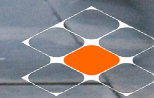




What  
happens  
**NEXT?**

**PREPARING  
TO GO BACK  
TO YOUR  
WORKPLACE**



**net technical** solutions

**What  
happens  
NEXT?**

## **PREPARING TO GO BACK TO YOUR WORKPLACE**

Getting ready for when the time is right to return to the office.

Confined to our houses - and gardens if we're lucky enough, our homes have turned into offices, nurseries, schools... and entertainment places too! All under one roof.

It's an uncertain time to say the least and we don't really have a definite end in sight.

But while we wait on the government to tell us the next steps and ease us out of lockdown, we should really be taking some time now to make a plan for our organisation and eventual return to the workplace.

We know that the people who planned for the event of a lockdown found the whole process of settling staff to work from home a lot less stressful.

Those who left it till the last minute? Well, they struggled and most probably wasted time and

suffered a bigger loss in productivity than they needed.

So whilst we were unsure as to whether a lockdown would happen, we know for definite that we will be returning to our workplaces at some point in the future.

**Start planning for that  
eventuality now and  
ensure it's as smooth  
a process as possible.**

"Why do we need a plan?" I hear you ask. "Can't everyone just, you know, come back to the office?"

Well, not really. There's a little more to think about than that.

It's not a mammoth task. You just need to know what to consider and you can make your plan.





## **Before you get going...**

When you start to put together a plan, look at how the lockdown has affected your business. What's worked well? What would you do differently if you'd had more time to plan?

Make a list. This will help you along these next steps.

**There are three main elements to look at.**





**First, look  
at your  
people**

There will be a phased end to the lockdown which may mean that not all of your staff will return to your workplace at the same time.

You may have people working for you that are at a higher risk (or live with someone who is high risk), so they may have to stay at home for longer. Additionally, you may also have had to lose some of your team due to the impact on your business.

Essentially, things are not going to click straight back to the “old normal” and for many of us, they may never be the same again.

You have probably found that having your people work remotely hasn't been so bad. Perhaps before this you didn't think it was possible to have remote workers? Will this help you to become more flexible with the way you work and expect your team to work?

In the case of a phased return to your workplace, look at how well your team have coped over the last few weeks. Those who have thrived should perhaps be among the last to return. Those who've struggled (and are not in a risk category), should be the first to go back.



***Would you consider making working from home a regular option for your team?***





**Then look  
at your  
equipment**

While everyone has been working from home, they've needed devices to work on and a setup that allows them to access your company's network, files, applications, etc.

How has the home setup worked for you?

If you planned ahead of time for a lockdown, you've probably had an almost seamless switch to home working. At least as far as your IT is concerned, anyway.

If you didn't, what are the changes that you would make once the restrictions are relaxed? What changes would you need to make to allow home working for any of your team on a regular basis?

How will you manage the safekeeping and return of any company equipment during this process? Did you keep a list of what was handed out?

Will you need our help to spend time with you setting everything back up in the workplace?

Again, if you plan to keep some staff working from home permanently or regularly, do they have everything they need to make the switch? Do you need to purchase extra devices or licenses for apps?

***This is the part of your plan where you may need to liaise with us. What can we do to help the return to be as easy as possible for you?***



A man in a dark suit, white shirt, and red striped tie is pointing his right index finger upwards. He is looking directly at the camera with a serious expression. The background is a light gray with a network of glowing blue circuit lines and nodes. Some nodes have small colored circles (red, green, blue) around them. In the top right corner, there is a large dark blue hexagon containing a faint white padlock icon. In the bottom right corner, there is an orange hexagon with a dark brown top section.

# CYBER SECURITY

**What about  
your data?**



Access to your data has been moved across devices from your workplace to homes, and now needs to come back to the workplace again. Has your data security been compromised in any way during this process?

Strictly speaking, if you've managed the switch well and your people have followed protocol, your data should be watertight. All the additional checks and measures should mean that your anti-virus software is up-to-date and the most recent versions of everything should be installed.

However, if you managed the move in a rush, perhaps you could have been a little more thorough?

Whatever the case, when people and devices start coming back to your workplace, it's a great opportunity to update everything, check the strength of passwords, and ensure that all your data is constantly backed up.

***Making sure data is safe - and keeping it that way - must be a very high priority for all businesses, these days.***



**The time  
to take  
action is  
NOW**

Whether you can't wait to get back to your workplace, or you're secretly enjoying working from home, hopefully now you'll see that a little planning can go a long way.

This isn't something that should be left for a few weeks. Please don't put it off. The more work you do now on planning your technology and implementing it, the easier it will be for you and your team when the time comes to get back to the office.

**If you could use some help  
planning and implementing  
the technical side of the  
return to your workplace,  
please get in touch.**

**We'd love to help you make it  
a quick and smooth  
transition.**

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