





TELEWORKING BEST PRACTICES

DURING THE COVID-19 PANDEMIC

EXERCISE CAUTION ONLINE

- Don't open links or attachments you're unsure of
 - Report any suspicious emails using the fish hook button in Outlook
 - Be aware of fake websites designed to look like real ones. Check the URL
 - Don't use your network password for online collaboration services
 - Only discuss or share unclassified information when using these services
- 

LIMIT NETWORK USE

- Work off network when you can if your job function allows, especially for video streaming or social media (some of these services may be blocked while on network)
 - If using VPN, use the gate based on your location
- 

SET UP A WORKSPACE, KEEP IT SECURE

- Include a comfortable chair, and space for your tablet or laptop and phone
 - Take frequent short health breaks
 - Work electronically as much as possible
 - Use a lockable filing cabinet or room to store any sensitive work-related materials securely
 - Use of personal printers and scanners is not permitted
- 