

COVID-19 Outbreak

It's time to prepare for employees working from home.



See our checklist below to ensure you and your business are prepared to engage a COVID-19 contingency Plan:

1. PHONE NUMBER FAILOVER:

ITCS Cloud Phone Systems, along with a PC/Laptop soft-phone and mobile app, let you connect your office phone to your preferred business device. Your PC/Laptop or Mobile becomes an extension of your desk phone, allowing you to make and receive calls, transfer to colleagues, view any missed calls and record call statistics, just as you would from the office.

2. E-MAILS & CALENDARS ARE AVAILABLE REMOTELY:

Office 365 and Outlook work wherever you are. Outlook mobile delivers a connected experience across email, search and calendar and deeply integrates with Office apps, files and teams to power your productivity and collaboration. Protect your data without compromising productivity with security, with the world's leading email solution.

3. FILES AND DATA ARE ACCESSIBLE AND SECURE FROM HOME:

Share your files from anywhere with SharePoint: Get more done with secure access, sharing, and file storage at home, or on the go. Microsoft file storage and sharing products are designed to help you store, access, co-author, and update files from anywhere, and easily share files inside and outside your organisation.

OneDrive gives you anywhere access to all your files, seamlessly integrated with Office and pre-installed with Windows. Automatically sync your files to your desktop so you can work with files offline. Access files on Windows, Mac, or mobile devices.



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REMOTE WORKING CHECKLIST



4. OFF-SITE BACK-UPS:

Ensure you have server hosting off-site, in a secure data centre. ITCS can provide your business with a private cloud service that enables your business to run even in the case of

system failures or technical mishaps. Cloud hosting also ensures everyone in your business can access data across multiple offices or different locations on the go. With ITCS, you can be sure your data is stored safely and securely by professionals who care about your business.

5. SECURE VPN:

A VPN (or Virtual Private Network) is an encrypted, virtual “tunnel” between off-premises devices and on-premises information. Connecting to your business files and data through a VPN whilst working remotely prevents data theft between the server and your off-premises device.

6. ALL RELEVANT STAKEHOLDERS ARE AWARE OF YOUR PLANS

Put both employees and clients at ease by letting them know of your coronavirus contingency plans. Make sure you include key messages, processes, avenues for feedback and updates. If Covid-19 does impact your business directly, let staff know what happens if they need to self-isolate, as well as reminding all staff about policies regarding group meetings, travel and policies regarding remote working.

Time is of the essence, given the current situation with COVID-19. We are working on a first come first serve basis for remote working setup, but understand the importance and working tirelessly to deliver these crucial services.



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