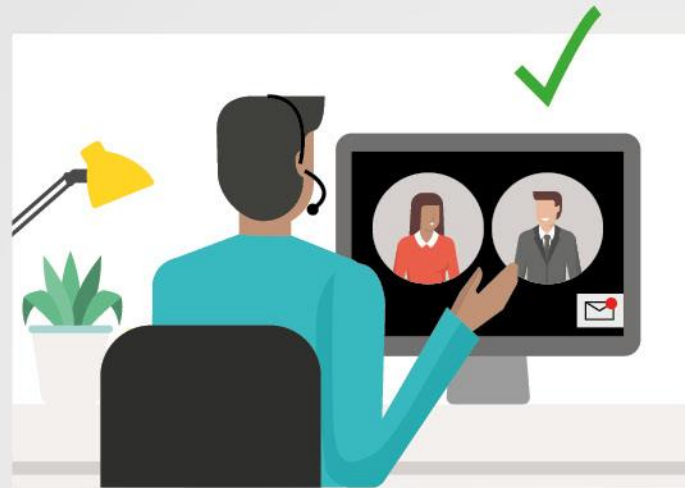


SET UP A FIXED WORKSTATION. Follow safety instructions, data protection and information security guidelines.



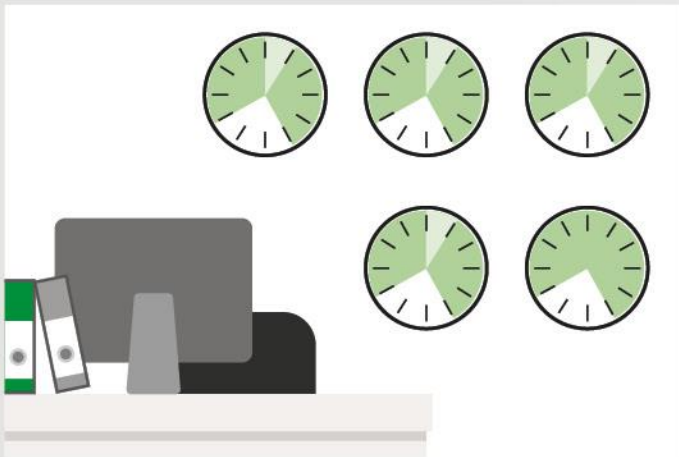
STAY IN TOUCH with your line manager, your team and other colleagues.



STAY FOCUSED and don't allow distraction.



STRUCTURE TASKS – if possible, **work disconnected from the VPN.**



DETERMINE CORE WORKING TIME in agreement with your line manager and colleagues.



ENJOY REGULAR BREAKS with fresh air and movement. **Disconnect VPN during breaks.**



MAKE CLEAR AGREEMENTS with your families and roommates and agree on rules and hours.



WEAR BUSINESS CLOTHES, like for every other day in the office.