.



DON'T WAIT

Get started now before day-to-day priorities take over. Being prepared now will keep workers and network data safe later.



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