MOSSADAMS

Remote Work Security Checklist

ADMINISTRATIVE CONTROLS

The following items focus on administrative controls that help keep teams coordinated and organized.

- □ Ensure employees, partners, customers, and vendors know where to receive updates about policy changes or other organizational information.
- □ Provide updated security awareness training to reflect working remotely for long periods. Considerations should include:
  - Data privacy in shared spaces
  - Securing wireless networks when working from home
- □ Review and update policies and procedures for the following use cases:
  - Secure remote work
  - Telework
  - Mobile devices
  - Bring-your-own-device (BYOD)
- □ Determine your organization's most critical files and applications; validate these systems are accessed by employees, vendors, contractors, and customers in a secure manner.
- □ Identify reputable suppliers for IT equipment.
- □ Develop procedures for validating the security of hardware and software before connecting new equipment to production networks.

TECHNICAL CONTROLS

The following items focus on technical controls that reduce the likelihood or impact of a successful attack on your systems.

- □ Implement multifactor authentication (MFA) especially for connections from the Internet.
- □ Validate the strength of authentication mechanisms through thorough password audits and filtering.
- □ Implement mobile device management (MDM) to require encryption, authentication, and anti-malware on mobile devices.
- □ Develop configuration hardening standards for remote workstations, including:
  - Required system updates
  - Anti-malware software
  - Limited access to administrator accounts
- □ Disable unnecessary services.
- □ Secure cloud-based applications and software-as-a-service (SaaS) applications by requiring:
  - MFA
  - Encryption
  - Backups and versioning
  - Data leakage prevention
  - Advanced or detailed logging and auditing
- □ Confirm that malicious activity on workstations outside the network will generate alerts.

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