

The COVID-19 Outbreak – Working from Home Series:

Survey - Employee Readiness for Remote Work

About the employee:

Name:	Position:	Manager:
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Working from home: Physical Workspace

1. **[If applicable]** Have you read Health and Safety guidance on working from home?
[Link to relevant H&S MSD (Musculoskeletal disorder / Computer Ergonomics / injury prevention guidelines)]
2. Please confirm that you have a workstation that allows you to work safely and effectively?
3. Do you require any additional equipment to support your working from home long-term?
4. **[If applicable]** Have you read our guidance on wellbeing when working from home?
5. Do you require any wellbeing support to enable you to work in a safe and healthy way from home?
6. **[If applicable]** Have you read the company policy on Hybrid/Flexible Working?
7. **[If applicable]** Have you read your team charter / principles on hybrid/flexible working?
8. Are you able to store company equipment safely and securely in your home, preventing unauthorized access and use?
9. **[If applicable]** Have you notified your landlord / insurer (as applicable) that you will be working from home?

Working from home: Personal Readiness

10. Do you feel that you are able to spend long periods of time on your own with a lack of social interaction?
11. Do you feel self-disciplined and self-motivated for working remotely?
12. Do you feel comfortable communicating with coworkers via email, chat, videoconference?
13. Do you require any training for remote technologies used by your manager / team / organization?
14. Do you have a quiet, distraction-free area at home in which to focus on your work?
15. Do you feel you have strong powers of concentration and an ability to ignore distractions?
16. Do you consider yourself a highly organized person who knows how to manage time and tasks?
17. Do you have any questions about working remotely / undertaking hybrid work?

To learn more and for assistance, contact Flashrock HR.

