



DEPARTMENT: Information Systems	POLICY NUMBER: 007
DISTRIBUTION: All Staff	EFFECTIVE DATE: 1/22/2020
SUBJECT: Protection from Malicious Software	REVISION DATE:

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:

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