

# Remote Worker Security Checklist

Employer	Employee
<input type="checkbox"/> Make sure your employees have everything that they need to create a home office. Computer, Monitor, Network Cables, power cords and power bar.	<input type="checkbox"/> Have a secure space to install and maintain your company's equipment that can be locked on weekends and in the evening.
<input type="checkbox"/> Make sure your employees have a phone with a headset. Test the broadband internet to make sure that it can handle the VPN or other remote connection you are using.	<input type="checkbox"/> Do not use your corporate laptop for personal use. Have a secondary computer or use your phone for personal use. This includes email.
<input type="checkbox"/> Create an instruction set and checklist for how to install the computer and phone with pictures and step by step directions.	<input type="checkbox"/> Do not write your password down anywhere and make sure that you use a strong password and that you change it often.
<input type="checkbox"/> Schedule a training time to make sure that all the equipment is properly installed and your employees can access necessary files and receive and send phone calls.	<input type="checkbox"/> Maintain a clean desk policy at home. Put all papers and notes away before leaving the room. Keep your file cabinet locked.
<input type="checkbox"/> Require everyone to follow the same secure process for accessing and exchange files. Only give access to those that truly need it.	<input type="checkbox"/> Make sure you use a secure WPA-2 or higher encryption for your Wifi Router. Make sure to change the default password on the router.
<input type="checkbox"/> Set the laptop to lock the screen and require authentication to regain access when the computer is inactive for 10 or 15 minutes.	<input type="checkbox"/> Make sure you have a comfortable chair or standing desk along with a foot pad, 4 to 8 hours at your desk will take a toll on your body - especially your back.
<input type="checkbox"/> Require two factor authentication for access to corporate resources. A password and a code for their phone or fingerprint on their phone.	<input type="checkbox"/> Exercise at least twice during the day. Get up from the desk and walk around the house or your neighborhood.
<input type="checkbox"/> Enable local encryption on the laptop and computer. Make sure you keep the encryption key locked up and secure.	<input type="checkbox"/> Make sure that you properly maintain your equipment. Clean it regularly and do not eat at your desk, or working area.
<input type="checkbox"/> Make sure the employee has pens, paper and any other necessary office materials needed.	<input type="checkbox"/> Report any unusual activity immediately to your company and make sure you file an incident report for any suspicious activity.
<input type="checkbox"/> Create an Incident Response plan for any breaches to security.	<input type="checkbox"/> Plan your work and stick to it - working from home isn't for everyone. Stay focused and productive while working outside the office.