

Post Quarantine.

Preparing to return to the office

6 Six essentials to make sure everything goes smooth:

- 1. If you've had your work laptop (or computer) on the home network during the quarantine,** make sure you run a full Anti-Virus scan on it before you take it back into the office. Remember, you've been on an unsecure network (your home network) and you want to make sure you don't bring anything bad into the office.
- 2. If you're been working on your Home computer and it won't be going back to the office when you do,** make sure you collect the local spreadsheets and other documents you've stored on that machine, and take them back to the office.
- 3. If you are bringing files from home back into the office,** make sure the Anti-Virus software on your work computer is up to date before you put the files from home on your work computer. Again, the last thing you want to do is open yourself up the possibility of bringing a virus or other malware from home back into the office with you.
- 4. If you took your Work computer home,** make sure you back the data up that is on it **BEFORE** you shut it down and start to put it back in the truck of the car. Computers are sometimes like light bulbs, they die when you turn them on. If you assume this can happen and prepare for the worst, you might just deny old Murphy the chance to do his worst with you.
- 5. If you ever loaded any new software on your Work computer or started using any Cloud based software while you were remote,** make sure that your IT Team knows about it and is comfortable with it coming back into the business.
- 6. If you took your work computer home,** make sure you're careful to identify all the cables and connectors that you took with it. Things are bound to be hectic as you're trying to get your office put back together, so don't add to the chaos by leaving an important connector at home.