A CHECKLIST FOR BUSINESS CONTINUITY PLANNING

As a business leader, you understand the importance of a solid continuity plan. We're here to make sure you can recover the technology and processes you need to keep your business, your people, and your customers protected.

Have you...

☐ Organized all your critical documents and information so they are protected and easily accessible when needed?

☐ Made all important data or files accessible for decision-making if you are unable to access your facility?

☐ Created (or reviewed) your list of people who are currently able to work remotely?

☐ Ensured that remote workers have tested their remote connections to the office?

☐ Ensured that your VPN licenses cover the number of people that will be connected to your network at the same time?

☐ Updated your employee contact list with mobile and home phone numbers?

☐ Checked that remote web conferencing tools are licensed and useable? **Pro Tip:** Microsoft Teams is leading tool for modern online collaboration and communication during remote work.

☐ If employees do not have laptops, have you considered purchasing those for key personnel? You do not want to compromise your network by allowing VPN connections from personal devices.

☐ Communicated the threat of potential scams related to pandemic response with your team?

☐ Talked to your team about your plan of action, how to respond and react to illness in the workplace, and the importance of sanitizing the workspace regularly?

☐ Developed business continuity or emergency procedures so you can continue to provide products or services?

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