

# BUSINESS CONTINUITY READINESS FOR SMALL BUSINESS

It's important to be as prepared as possible for business continuity in the event of a disaster or emergency situation. In order to prepare for full or partial remote work for your company, here are a few items to consider for creating or improving your practical and actionable business continuity plan.



**Create (or review) your list of people who are currently able to work remotely.** Consider who should be added to that list in case your office is closed for an extended period of time.

**Update your employee contact list** with mobile and home phone numbers.



**Ensure remote workers test their remote connections** to the office and open a helpdesk ticket if there are any issues.

**Be aware of potential scams** related to pandemic response. Contact us with questions about any suspicious email or request.



**Ensure your VPN licenses cover the number of people that will be connected** to your network at the same time. If you are unsure, or need additional licenses, contact Concept Technology and we will happily assist.

**Talk 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.



**Check that remote web conferencing tools are licensed and useable.** Microsoft Office 365 offers the use of Microsoft Teams for live collaboration and communication. If you have a current 365 subscription, this may be a viable option for conferencing and communication during remote work.

**If employees do not have laptops, consider purchasing those for key personnel.** Do not compromise your network by allowing VPN connections from personal devices. New technology purchases may be impacted by coronavirus supply chain delays, so consider purchasing critical technology now, if able.



CONCEPT TECHNOLOGY INC.

