TO: [eric.karl@eca.ca](mailto:eric.karl@eca.ca) 42 more

CC: All employees/staff

FROM: [rafi.arabi@eca.ca](mailto:rafi.arabi@eca.ca)

SUBJECT: Requesting for completing an audit report by July 11, 2021

Dear Colleagues,

This week, the government announced a couple of positive developments surrounding the COVID-19 phase for business operations. Following this, our IT department is accumulating support to guide the office in operating when it reopens in phase 4 in Ontario. We expect that all of our employees will provide feedback on their pandemic work experience to help in the office's post-pandemic planning. A form is attached below for you to fill out with the required information in the appropriate spaces.

Put all the hardware and peripherals you have taken home while working from home, such as:

* Computers
* Monitors
* Computer docks
* Keyboard
* Mouse
* Headphone
* Webcam.

List all software that has been installed on your computer since March 15th, 2020, including your preference for working from home, the office, or a hybrid model with both home and office time, as well as your level of comfort using collaborative tools such as:

* MS OneDrive
* MS Office365
* MS Teams

We have been operating well with the stay-at-home arrangement, with many of us working from home at least some of the time. Because of working from home, we are requesting that all employees complete an audit report on all hardware, software, and working preferences. Please fill out the form with specific information and upload it to the following address: [www.workspaceaudit,eac.ca](http://www.workspaceaudit,eac.ca) before 3 pm on 11th July, 2021.

Thank you for your response; the IT department will appreciate your assistance, and the plan will be created over the next six weeks.

Best,

Rafi Al Arabi

Administrator Assistant