

HOW TO LOOK AFTER EMPLOYEES WORKING FROM HOME



WORKPLACE
MENTAL HEALTH
SYMPOSIUM

LEADING REMOTE WORKERS DURING CHALLENGING TIMES



From global businesses through to local start-ups, the ever-increasing threat of COVID-19 has prompted many companies to take proactive steps by getting employees to work from home.

While this is a great way to decrease the risk of illness among the workplace, having employees working from home can also come with its challenges. For leaders whose teams normally share an office, this can bring about concerns such as communication and productiveness.

Additionally, leaders need to plan for maintaining healthy workplace mental wellbeing - an increase in isolation combined with insecurity can lead many employees to feel a greater sense of anxiety and fear.

Read on to discover tools, techniques and plans to effectively manage remote workers.

WORKPLACE HEALTH: EMPLOYER RESPONSIBILITY

YOUR RESPONSIBILITIES

All employees are legally obliged to contain the risks to health and safety in the course of business operations by seeking to ensure the health and safety of:

- Workers (employees, contractors, volunteers); and
- Third parties exposed to your business operations (clients, customers, patrons, bystanders)

Criminal penalties apply for breach of those obligations.

There are three elements to managing the risks:

- Maintaining appropriate levels of hygiene;
- Employing appropriate levels of social distancing (including by isolation of people with infection or suspected infection); and
- The medical response to infections and suspected cases

WORKING FROM HOME: EMPLOYEE RISK MANAGEMENT TIPS



1. Develop a system for communicating with your staff 24/7 in relation to relevant risks and issues and in relation to business continuity arrangements. This could be group text message, email or instant chat.

2. Ensure that all workers are informed of and observing recommended standards of hygiene. Circulate/publicise informational material to your staff that might assist.

3. Inform yourself and your employees about the signs and symptoms of COVID-19 infection.

4. Implement remote task management systems, where employees can log their future, current and completed tasks.

5. Set up scheduled conference calls on a weekly or bi-weekly basis so all employees can debrief on tasks and discuss any updates or areas of concern.