

Working from home: Tips for all employees

Establish a routine.

Make it **feel** like you are going to work:

- Set up your work space thinking about space, trip hazards, position etc.
- Get dressed.
- Fix your working day so you know when to start and importantly, when to stop.

Get fresh air, **exercise** once a day, such as going for a walk (avoid contact with others and follow social distancing rules).

Work offline when you can and **use VPN occasionally** to download / upload information.

Think about how many **emails** you send and who you cc into emails. Please keep both to a **minimum!**

Limit social media use.

**Eat well.
Get enough sleep.**

Catch up with friends – perhaps you could try a video call every evening with a family member or friend so that you can have a chat over a cup of tea?

Ask for support from your manager.

More guidance and resources available on the intranet



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Working from home: Tips for managers

Ensure you have spoken with each of the people who report to you, at least every other day.

Check that team members have set up **suitable working arrangements** and they have the **equipment** they need.

Offer staff **practical and emotional support**.

The situation can change quickly. If staff are at home, we may need to redeploy them quickly (within 2 hours). **Make sure all mobile numbers are up to date.**

Be flexible.

Trust your team.

Keep up the rhythm of 1-1 and team meetings.

Listen closely and read between the lines.

Consider ways to have virtual meetings and set time aside for some non-work discussion!

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