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Knowing and Assessing Your Risks in these Uncertain Times

Yogi Wright, CPCU, CSR, CISR
Derek Slate, CIC, CSR
Randy Cranfill, MESH, CPSI, CSR



KNOWING AND ASSESSING YOUR RISKS IN THESE UNCERTAIN TIMES






Social Engineering Concerns

- Criminals impersonate an IT vendor and email an invoice for work they say was completed (or not?) and want the money sent to them (the impostor).
- Actual claims or close calls?
 - We know of 3-4 districts in NC that have done this.
 - Would any of you care to discuss an actual claim or a very close call?

Flood Insurance



- What's covered
- What's not



SEXUAL ABUSE IN SCHOOLS CIVIL LAWSUITS

Efforts in child sexual abuse prevention are needed to:

- Improve surveillance systems and data collection
- Strengthen existing policies
- Increase implementation of evidence-based strategies for child sexual abuse prevention

Cybersecurity Tips for Remote Working & Learning During COVID-19



- Cybersecurity is essential as more employees and students are working remotely as a result of the COVID-19 coronavirus.
- Teleworking and distance learning comes with the added responsibility of taking the appropriate steps to protect your organization's data while being connected online.
- Keep these tips in mind:



Tips: Cybersecurity Tips for Remote Working & Learning During COVID-19

- **Know your organization's telework policies.**
- **Use only devices approved by your organization.**
- **Use VPN when necessary.**

Tips: Cybersecurity Tips for Remote Working & Learning During COVID-19

- Update your router's software.
- Think before you click.
- Guard your devices.



Tips: Cybersecurity Tips for Remote Working & Learning During COVID-19



- Create strong passwords.
- Don't share passwords online.
- Use two-factor authentication.



Tips: Cybersecurity Tips for Remote Working & Learning During COVID-19

- Encrypt your email.
- Update your devices.
- Contact your IT help desk.

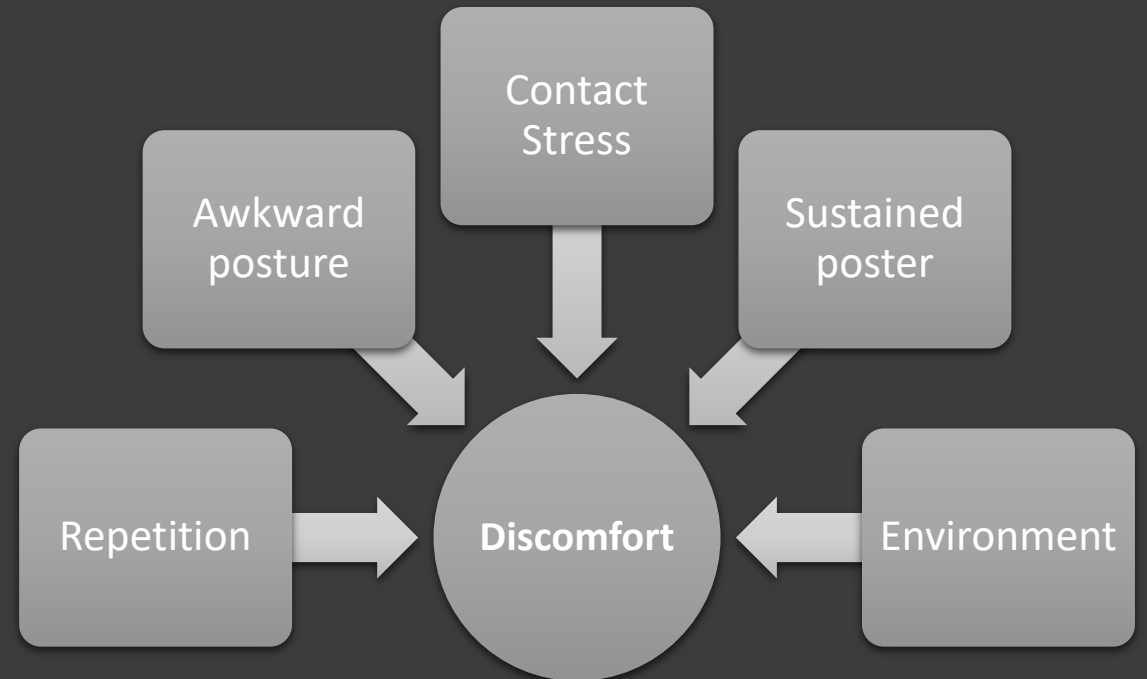
Any Questions??

