



## Before Leaving Office

- Print and/or save employee contact list, especially cell phones
- Print and/or save copy of firm's Business Continuity Plan
- Ensure you have a remote workstation ready or can set up your personal device with the proper security measures for access (ex: VPN, email archiving)
- Verify that you have all login credentials for infrastructure programs (custodian, reporting, etc.) and video/web conferencing and team connectivity programs (MS Teams, Slack, etc.)
- Verify you have access to your firm's document management system and all files essential to your role and duties
- Test office phone is properly forwarded to mobile/cell
- Assign employee(s) to periodically visit office to check for physical mail delivery, be on lookout for client instructions, check deposits, new account paperwork, etc.

## Once Home

- Ensure Wi-Fi network is secure (only use networks that denote a lock icon and require a password) or connect to modem via ethernet cable
- Test Internet speed (this can be done for free at speedtest.net)
- Ensure all files are stored to firm's network, either through VPN or cloud-based network (nothing should be saved on personal computer)
- Be conscious of increased SPAM/Virus threats and only click links from known and reputable sources

- Test VOIP solution on mobile phone or ensure office landline is appropriately forwarded
- Practice video conference and screen sharing capabilities BEFORE first client call; ensure background is clean and professional, no sensitive client information is viewable
- Exercise, Hydrate, and Get Sunlight!

**Test access and functionality of accounts with the appropriate software:**

- Email
- Custodian
- Performance Reporting
- Trading
- CRM
- Client Portal (if applicable)
- Financial Planning
- Research (if applicable) Paper Files – Shredding