




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 after a disaster?



CONCEPT TECHNOLOGY INC.