Workstation Ergonomics





Common Ergonomic Risk Factors in the Office





Repetition

- Many computer workstation tasks can be highly repetitive. You may perform the same motions repeatedly at a fast pace and with little variation
- When motions are isolated and repeated frequently for prolonged periods, there may be inadequate time for your muscles and tendons to recover

Awkward Posture

- Posture is the position of your body while seated at your desk
- Awkward posture is associated with an increased risk for injury
- It is generally considered that the more a joint deviates from the neutral (natural) position, the greater the risk of injury
- Posture issues can be created by work methods (bending twisting, and reaching) or workstation equipment positioning

What's Under the Desk?

Too much clutter under the desk could cause additional bending, twisting, and reaching



Posture

- Equipment is important but the way you use it is critical
- Good posture creates good balance, flow, improves comfort and increases blood flow to the brain
- Poor posture is felt over a period of time

What is good posture?

- Sit upright; weight balanced on bottom and thighs
- Knees slightly lower than hips
- Feet supported
- Look forward with chin tucked in
- Shoulders relaxed; shoulder blades down & balanced



Contact Stress

- Contact stress can occur either internally or externally
- Internal stress occurs when a tendon, nerve, or blood vessel is stretched or bent around a bone or tendon
- When you rest them on the leading edges of work tables your fingers and hands may tingle and feel numb



Hard desk edge against forearm.



Contact Stress

- External contact stress occurs when part of your body rubs against a component of the workstation, such as the chair seat pan or edge of the desk
- Nerves may be irritated, or blood vessels constricted as a result

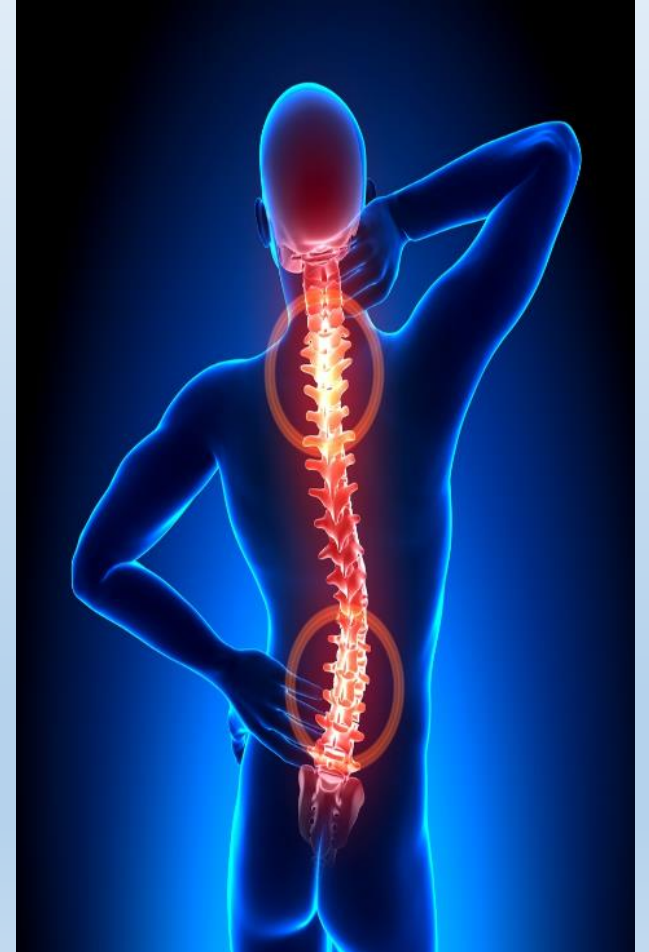


Front edge of seat against calf.

