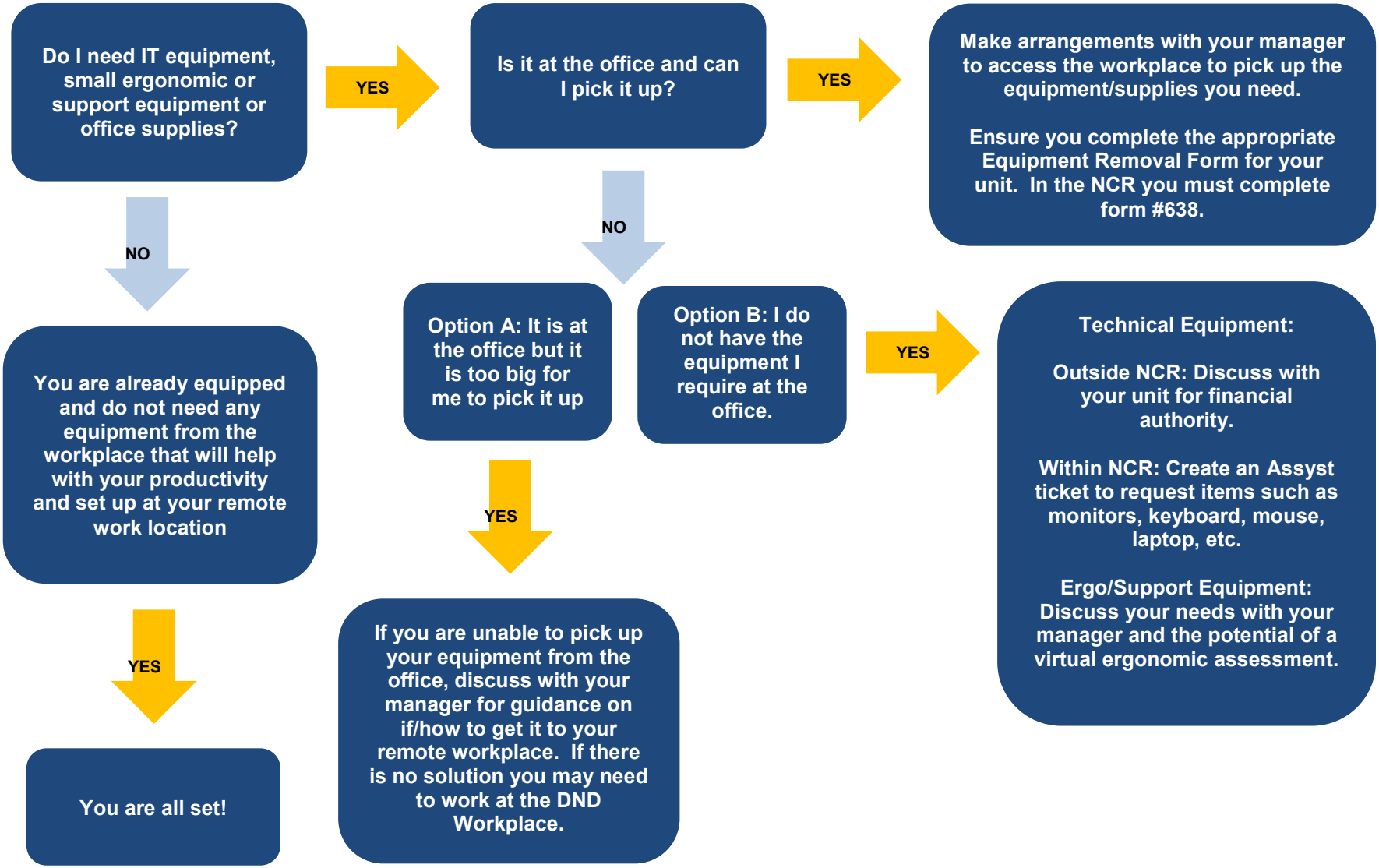Guidance for Being Equipped for Remote Work