neoRhino
IT SOLUTIONS

Work-From-Home Preparedness Checklist

We at neoRhino are here to help prepare you and your employees for the growing necessity of working remotely. This checklist includes what equipment, tools, and technology resources your employees need to successfully work from home.

Some items may require you to contact your managers or IT source for implementation. If you have any questions about preparing to work from home, contact us at **www.neoRhino.com** or call us at (281) 779-4850.

Your necessary tools:

- [ ] Workstations - Your laptop, tablet, or desktop PC.

- [ ] Any connection cords needed - all cords needed to connect peripherals to your workstation. Here is a connection chart. Click **Here** for a Common Connections Chart.

- [ ] Any mobile device chargers - a USB connection may not be powerful enough so if the device requires a specific wall plug, be sure to pack it.

- [ ] Monitors - Use multiple monitors for increased productivity; more view space means less switching windows.

- [ ] Printer/Scanner - To print or scan documents, depending on your needs.

- [ ] Headset - For conference calls and hands-free voice communication.

- [ ] Webcam - Great for collaboration and can serve as a microphone in a pinch.

- [ ] A USB Dock/Hub - for multiple peripheral plug-ins, so you can connect your devices.

- [ ] Surge Protector or Uninterruptible Power Supply (UPS) - To protect your devices in case of power interruption.

Your Technology:

- [ ] High-Bandwidth Internet Access

- [ ] Network Router

- [ ] Necessary Storage & Backups

- [ ] Collaboration Software & Tools - To effectively communicate with your co-workers. Office phone calls need to be forwarded to an available phone number.

Security: Keep Your Company Files & Data Secure.

- [ ] Virtual Private Network (VPN) Implemented

- [ ] Secure Network & Firewall

- [ ] E-mail Security & Encryption

- [ ] Multi-Factor Authentication (MFA)

- [ ] Password Manager

- [ ] Enterprise Level Anti-Virus (AV)

Policy: Work Confidently and Effectively While Remote.

- [ ] Do you have a chain of command to call for emergencies?

- [ ] Does your IT solution have a method of remotely solving workstation issues?

- [ ] Do you have a copy of your Work from Home Policy?

- [ ] How will important decisions, updates, and working guidelines be communicated to employees?

- [ ] Are you trained to work from home successfully?

- [ ] Do you have a dedicated space with little to no distractions?

For more detailed information on home workability, read our blog here.

neoRhino
IT SOLUTIONS