Computer Recycling Center
Secure • Responsible

March 17th, 2020

Remote Workers, Data Security, and COVID-19

Dear Valued Customer,

Office employees working remotely has become a common practice during this coronavirus (COVID-19) pandemic. We understand the importance of focusing on the health and safety of your employees and customers during this unusual time. We want to take this opportunity to remind everyone to **continue to focus on your organization's data security** and pay close attention to the **new risks**. The following are a few simple steps you can implement that will help decrease your risk when employees work remotely:

- When transporting documents/work papers and data containing devices such as PCs, Laptops, Cell Phones, and Tablets from the office to a remote location, always place them out of visible sight and always keep vehicles locked.
- Secure documents/work papers when transporting between the office and home. Boxes with lids and/or binders that can be closed are recommended to prevent documents from getting blown away or lost in transit.
- Have employees designate a box/bin in their home for all documents and data devices that need destroyed. Make sure no documents or data devices are discarded in the trash. Employees should transport documents and data devices back to your office for proper destruction.
- Review any confidentiality and data security policies with all remote workers and have them sign that they have read and understand your Company's policies.

Computer Recycling Center understands that this situation is constantly changing and that decisions will need to be made quickly to ensure the safety and security of employees and customers. Please reach out if you have any questions regarding best practices for data security.

All Computer Recycling Center Employees have been instructed and trained to the guidance provided from the Center for Disease Control (CDC) and the World Health Organization (WHO). We will continue to monitor the situation as it develops. Our staff is actively sanitizing all frequently touched surfaces to ensure the safety of our customers and staff. Our lobby will remain open and we will continue with all scheduled pick-ups/services as long as it is safe to do so. We will do our best to reach our customers before pick-ups/services to ensure your business is still operating as normal. Please contact us if you need to reschedule service for any reason. Please check our Facebook page for any Computer Recycling Center updates.

Thank you for continuing to be a loyal customer of Computer Recycling Center. Be safe and stay healthy!

Sincerely,

Luke Westerman
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