

# THOMSON REUTERS REMOTE WORK CHECKLIST 2020

THE TECHNICAL CLIENT MANAGERS (LEGALTECH) TEAM AT THOMSON REUTERS PROVIDES A LIST OF CONSIDERATIONS FOR LAW FIRMS WHEN THEIR EMPLOYEES ARE WORKING REMOTELY.

## Core Working Remotely Checklist for Technical Team to Consider:

- Do you have a remote work policy?
- How will important decisions, updates, and working guidelines be communicated to employees?
- Can all employees VPN into the office network (if applicable)?
- Have you enabled Two Factor Authentication to any sensitive applications accessed remotely?
- Do you have a service like Zoom/WebEx/Teams so that employees can collaborate more easily?
- Can all employees reach email and file shares?
- Are company files and data secure?
- Is email using encryption?
- Are the phone systems extendable to remote employees?
- Are all employees receiving phone calls to their home or cell phones?
- Can they dial out through the company phone system to mask their personal numbers?
- Are cloud based services accessible outside of the network via login without SSO/SAML?
- Do you have a printout of all your vendor names and primary contact numbers and email addresses?
- Do you have a list of all applications users will need to use and if they work remotely?
- Are you using systems that have IP restrictions to access?
- Have you enabled Microsoft Cloud 365 or other, so that users could leverage tools like MS Office from a home computer by signing into their company account?
- Have you set a schedule for updating:
  - Operating Systems
  - Anti-Virus Software
- Are your employees equipped with home office equipment?
- Are your employees equipped with the technology they need to work from home?
- Have your employees been provided with the training they need to work from home successfully?

## About this Checklist: Technical Client Managers

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