**Questions you can ask your employees regarding the work environment when working from home**

Questions:

* In general, how does your work week look like?  
  - Do you work a lot from home?   
  - How does that effect you?
* Your situation at work  
  - Can you perform your daily tasks in a satisfactory manner?  
  - Do you have access to equipment you need to do your work?   
  - Are you able to focus on your tasks while working from home?  
  - Remember the importance of short breaks during the day and go outside every day!
* Do you have a clear plan for how your work week looks like?   
  - Do you know your tasks?
* Do you get sufficient information about what’s going on at your department?  
  - Do you think that you receive clear guidelines from the faculty office regarding the pandemic?
* Can you easily get in touch with your colleges, your line manager and/or your head of department if needed?
* Regarding the pandemic situation, is there anything you find is cause for concern?
* Is there anything else that we at the department level or faculty level could do better or differently regarding the pandemic?
* Is there anything else you would like to ask or tell me?