

Team Momkai

March 15, 2020

Update: We work from home

Dear colleagues,

As of tomorrow, we will be working from home. Please read the following update carefully. We follow the measures taken by the Dutch government for employees in the Netherlands. Until further notice, we will work at home at least **until April 6**.

This update is about the consequences for us and the measures we are taking. We wish everyone a lot of strength in this difficult period. Let's comfort each other in the coming weeks.

1. Why we work from home

We're taking this precaution to prevent the spread of the coronavirus as much as possible. We do this out of solidarity with others, and to make sure that we don't get a fever all at once. This way, we can continue to do our creative projects to the best of our ability (especially now).

2. Parents at Momkai

On the eve of our first remote work week, it has become clear that schools and child care centres in the Netherlands are going to close as well. This has a major impact on the parents among our colleagues. Taking care of children and work are difficult to combine. We fully understand that. We don't expect to uphold normal production levels. Nor do we expect colleagues without children to compensate. That's why we need to plan carefully. Ruben Brug is leading this conversation.

3. Your workplace at home

If you want you can take home a screen, chair and/or desk. To make sure you can work in a healthy way. Emma will be in the office on Monday. Please let her know when you come in and what you're bringing along. As a company, we can't organize a grand moving operation. Please take care of this yourself, or help each other out individually. You can incur moving costs (max 100 euros) and request a reimbursement for this.

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Important to know

- **All meetings will continue, but now virtually.**
- As a company, we strive to have normal working days. We start at the usual time, we have the same deadlines (when possible) and try to have the same output. Check in together virtually, just like you would do in the office.
- Don't gather with colleagues elsewhere to work, as this increases the risk of many colleagues catching a fever simultaneously. Please cancel appointments already made on the Barentszplein or turn them into a video call.
- We understand that your personal situation may vary from day to day. Keep Anne-Marie well informed. Do share if you are thinking about evening schedules.
- It's mandatory to let Anne-Marie know if you have a cold or if you're feverish.
- Please be as communicative and cooperative as possible: be on time for virtual meetings and share what you're working on with your immediate colleagues as much as possible.
- Let's keep the team spirit alive on Slack and, for example, greet each other in #general in the morning. It's also fun to share a photo of how your workplace at home looks.
- If you have any questions about this measure that are not related to your daily work (ask your project manager for project-related questions), send an email to Anne-Marie, Ruben B and Harald simultaneously.

Thank you all for your great work and dedication. We deeply appreciate your understanding and your positive, constructive feedback these past weeks. We are fully committed to be as creative and productive as possible.

Together we can get through this.

With elbow greetings,

Anne-Marie, Ruben B, Harald

OMT: Outbreak Management Team