



## Anti-Virus Checklist

- Policies are in place requiring use of anti-virus software.
- All staff members understand and agree that they shall not hinder the operation of anti-virus software.
- All staff members know how to recognize possible symptoms of viruses or malware on their computers.
- All staff members know what to do to avoid virus/malware infections.
- Anti-virus software is installed and operating effectively on each computer in compliance with manufacturer recommendations.
- Anti-virus software is set up to allow automatic updates from the manufacturer.
- Anti-virus software is fully up-to-date according to manufacturer's standards.
- Handheld or mobile devices that support anti-virus software have the software installed and operating.