

COVID-19 RE-ENTRY CHECKLIST

MAY 2020

DEDICATION TO CLIENT SERVICE

We anticipate further announcements and guidance from government authorities to safety protocol changes due to COVID-19, and we have prepared a checklist to help you navigate through opening your business to your staff and the public. As the situation continues to evolve, please reach out to your Gillons advisor at any point with your questions or concerns.

PHASE 1

PHASE 2

PHASE 3

PHASE 4

DATE WHO COMPLETED

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Technology

Update IT inventory of assets

Cyber security plan reviewed

Review access speeds for office and remote locations

Video capabilities

Review, define and train on collaboration tools and platforms

Stress test systems

Update password, encryption, phishing and other cybersecurity training and testing given new access devices

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Technology

How must the IT budget be reallocated for greater efficiency and enhanced client experience?

Addressing and instituting online learning systems now that people are culturally accepting of that style