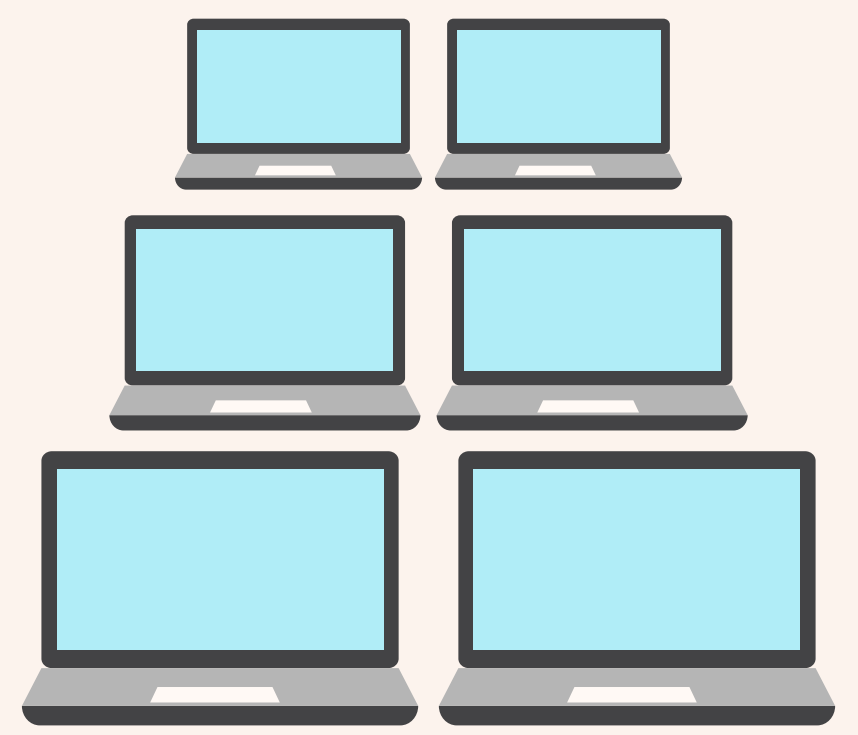


# 5 **TECH TIPS TO DEAL WITH CORONAVIRUS**

## 1 **Standby devices**

For those users that don't have a laptop and are office-based, they may perform some important functions like for example making sure payroll goes out every month.

Have on standby dedicated laptops for these important functions to continue in your business even if a user is under quarantine.



## 2 **Office Based Systems**



Are there any office-based systems, users would maybe need to connect to from home?



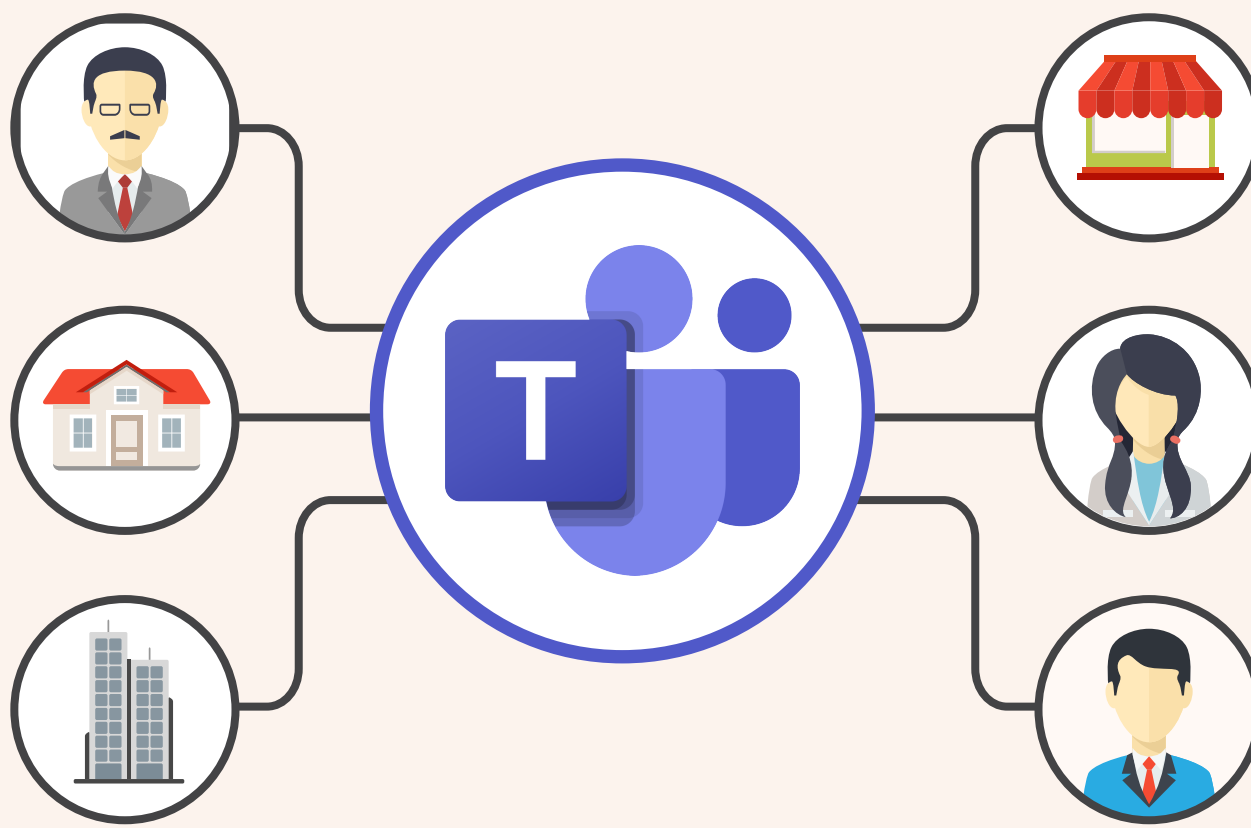
Whilst you may be fully in the cloud there are sometimes legacy systems or files that may be on the local office network.



Make sure your VPN is working.

## 3 **Remote collaboration solution**

Microsoft Teams allows you to invite vendors or customers into a Team which will help reduce any disruption caused.



Microsoft Teams is the perfect solution in a quarantine event as it allows users with no more than an internet connection to collaborate all in one place.

## 4 **Monitoring performance**

If many staff have to work from home who will you monitor performance? Many organisations use software that tracks employee input, but if this isn't suitable for your line of work, how will you ensure your employees are working to optimum levels? You should think about how often you will need contact with home workers, even if it's just by email.



## 5 **A work from home policy**

From a legal, data and equipment hardware perspective what is your policy on home work? There are many templates available online that can help you create a work from home policy.

