Newsletter

The Safe and Secure Way of Transitioning Employees Back into the Office

The economy is slowly reopening after the Coronavirus pandemic. However, this means that businesses and institutions need to find a safe and secure way of transitioning remote workers back into the office. Although working from home includes its benefits, it is not an ideal situation for most smaller businesses. In a small business, each employee is critical to the operations of the company.

Some business structures work better within the office employees rather than remote employees. However, transitioning your workers back into the office is not as simple as it sounds. The guide below will help you manage the change.

Only Bring Back Certain Staff

The first step is never to bring in all your employees at one time. It is recommended that you bring staff back in shifts to ensure you comply with the government and health protocols. As a business leader, you need to think about the employees that need to be in the office.

Doing this will help you reduce health risks while giving you time to plan accordingly. You can easily bring back more employees once you figure out how to safely manage the few. It will also help if you construct a sanitation area outside the workplace.

You could always bring back your workers in the reverse order that you sent home. Some businesses waited until the last minute to send the essential worker's home. The use of rotational shifts will also help maintain physical distance while avoiding full office occupancy.

Protect Your Network

As your employees come back to the office, you must keep your network secure from possible viruses or malware. If your employee's devices were regularly patching and updating while working remotely, this is not a problem for you. If, on the other hand, the computers, laptops, and tablets were not receiving routine patches and updates, we recommend running a full security update before you put these machines back onto the corporate network. Bringing staff back in stages will give your IT department a chance to look things over to ensure anti-virus and other patching and security measures are working without the possibility of compromising the network.

Set Up New Office Rules

For starters, you should increase the distance between workspaces in the--

Upcoming Events

**Webinar:
The Major Causes and Solutions for Downtime**
April 20, 2021

**Webinar:
Cyber Insurance to Protect Your Business with Marsh & McLennan Agency**
April 28 2021

For more information on our upcoming events, please visit www.tcsusa.com.

office. The second step will be to strengthen hygiene procedures. Always remind your office workers about regular hand washing and keeping social distance.

Ensure you provide hand sanitizers at all critical areas in the office. It will also help if you implement temperature checks while entering the building. The good news is that there are many new technologies to help you with temperature checks, including heat-detection cameras.

The number of workers who attend an office meeting should also be limited based on the room's size. Face to face meetings should be held in your office if possible, and if that is not an option, you can always use other viable alternatives for almost real-life conversations such as Teams and Zoom.

Offer a Flexible Transition

Keep in mind that most workers have become accustomed to working from home. This means that they will probably need time to adjust their lives to suit the in-office schedule. For one, they may need to start waking up earlier to account for commuting to work in the morning.

The change back into the office should be gradual, with the essential workers being first. It would be a good idea to provide some transition time to allow employees to get used to all the office distractions might not have had at home. It will help boost morale and encourage teamwork in the office.

Have you considered offering a hybrid working model? This is a system that blends both on-site and remote working. If you operate under the shift model mentioned earlier, you will already have this in place. It can be the perfect business solution because the employees can balance office hours and work from home. You might also be able to reduce the amount of office space that you currently pay for by switching to shared space offices.

Ensure you contact us today to talk to a qualified professional to help your business get back on its feet. There is no doubt that the Coronavirus pandemic has affected many sectors of the economy. However, it is time for all of us to get back into the office and begin building or companies up once again.

Backing Up Your Data: Where Should You Store It?

If your business has never experienced data loss, then you might not fully understand the importance of data backup. However, you need to have reliable and efficient data backup systems in place as mitigation for any

unfortunate eventuality. Here are some grim statistics on the disastrous nature of a possible data loss:

- 20% of small to medium business face the possibility of a critical data loss every 5 years, which often result in a disaster.

- 40% of the small to medium businesses using the Internet will have their networks hacked by a cybercriminal. Worse still, 50% of them hardly realize their systems have been hacked.

- 93% of the businesses that suffered a data downtime of more than 10 days filed for bankruptcy in less than a year. 50% of these companies filed for bankruptcy on the spot.

How to Store Your Data Safely

Physical Media

You may have to invest in alternative data storage hardware, ranging from solid-state drives, hard disks, and servers. Remember that a backup copy of your files on your PC may not amount to much if the PC gets compromised.