Sustained Postures

Even when posture is good, staying in one position (static posture) for too long can cause problems (e.g. prolonged sitting or standing)

- Muscles and other soft tissues can fatigue
- Smaller muscles fatigue earlier

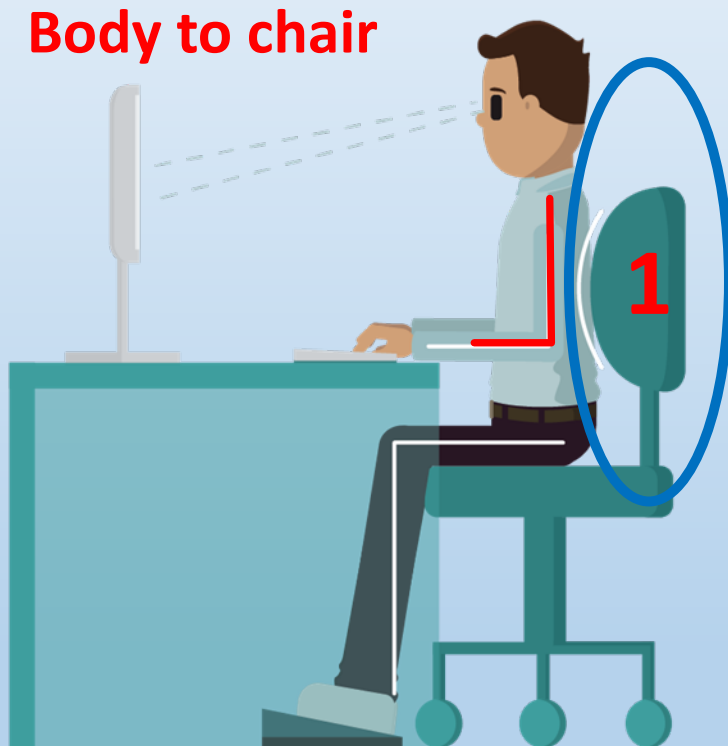


Environment



- Bright lights shining on the display screen "wash out" images, making it difficult to clearly see your work
- Straining to view objects on the screen can lead to eye fatigue
- High contrast between light and dark areas of the computer screen can cause eye fatigue and headaches

The 4 Areas of Focus **Body to chair**



Keep your elbows at a 90 degree angle and your wrists flat

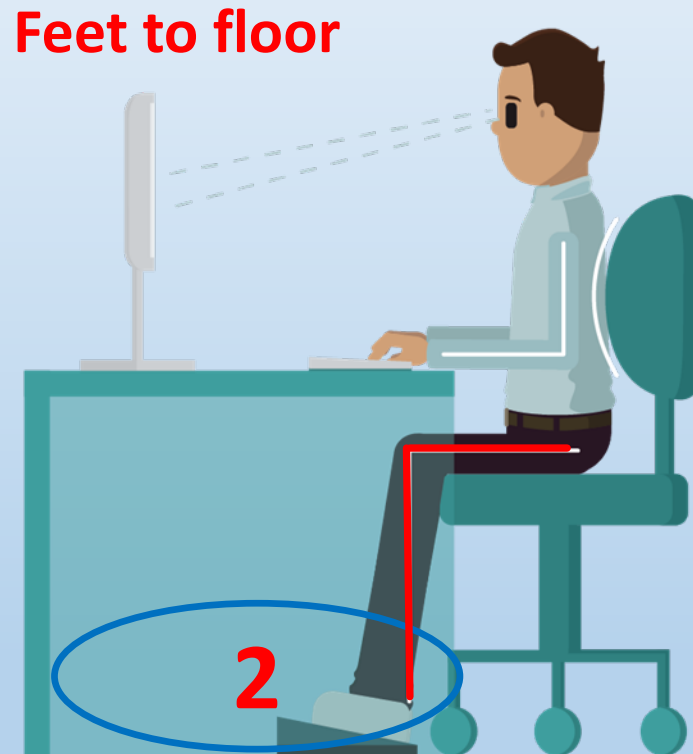
Keep your thighs approximately parallel to the floor

Considers how your workstation seating affects your back, shoulders, hips and upper legs

Adjust the height of the chair to achieve a proper posture

Use the backrest of the chair to provide full support particularly for the lower back

