

## What to expect and tips when planning your firm's transition to the new work landscape.

### Expect Some Pain

Returning to the office is going to be more complicated and difficult than going remote. We recommend handling this event like a DR failback. Your users (and likely their data) were offsite; now some (or all) will be coming back, possibly all at once. The level of work needed to get everyone back to "normal" and risk exposure has been defined by your users' adherence to firm policies. **Early and effective communication** with your user base is key to understanding your risk exposure.



# Looking Ahead

## Planning for the New Work Landscape



Cornerstone designs and implements holistic remote work environments. We create a productive and secure IT ecosystem from network infrastructure, to collaboration tools, to document management systems, and managed services.

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## Data Handling

IT should be on high alert. If work was done being off-network, you could be looking at an influx of outside data, which must be scanned for viruses and malware. Begin preparing a system for people to safely upload data back to your network, keeping server and bandwidth capacities in mind. If personal laptops are brought into the office, they should always be on the DMZ/guest network. If anyone was given administrative rights to install software on a firm-owned laptop, those should be treated like personal laptops until IT wipes and re-images them. **Err on the side of caution**, and make sure your users understand why this is being done.



## The New Hybrid Office

The re-opened office may look a lot different than it did a few months ago. Buildings may have capacity restrictions, and some staff may need to continue working from home. You may be building out a new hybrid system. With some staff on-site and others remote, communication and data policies will need to be modified. With many firms unfortunately having to downsize, people may be taking on additional roles, so expect a high number of requests around permissions and rights changes.

A plan that worked last week may not work next week, so **your IT team should always be evaluating the needs of the user base and adapting accordingly**. Cornerstone has experience in planning and implementing IT strategies in complicated times. We have been specializing in remote work since 2003. We are here to help.