



<b>DEPARTMENT: Information Systems</b>	<b>POLICY NUMBER: 007</b>
<b>DISTRIBUTION: All Staff</b>	<b>EFFECTIVE DATE:</b>
<b>SUBJECT: Protection from Malicious Software</b>	<b>REVISION DATE:</b>

**POLICY:**

Equinox Inc. shall ensure all workstations (owned, leased, and/or operated by Equinox Inc.) install and maintain current anti-virus software. All workstations shall be configured to activate and update anti-virus software automatically whenever the computer is turned on and connected to the network.

In the event that a virus, worm, or other malicious code has infected or been identified on a server or workstation that poses a significant risk, that equipment shall be disconnected from the network until it has been appropriately cleaned.

**PROCEDURE:**

<b>Person(s) Responsible:</b>	<b>Procedures:</b>
Director of Information Systems	<ol style="list-style-type: none"><li>1. The Director of Information Systems or an appropriate designee shall:<ol style="list-style-type: none"><li>(a) Maintain current anti-virus software on all workstations.</li><li>(b) Configure laptops to activate and update anti-virus software automatically whenever the computer is turned on and connected to the network.</li><li>(c) Maintain current knowledge of new viruses, worms, or other types of malicious codes that may be a threat to EPHI.</li></ol></li></ol>