

1. Do I still need to work my original 9-5 hours, or is there flexibility?
2. Am I expected to respond to emails that come after hours?
3. Will aspects of my role be adjusted to support remote work?
4. How do I log my time and ensure accountability for my work?
5. What happens if I receive an ask that I can't facilitate in my home environment? (i.e. sending or receiving physical items from a storage room)
6. Will there be instructions to help guide me through using new technology? (i.e. how to connect to the VPN, navigate file servers, appropriately save files, or use Skype or Teams appropriately)
7. What if my WiFi is unreliable?
8. What if I go over my WiFi bandwidth – can I be reimbursed?
9. What course of action will be taken if I don't have access to technology/software or resources required for my position?
10. Is there an individual I can contact if I need an immediate response on an urgent matter?
11. Will there be designated times where the full team will be online for questions/open discussion? (i.e. digital team meetings, project-specific collaboration meetings)
12. Can I have firmly scheduled one-on-one meetings with my supervisor?
13. How can you help ensure that my performance evaluation will not be negatively affected by working remotely?
14. Will there be any exceptions or circumstances around engaging as a team remotely? (i.e. will there be times where we are clearly still required to work or collaborate in-person?)

Source: University of Waterloo, [*Supporting co-op students remotely.*](#)