The 4 Areas of Focus **Feet to floor**

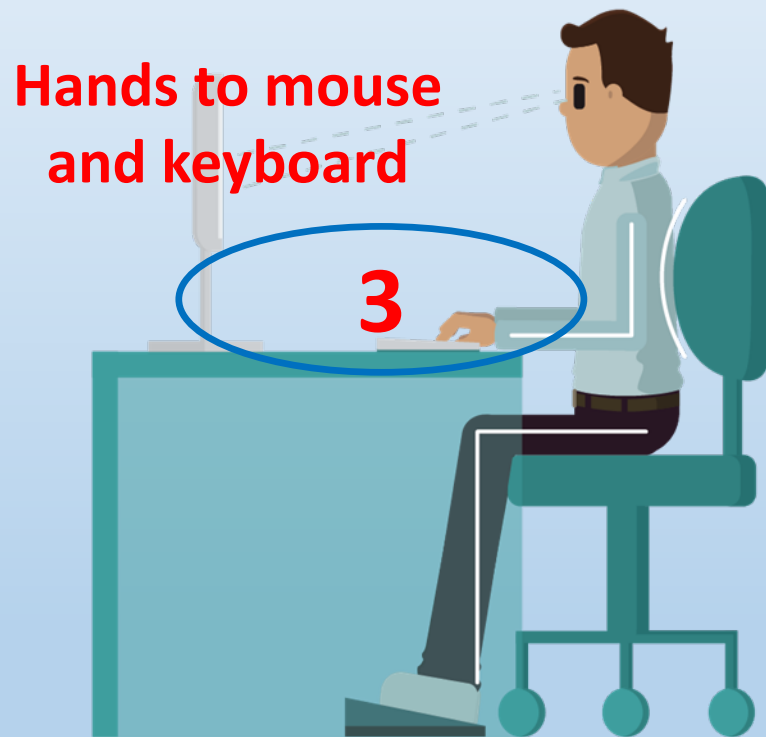


Maintain a proper posture having a 90 degree or greater angle at the hips and knees while the feet are supported by the floor or footrest

Allow ample clearance to move knees and legs under the workstation

Rest your feet firmly on the floor or footrest

The 4 Areas of Focus **Hands to mouse and keyboard**



Place the mouse and other input devices next to the keyboard

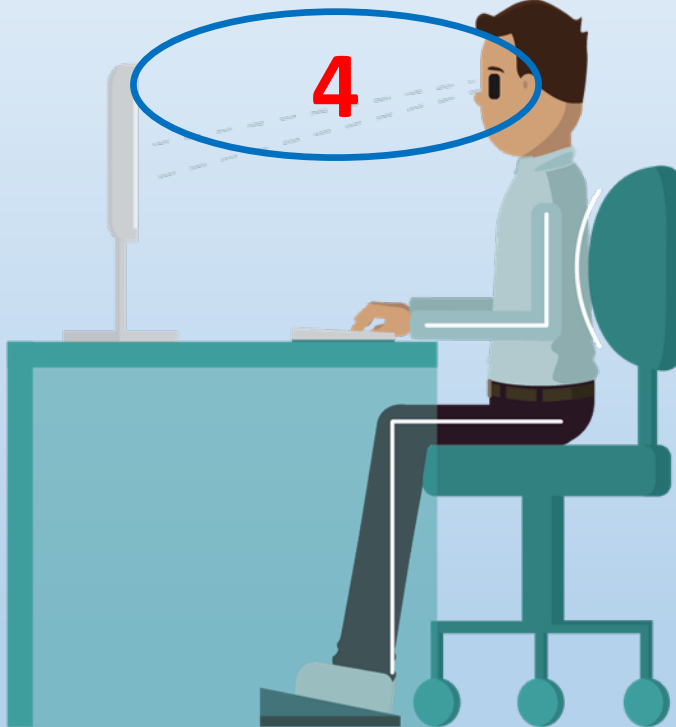
Relax your shoulders and take frequent breaks

Sit with your head and neck in upright position even while on the telephone

Keep shoulders relaxed and elbows close to the body

The 4 Areas of Focus **Eyes to screen**

Eyes to screen



Place the monitor directly in front of you while at the keyboard

Position the top of the monitor screen at or below eye level and about an arm's length away

Any Questions??



