**Campus Re-opening and Corporate Support**

**Assurance Form for Undertaking Business Critical Research/work during the COVID-19 pandemic (Phase 2 -Relaxation of Lockdown)**

**IT Services checklist**

The University’s Risk Assessment for Operating during the COVID-19 Pandemic has been agreed and forms the overarching principles to ensure a safe place of work.

This document is intended to capture and ensure all Devices are up to date before use. This includes Windows, Mac, Linux, Tablets, and all handheld devices (IOS/Android).

<https://www.itservices.manchester.ac.uk/cybersecurity/>

<https://www.itservices.manchester.ac.uk/cybersecurity/advice/virusprotection/>

All other work (office work, writing up, analysing data) should continue to be done at home; restrictions still apply to face-to-face meetings and electronic means for supervisory meetings, lab meetings, workshops etc will continue.

|  |  |
| --- | --- |
| **Details** | |
| Name |  |
| Faculty/Division |  |
| Building |  |
| Room/Lab |  |
| Computer Name  [Microsoft Windows: Find your computer name](https://manchester.saasiteu.com/Modules/SelfService/#knowledgeBase/view/374217899B4E423F880D5BD5566957EE)  [macOS: Find your version](https://manchester.saasiteu.com/Modules/SelfService/#knowledgeBase/view/A9A30EEA5C2A4446AAB25E4281743D5D) |  |
| Operating System (e.g. Win 10, Catalina, Ubuntu) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Devices** | | | | |
|  | **Assurance measure** | **Y** | **N** | **N/A** |
| 1 | OS Updates are Installed |  |  |  |
| 2 | Antivirus Installed |  |  |  |
| 3 | Antivirus Updated |  |  |  |
| 4 | Additional Devices Updated (IOS, Android, etc.) |  |  |  |
| 5 | Back-up of any local Data |  |  |  |

This document is intended to assist in ensuring all devices are up to date before use.

As computers potentially could have been switched off during the campus closure, we need to ensure all security updates are installed and antivirus scans can be run.

<https://www.itservices.manchester.ac.uk/cybersecurity/>

**Prerequisites**

The Computer will need to be turned on for some updates to automatically be downloaded. Please note that this may take a couple of hours. Please ensure that you carry out the following:

* Antivirus Updates
* Operating System Updates
* All mobile devices are updated with the latest version of OS (Android, IOS)
* Backup of Data

**Technical Support**

We are offering hands on support for issues pertaining to the computers on-site. This includes computers not switching on and any errors when starting up.

All support will need to be logged as a ticket using the Support Portal:

[**http://support.manchester.ac.uk**](http://support.manchester.ac.uk)

If an issue with a lab computer is found, once you have logged a ticket, please contact:

FBMH ext 60473

FSE ext 63135

**Knowledge Articles**

**Data Back-up**

* [Data: Locate and back-up data saved on your computer's C: drive (Windows)](https://manchester.saasiteu.com/Modules/SelfService/#knowledgeBase/view/89A113F03B9F463B95C17A9953394590)
* [Shared Area: Map a drive / connect to a shared area](https://manchester.saasiteu.com/Modules/SelfService/#knowledgeBase/view/E62735A7D5174C3F91EFA4E9022DB248)

**Windows**

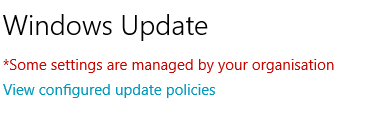
* [Microsoft Windows: Find your computer name](https://manchester.saasiteu.com/Modules/SelfService/#knowledgeBase/view/374217899B4E423F880D5BD5566957EE)

**University Managed Windows Computer**

* [University Managed Computer: Installing Windows updates](https://manchester.saasiteu.com/Modules/SelfService/#knowledgeBase/view/94FC9892D779454CB94BCC4B300BE10E)

**Unmanaged Windows Computer**

* Type check for updates in the bottom left search bar and ensure all updates have been installed. Managed devices will see the below message and updates will automatically be downloaded.



**Mac**

[macOS: Find your version](https://manchester.saasiteu.com/Modules/SelfService/#knowledgeBase/view/A9A30EEA5C2A4446AAB25E4281743D5D)

[University Managed Mac: Unable to login](https://manchester.saasiteu.com/Modules/SelfService/#knowledgeBase/view/305F573FBA3949408807849127350C33)

**Note:** Installation on High Sierra (10.13.x) (client and server) and higher is required for McAfee.

**McAfee Antivirus**

[IT Security: Anti-virus software on your personal computer](https://manchester.saasiteu.com/Modules/SelfService/#knowledgeBase/view/C0A902E4BCFF497EB181B104BC860EF7)

[McAfee: Check your anti-virus software is up to date](https://manchester.saasiteu.com/Modules/SelfService/#knowledgeBase/view/A364B83E1B7B4B3E9DF9DCE72FC517AF)

[McAfee: Antivirus installation](https://manchester.saasiteu.com/Modules/SelfService/#knowledgeBase/view/D82507408BED48819B3B6CB7F344643F)

[McAfee: Installation on Mac](https://manchester.saasiteu.com/Modules/SelfService/#knowledgeBase/view/262C77978DD2456E9D94C31904BD0715)

[McAfee: Issue detected](https://manchester.saasiteu.com/Modules/SelfService/#knowledgeBase/view/840306F59FA740D3AA4FC1838DA3724E)

Further Guidance and Resources on re-opening campus, or staff returning to work on campus after campus closure can be found within the full suite of current documents;

|  |  |
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| **Document** | **Purpose** |
| CRCS Framework for Re-opening Laboratories for Scientific Research | Guidance |
| CRCS Guidance on safe re-opening of scientific research laboratories | Guidance |
| CRCS Corporate Risk Assessment | Template |
| CRCS Directorate of Estates- reopening Guidance | Guidance |
| CRCS Guidance for staff | Guidance |
| CRCS Head of School Laboratory Checklist | Template |
| CRCS PI Laboratory Checklist | Template |
| CRCS Self-declaration Form and guidance | Template/Guidance |
| CRCS Laboratory Team log | Template |
| CRCS Example Covid19 RA | Example |
| CRCS Example LabSOP-Covid19 | Example |
| CRCS – Details of lab/room clearance | Template |
| CRCS- Lab/Room clearance Certificate | Template |
| CRCS- IT Service checklist and Guidance | Template/Guidance |