TECHNOLOGY REINTEGRATION CHECKLIST

When you remove technology from the office at any time, for any amount of time, and then connect it back to the network, you're risking introducing a virus. Cybersecurity breaches are expensive. The last thing you want to deal with upon returning to the workplace is losing trust with customers over a cyberattack.

Reintegrating technology into your workplace requires careful planning, cleaning, and precautionary measures to ensure workplace and network safety.

USER EDUCATION

1 Determine how much equipment is coming back to the office.

Review the list of equipment on your list to reintegrate. How much can you safely take back in at once?

2 Have a plan for employees returning to the workplace.

Your plan will largely depend on the size of your organization and the number of resources you have on hand.

CLEAN EQUIPMENT

3 Disinfect equipment.

Encourage employees to disinfect equipment before returning to the office. Have sanitizing materials readily available.

4 Clean cables.

Network cables, charging cables, HDMI cables—any cable that left the office should be cleaned and sanitized before it's plugged back in.

5 Sanitize headsets and microphones.

These pieces of equipment are especially good at collecting bacteria.

SCAN EQUIPMENT

6 Investigate common infection points.

Most importantly, check out the downloads folder and the recycle bin. See if any files look suspicious.

7 Scan devices for malware.

If possible, connect devices to a test network before fully reintegrating them into your corporate network. Your IT provider should be able to assist you with proactively scanning your devices and setting up a test network.

8 Encourage employees to clean up computers.

Items like personal pictures and emails tend to find their way onto office equipment when working from home.

PROTECT EQUIPMENT AND NETWORK

9 Invest in advanced threat protection (ATP).

ATP detects sophisticated malware and zero-day cyberattacks that can sneak through anti-virus software and firewalls.

10 Complete updates.

Ensure everything is up to date, including downloading and installing security and feature updates.

11 Back up data and files.

Technology hiccups happen when you least expect it. By updating your backups, you can ensure your important data is safe, regardless of the network or equipment.

We Keep Your Business Safe.

If you need assistance or guidance for reintegrating equipment back into the workplace, contact us. We can help make things easier.

HIGH TOUCH TECHNOLOGIES

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