



1. How are you staying productive during work hours?
2. What are companies doing in response to COVID-19? (work from home, switching shifts, limiting hours)
3. How prepared were you to work from home? And do you foresee potentially expanding work-from-home capabilities?
4. What are your security concerns with having people manage information while working from home?
5. Are there any new policies being introduced or being developed with offices reopening?
6. Have you had to find new solutions, or additionally leverage existing solutions, to manage business continuity? What are some of those solutions? (ex: mail scanning & distribution)
7. What are some things that you're most concerned about currently, and will be a concern once returning to full business functionality?
8. Do your organizations have a COVID-19 Task Force or Rebound Team in place?
9. What has been your biggest surprise/challenge in managing your information throughout the pandemic?
10. What are the changes you are considering implementing into your ongoing information management program as a result of the challenges you have had?
11. What are the priorities for your organization as you consider plans for emerging as a strong business when the stay at home orders relax?
12. What are your goals for the rest of this year and have those goals changed from the beginning of the year?
13. What are your biggest concerns or potential roadblocks in terms of achieving your goals and emerging from the stay at home orders in a position of strength?
14. What can your vendors do to support you now, and as you focus on your go-forward planning?
15. What can your local ARMA chapter do to support you? What types of meetings would you like to see in the future?