

# Returning To Work? Use This Checklist To Make Sure You Have The Right Technology

No matter when it happens, you'll need a plan in place for when some or all of your staff can return to work at the office. Do you know what your top IT considerations should be?

After more than half a year of the COVID-19 pandemic, it's likely that your business has gotten into a rhythm with remote work. But, depending on where you operate, you could have the opportunity to return to work in the office sometime soon.

Do you know how to do so efficiently and productively?



## Your Return-To-Work Technology Checklist

### 1 Update Your Systems

If your onsite hardware and systems have been out of use for months on end, you'll want to have your IT team visit the office a few days before everyone else comes back.

Make sure that all systems and software are up to date — if you don't, you could have unaddressed cybersecurity vulnerabilities at play. Furthermore, many programs may require updating upon start up, which will be a big waste of your staff's time when they first return to the office.



### 2 Touch Base With Your Service Providers

Make sure your service providers know you'll be returning to the office. While you may not have specifically paused service during your work-from-home period, it's good to double-check that everything will operate as expected when you return.

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### Plan Your Hybrid Approach

If you won't be having your entire staff return all at once, then you'll need to do some organizing to manage a hybrid in-office and remote work arrangement.

Maintaining productivity and communication between an in-office and remote staff is not necessarily easy, but if you take stock of devices in use, ensure everyone is on the same file-sharing platform, and have regular meetings to bring everyone together, it can be managed.



### 4 Conduct A Gap Analysis

If you've been focusing on remote work for the past half a year, then it wouldn't be surprising if your onsite system has developed some new vulnerabilities.

In terms of your security, the gap analysis is a way of assessing "where your IT system is currently" and "where you need it to be".

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### Review Your Remote Business Continuity

Don't assume this is the last time you'll have to work remotely — make sure to learn from the experience by asking two key questions:

- » **What Changes Did You Make To Work Processes That Should Be Kept?** Whether you plan to continue with remote work or not, if you implemented new practices for time management, communication, or other workplace priorities that helped to boost productivity and engagement, then you should continue with them.
- » **What Changes Did You Make To Work Processes That Should Not Be Kept?** On the other hand, if you found that some new processes or the nature of remote work itself led to delays and lowered productivity, there's no reason to keep them going.

This is especially important when you're determining who on your team will continue with remote work. If someone did not thrive in the remote setting, you should bring them back into the office as soon as you can.



### 6 Test Your Disaster Recovery

Even if a global pandemic hadn't forced you to work remotely for most of this year, you should be testing your DR processes on a regular basis.

Returning to the office is a key opportunity to run through your DR processes and make sure they're still effective.

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## » Looking For Expert IT Assistance For Your Return To The Office?

Regardless of when you return to the office, and whether it's your entire staff or just part of it, you have to manage the process carefully. The health of your employees, the security of your data, and the productivity of your business as a whole will be on the line.

If you're looking for expert guidance in the process, here's how to get it:

1. Contact our team and arrange a consultation.
2. Let us assess your onsite systems, and develop a plan for updating technology and eliminating vulnerabilities.
3. Hit the ground running when you finally get back to work in the office.