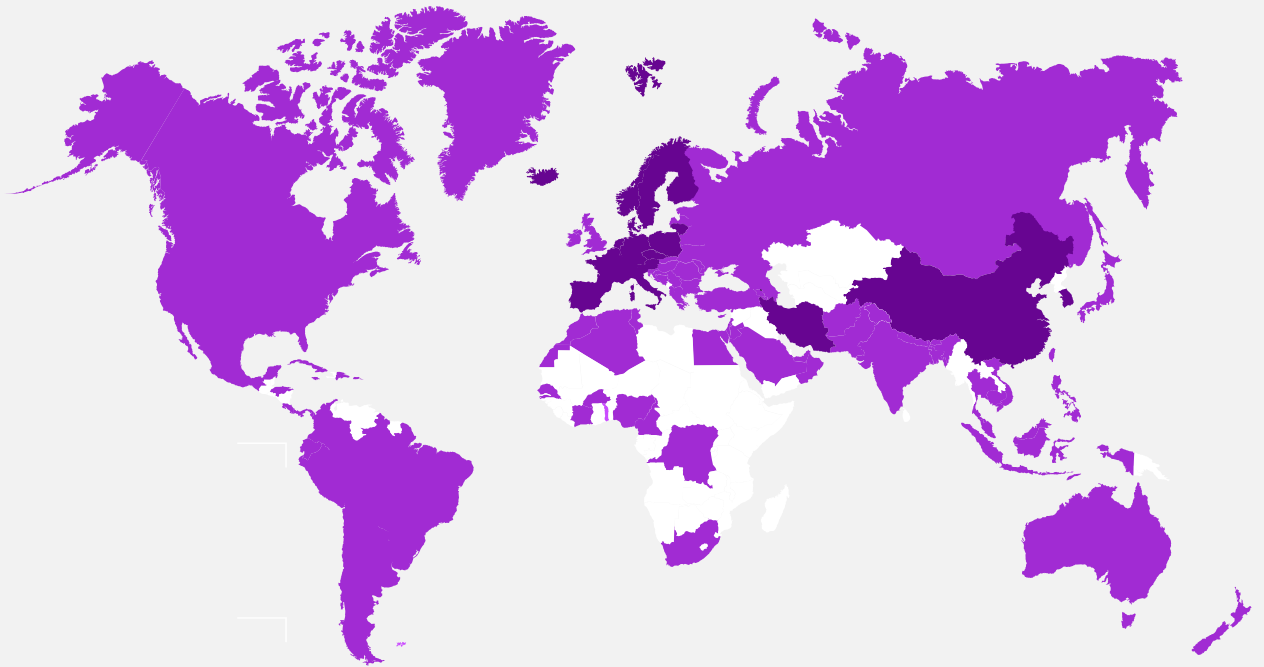


COVID-19 – IT Checklist

April 2020



COVID-19 – IT Checklist:

This document outlines few check-up points that can be performed to minimize disruption should the Coronavirus (COVID-19) crisis escalates and impacts your organization.

Supply Chain

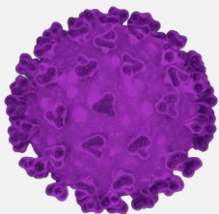


- ▶ Ask technology suppliers for their Business Continuity plans (BCP).
- ▶ Ask suppliers about the possible impact and delays
- ▶ Are IT support partners/staff able to continue to support your business?
- ▶ Can your suppliers deliver goods and services during the Coronavirus crisis?

Staff



- ▶ Home working - Can staff work from home.
- ▶ Equipment - Do they have laptops. Do you have a sign-out log book for those staff borrowing equipment?
- ▶ Training - Alert staff of new phishing attacks exploiting people's interest in this subject.
- ▶ Telephony – How are staff contactable?
- ▶ Collaboration – how can staff collaborate with each other and their manager while working from home?



Business & Technology

This checklist has been designed to help develop the response plan for COVID-19.

Business



- ▶ Business continuity - Review your Business Continuity plans (BCP). Has this been tested recently?
- ▶ International – Consider how the business can function if specific regions are unable to operate?
- ▶ Accounts - Must be extra vigilant of email authorization, from remote staff, to release payments. Review your approval processes.
- ▶ Policies – Do your policies provide suitable guidance?
- ▶ Alerts & Notifications – do you have the means of alerting all staff during the Coronavirus crisis (other than emails which can be missed)?
- ▶ Physical Security – if your premises are vacant for an extended period of time do you have suitable security?

Technology



- ▶ Premises - Do you have servers in your building? What would happen if you are unable to access these?
- ▶ Virtual Private Network (VPN) – Should you permit the use of VPNs, and with a higher number of remote workers, are all end-points suitably protected to minimize the risk of viruses traversing the links?
- ▶ Multi Factor Authentication (MFA) – Is remote access secured by multi-factor authentication to prevent brute-force attack?
- ▶ Internet/Connectivity – Are your connections (office or home workers) capable of supporting access from different locations?
- ▶ Telephony – does your solution facilitate remote working?
- ▶ Scalability – Are your remote working solutions able to quickly scale to support a greater number of home workers?
- ▶ Disaster Recovery – when did you last test your disaster recovery plan?
- ▶ Backups – when did you last test your backup solution?
- ▶ Management – Can your systems be centrally or remotely managed?

How Can we help?

Our team, accustomed to business continuity planning; development, review, and implementation assistance, is prepared to help organizations to address operational and other risks in the event of a disruption, as well as meet industry best practices.

PROTECTING YOURSELF AND PREVENTING THE SPREAD OF THE DISEASE



Wash your hands with an alcohol-based sanitizer or with soap and water



Cover your mouth and your nose with your bent elbow or a tissue when coughing



Keep a distance of at least 1 meter between yourself and anyone who coughs or sneezes



Seek medical attention if you have difficulty breathing and a high fever



Try your best not to touch your eyes, your nose and your mouth

To find out how we can help , Contact us:

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For the last few weeks we have been assessing how challenging it is to stay focused on sustainability instead of growth in these unprecedented times. Now more than ever, companies will need to be able to respond more effectively and efficiently to impact of the COVID-19 economic slowdown. Risk Assessment being our priority at this phase, we are sharing what our team prepared to assist.

Please do not hesitate to contact us for more info and to share if you find useful.

Stay Safe.