REMOTE LEARNING: IT SECURITY TIPS FOR SCHOOLS

- REMOTE ACCESS POLICY
- HOW ARE EMPLOYEES EXPECTED TO WORK?
- BANDWIDTH AN ISSUE
- STUDENT PRIVACY
- HOW TO REPORT CYBERSECURITY INCIDENTS

MEETING BOMBING



- UNINVITED GUEST MAY JOIN A VIDEO CONFERENCE, TO LISTEN OR TO DISRUPT
- THESE INCIDENTS ARE POSSIBLE IF YOU DO NOT REQUIRE A PASSWORD



MALICIOUS LINKS IN CHAT



- HACKERS MAY POST LINKS TO THE CHAT
- PASSWORD REQUIREMENT TAKES CARE OF THIS

SCHOOL E-LEARNING POLICY



- ENCOURAGE STAFF TO USE SECURE SETTINGS FOR VIDEO CONFERENCE SESSIONS
- LIMIT SCREEN SHARING OPTIONS

WATCH OUT FOR PHISHING EMAILS



- PICK UP THE PHONE
- ALERT THE PERSON, THEY MAY HAVE BEEN HACKED

CHECK EMAIL CONTENT

- BE ON LOOKOUT FOR EMAILS THAT DEMAND URGENCY
- EMAILS THAT CLAIM TO HAVE VITAL INFORMATION (GRADES, PAYROLL, ATTENDANCE, PAYMENTS)



DO NOT CLICK ON LINKS OR DOWNLOAD ATTACHMENTS !

- IF A LINK, (COPY IT AND DO AN INTERNET SEARCH ON IT) = THIS WILL TELL YOU IF IT'S REAL OR BOGUS.

From: "Best Bank"<payment@a_payment.com>

Subject: Re: New Payment on your account

Date: May 25, 2020 11:45:02 AM EST

Reply To: bestbankwiretrnsferdeptment@gmail.com

Please find attached bank slip for new payment on your account

Regards,

Accounting Department.



New payment.zip

Just remember, curiosity killed the cat.

Five Zoombombing safety tips can keep the hackers away

1. Be wary of links

- Zoom meetings start by creating a meeting and copying a URL that is generated by Zoom. You are then instructed to send it out to participants. "I would not click through any link I got from a Zoom invite as that could be a potential phishing scheme," says Mark Ostrowski, a security analyst for Check Point Software

Example of Zoom invite:

Randy Cranfill is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/81925616080?pwd=LzNibDZoVUNxYkM1N1RNN0RYZXMvQT09>

Five Zoombombing safety tips can keep the hackers away

2. Adjust the screen share options immediately

- Instead of letting anyone share your screen and engage in "zoombombing" that's when uninvited attendees break into and disrupt your meeting the host has the option of adjusting the settings



Five Zoombombing safety tips can keep the hackers away

3. Use Waiting Rooms

- This is the most [hidden, secret security feature](#) in Zoom. Get out your searchlight to find it. What it does it let the host prescreen the guests before the meeting starts for an extra layer of security.



Five Zoombombing safety tips can keep the hackers away

4. Create a webinar instead of a meeting

- This is a presentation to a group that doesn't bring in participation, and thus, less likely to be hacked. It's only available to paying customers. Zoom is free to anyone for meetings under 40 minutes



Five Zoombombing safety tips can keep the hackers away

5. Remember that everything is being recorded

- Don't say anything or add text to a chat window you wouldn't want your mother reading. Or maybe worse, your boss reading in USA TODAY. Common sense, right?
- And finally, some good news.
- Speaking of the boss, Big Brother isn't watching anymore.



Zoom Usage

- Still, as Zoom usage went from 10 million in December to 200 million in March, you still have a large group looking to exploit the place where people are hanging.
- Zoom remains the No. 1 most downloaded app in the Apple and Google app stores, according to Apptopia.





Derek Slate, CIC, CSR

Surry Insurance

Vice President of Sales

Toll Free 800-849-5571

Cell 336-403-0056

Derek.Slate@surryinsurance.com

*** Please e-mail Derek Slate for a copy of the presentation.**