However, you need to be aware that these physical storage devices have their limitations. They may malfunction, crash, or get stolen altogether. Besides, the initial cost of setting them up can be too high. For these reasons, you have to consider another option – moving to the cloud.

Moving to the Cloud

You may already be in the cloud, if you are using Gmail, Microsoft's OneDrive, or Yahoo mail. If your business has access to a high-speed stable Internet connection, consider investing in cloud storage. It involves storing and backing up your files on a virtual online location so you can access them whenever and wherever the need arises. It means that you have to sign up for cloud storage services so you can upload your data.

Cloud storage has the advantage of flexibility since you can access your information from any Internet-enabled device connected to the network. Also, it is can be more secure since it has the security features of the cloud system which you can employ alongside those of your business.

Why You Need to Back Up Your Data

Continuity of Your Business

Every business requires continuous, uninterrupted access to its data. When your servers crash or get hacked, several

critical activities of your business may come to a halt. These important activities include communications with your clients and suppliers and filing of business records. Disrupted communications may give your clients and suppliers a bad impression thus, casting the image of your business into disrepute. Backing up data means you can restore everything within the shortest time and get back to business as usual.

Safety Net Against Cybercriminals

The threat of data downtime is real. Cybercriminals have upped their game and are now targeting any business. You may fall victim to a ransomware attack, and whether you pay the bad actors or not, the harm on your business would be catastrophic. But storing your files in a safe and reliable backup would leave the hackers smacking their heads in dismay because you would only have to reconfigure your systems and retrieve your info within a short time.

Cutting Costs of Data Recovery

Once you have secured your data in an efficient backup system, it would be cheaper to recover it in the event of a downtime. If you do not back up your data, you may have to overhaul the entire system to get your business back on track, which could be very costly.

Planning can go a long way to mitigate any possible interruption to the data flow in your business. Our team of professionals can offer assistance in the backup and disaster recovery assessment of the status of your valuable data.

On-Demand Webinar: How to Fully Protect Your Data in Office 365 Cloud

During this on-demand webinar we discuss how to implement security guidelines and policies and the importance of having a backup and recovery solution in place.

Presenter: *Michael Brown, Technical Analyst, Total Computer Solutions*

Key Topics:
* Ways to keep your email secure
* Advantages of third party backups
* Importance of partnering with a Managed Service Provider

Visit landingpages.tcsusa.com/webinars to watch this and other webinars available on-demand.

The Major Causes and Solutions for Downtime

Date: Tuesday, April 20th
Time: 11:00 AM ET
Presenter: *Andy Purcell, Business Consultant, Total Computer Solutions*
Registration: Visit tcsusa.com/events/ or call 336.804.8449

You are invited to join us for our upcoming webinar, "**The Major Causes and Solutions for Downtime,**" presented by *Andy Purcell, Business Consultant, Total Computer Solutions.*

Backing up your data is an absolute necessity. If a drive fails, a file becomes corrupted, or Ransomware scrambles files, being able to recover them makes the difference between an inconvenience and a catastrophe. Losing data and not being able to recover is a common cause of business failure.

Key Topics for Discussion

* Importance of Data Backup
* Calculating the Cost of Downtime
* Common Causes of Downtime
* Tips for Avoiding Network Interruptions

Attend this webinar for better insight into backing up your data and how to avoid network downtime.

Cyber Insurance to Protect Your Business with Marsh & McLennan

Date: Wednesday, April 28th
Time: 11:00 AM ET
Host: *Andy Purcell, Business Consultant, Total Computer Solutions*
Guest: *Murphy Holderness, Business Insurance Consultant, Marsh & McLennan Agency*
Registration: Visit tcsusa.com/events/ or call 336.804.8449

If you would like to receive our newsletter digitally, please email alimbers@tcsusa.com.

tcs total computer solutions

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Guide: 3 IT Problems That May Be Costing You Money

IT is the backbone of corporate productivity. Email servers store confidential information about your company and clients', data loss prevention systems ensure corporate saboteurs struggle to steal your information, and internal communications keep your team flowing freely toward achieving their combined goals.

When the system breaks or is compromised, teams are not able to work together, hackers can steal your data, and your competition gains an advantage. The following issues may be signs of larger concerns within your network. We have included some potential causes of each and how they may impact your business.

Get your FREE copy today! Visit tcsusa.com/resources/e-books/

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