



Checklist

Secure Telecommuting Controls

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For more information, see Bloomberg Law's Data Security Professional Perspective [Secure Telecommuting While Social Distancing](#).

		Mandatory	Optional (but strongly recommended)
Securing the Home Computer	<input type="checkbox"/>	Updated operating system (still supported), updated with latest patches	
	<input type="checkbox"/>	Firewall program (recently updated)	
	<input type="checkbox"/>	Anti-virus program (recently updated)	
	<input type="checkbox"/>		Separate persona/account for working on personal computer
	<input type="checkbox"/>	Disconnect, or disable "smart" IoT devices; especially those that have a listening capability, such as smart speakers, smart TVs, etc.	
Securing the Home Network	<input type="checkbox"/>	Enable a password on Wi-Fi router	
	<input type="checkbox"/>	Disable broadcasting of the network name (i.e., SSID)	
	<input type="checkbox"/>	Change or delete default accounts	
	<input type="checkbox"/>		Enable MAC address filtering
Logging in to work accounts and Communicating	<input type="checkbox"/>	Enable multi-factor authentication (MFA)	
	<input type="checkbox"/>	Use a virtual private network (VPN) for all accesses of corporate network	
	<input type="checkbox"/>		Prohibit use of personal email accounts for handling work communication
	<input type="checkbox"/>		Validate web-based video conference tool policies before allowing use by employees

		Mandatory	Optional (but strongly recommended)
Risks to Corporate Data and Systems	<input type="checkbox"/>	Instruct employee to save all data to employer's cloud (not personal cloud or local computer hard drive)	
	<input type="checkbox"/>	Launch phishing attack susceptibility test; ensure it's updated with Covid-19 test samples.	
	<input type="checkbox"/>	Begin weekly emails to employees cautioning about Covid-19 phishing and ransomware scams, incorporating list of known attacks and file signatures.	
Update Corporate Policies	<input type="checkbox"/>	Review and update corporate policies to account for new guidance on remote access, remote data management, authorized and prohibited resource usage, etc.	
	<input type="checkbox"/>	Draft and distribute a short summary of policy changes, along with the new policy, highlighting key points of policy changes.	