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.

Limit social media use.

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

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

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?

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

Ask for support from your manager.

More guidance and resources available on the intranet.
Ensure you have spoken with each of the people who report to you, at least every other day.

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<tr>
<th>Check that team members have set up <strong>suitable working arrangements</strong> and they have the <strong>equipment</strong> they need.</th>
<th>Offer staff <strong>practical and emotional support</strong>.</th>
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<tbody>
<tr>
<td>The situation can change quickly. If staff are at home, we may need to redeploy them quickly (within 2 hours). <strong>Make sure all mobile numbers are up to date.</strong></td>
<td><strong>Be flexible.</strong></td>
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<td><strong>Trust your team.</strong></td>
<td><strong>Listen closely and read between the lines.</strong></td>
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<td>Consider ways to have virtual meetings and set time aside for some non-work discussion!</td>
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