

COVID-19 REOPENING READINESS SURVEY

The Company has launched a planning process to determine at what pace and in what manner we will reopen our offices and how to manage a phased return of employees to our office spaces. To advance that process, it is important to receive certain information from all employees in the confidential questionnaire below. This survey is **voluntary** and your responses will be securely retained by the managers of the planning process and used only for the purposes of that planning and implementation of the plan.

While the information learned from this survey will not be the only factor guiding the Company's decision-making process, your input will be of great help to us as we assess the safest and most effective way to manage our reopening. In answering the questions below, please assume the Company would comply with all applicable laws and guidance with respect to reopening safely, including any applicable occupancy limits or social distancing guidelines.

On a scale of 1 to 5 (with 5 being the most eager), how eager are you to return to the office when permitted by applicable authorities?

- 1
- 2
- 3
- 4
- 5

To the extent you have any concerns about returning to the office, which of the following describe those concerns? Please select all that are applicable to you.

- Organizing childcare
- Caregiving responsibilities for family members or others
- Risk of being exposed to COVID-19 while commuting
- Risk of being exposed to COVID-19 while at work
- Risk of infecting my peers
- Not being able to return to the office due to health concerns, either for self or others in household
- Decreased productivity (including due to commute time)
- I do not have concerns about returning to the office
- Other, please specify: _____

Are you more productive when working from home or in the office?

- More productive when working from home
- More productive when working in the office

No difference

Do you think you are better able to collaborate and communicate with your coworkers from home or in the office?

Better when working from home

Better when working in the office

No difference

Do you have greater accessibility to your manager when working from home or in the office?

Greater accessibility when working from home

Greater accessibility when working in the office

No difference

Do you think leadership and mentoring work better from home or in the office?

Better when working from home

Better when working in the office

No difference

Do you think performance management works better from home or in the office?

Better when working from home

Better when working in the office

No difference

Do you feel more connected to your colleagues and the organization when working from home or in the office?

More connected when working from home

More connected when working in the office

No difference

Please rank the following from 1 to 7 in order of importance for your own professional success and satisfaction:

Productivity

Collaboration and communication with coworkers

Manager accessibility

- Leadership and mentoring
- Performance feedback
- Connection to colleagues and organization
- Flexibility

What schedule do you perceive would lead to the most professional success and satisfaction for you?

Please rank the following in order of preference.

- Working from the office 5 days per week during set business hours
- Working from the office 5 days per week with flexible business hours
- Working from the office 2-4 days per week, as predetermined with management
- Working from the office 2-4 days per week, with flexibility around which days
- Working from the office a pre-specified number of days per *month*, with flexibility around which days
- Primarily working from home with occasional in-office presence
- Working exclusively from home with limited exceptions (e.g. attendance at critical meetings)

With a flexible schedule in mind, how important is it that you have a designated workspace when in the office?

- Assigned space is critical
- Assigned space is preferred
- Amenable to sharing space/hoteling with appropriate safety and cleaning measures in place

If you are required to work at least part of the week in the office, how would you commute to the office? Please select all that are applicable to you.

- Driving a personal vehicle with no other passengers
- Carpool (with friends/family/co-workers)
- Rideshare (Uber, Lyft, etc.)
- Public Transportation
- Cycle/Walk
- Other: _____

If your role entails business travel, what is your comfort level with regards to traveling?

- Fully comfortable traveling

- Comfortable, but Zoom has been proven to be a productive alternative
- Open to essential travel only
- Not comfortable traveling for any purpose at present
- Not applicable

What else would you like the Company to know as it plans to reopen the office?
