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INJURYBOARD

# REMOTE WORKING BEST PRACTICES

## For Your Local Business Community

As a local small business owner like you, I too am navigating these challenging waters. Please join me and several of my colleagues from across the country for a complimentary webinar on Tuesday, March 24 at 1 pm EST where we will share our best practices related to remote work.

Together we can make a big difference for small business.

**Let's help get our community back to work safely and effectively!**

Visit [BIT.LY/IBREMOTE](https://bit.ly/ibremote) to Register

## CHECKLIST | Ready for remote? Webinar topics will include:

### Hardware

- A** Laptops
- B** High-Speed Internet (Down and UP)
- C** Work stations / Monitors

### Software

- A** Office 365 / Google Suite
- B** Box / Dropbox
- C** DocuSign / Hello Sign

### Communications

- A** Phone – VOIP / Conference Service / RingCentral
- B** Video Meetings – Zoom / Go-To-Meeting
- C** Chat – Slack / Microsoft Teams
- D** Cameras – Aver / Owl Labs

### Policies & Management

- A** Inventory
- B** Privacy
- C** Security
- D** Availability

