

REMOTE WORKER SECURITY GUIDELINES

While we hope and pray the Coronavirus will not affect you and your business, recent events compel us to offer the following advice should you need to implement a work-from-home plan. TeamLogic IT believes in “be prepared.” Center to this is “have a plan, work a plan.” Our goal is to provide our clients with a safe and functional work environment that will allow them to stay operational. We are especially concerned about employee-owned devices (Laptops, PCs, etc.) entering your network because they could be compromised with viruses and infect your data network. We are available to discuss a plan to guide your organization, create “work from home” policies and procedures and make work from home a reality.

IT CHECKLIST

- Ensure your firewall is capable of VPN traffic and ensure you have enough VPN licenses.
- Test your Unified Communication strategy and technology: VOIP phones, softphone technology that transfers to mobile phones from your office number and your employees use of internal chat technology like Microsoft Teams, Slack, and video conferencing.
- Enable local device (laptops and PCs) encryption
- Local device (laptops and PCs) should not have admin privileges. If they do, then strong passwords must be used.
- Limit external sharing through Cloud applications (OneDrive, etc.)
- Enable Mobile Device Management on all devices
- Ensure that any Bring Your Own Device (BYOD) personal devices meet your policies and include proper security and remote wipe capabilities
- Review and enable remote endpoint security tools that can be centrally reviewed and monitored for company and employee owned devices.
- Provide ability to securely exchange files and information externally and internally (i.e. office-365 encryption option enabled, on-premises solution, etc.)
- Limit access to Personal Identifiable Information (PII), Controlled Unclassified Information (CUI) and Personal Electronic Health Information when an employee is not using a secure workspace or device.
- Enable Multifactor Authentication for remote connectivity
- Ensure remote connectivity sessions are set to expire after 4-8 hours.
- Review Incident Response procedures with all relevant parties
- Educate workers regarding Coronavirus scams including testing kits, cheap masks etc.

EMPLOYEE AT HOME CHECKLIST

- Secure workspace
 - Ability to lock laptop and any business relevant information when not in use.
 - Safely perform conversations without visitors eavesdropping or shoulder surfing especially while mobile at say Starbucks. This includes VPN and screen protectors. This is especially true for workers required to be HIPAA, PCI, etc. compliant.

- Wireless Security
 - Change default Wifi Router passwords.
 - Enable WPA-2 or higher encryption.
 - Ensure your local router firmware is up to date.
- Ensure all personal devices are secure with company provided or personally owned antivirus and antimalware software company
- Updated IOT Device firmware (Smart Thermostats, Surveillance cameras, etc.)
 - Ensure default passwords are changed.
- Updated software on all devices within your home network (Corporate laptop, IOT devices such as cameras and Smart Thermostats, personal laptops/tablets, etc.)
- Review and follow corporate Bring Your Own Device (BYOD) and other relevant policies and procedures.

AWARENESS

- Be extra cautious of email phishing scams
- Limit social media use
 - Don't reveal business itineraries, corporate info, daily routines, etc.

About TeamLogic IT - Mobile

Locally owned Team Logic IT – Mobile is a member of a nationwide network of more than 200 locally owned managed service providers that focus solely on the unique computing, networking, application and unified communication needs of independent businesses and branches of larger companies. Today we are managing close to 50,000 servers and workstations nationwide. We are passionate about keeping our clients secure and compliant. Companies in Mobile and Baldwin County benefit from our vast experience, our wide and deep knowledge base, and the incredible purchasing power of our nationwide network. Are you working with someone that can deliver such value?