

Health & Wellbeing Guidance for Remote Workers

A guide to help maintain the health and wellbeing of your employees when working from home

Top tips on how to maintain the health and wellbeing of your employees

Many businesses across the UK have chosen to opt for homeworking as a way to maintain their service levels. If that's the case for you and working from home is new to your business, we've put together our top tips on how to keep your people well and happy.

Simple steps to take:

1. Keep in contact
2. Promote a health work-life balance
3. Schedule regular team meetings
4. Look at collaborative tools and platforms

Keep in contact

Why a quick phone call can go a long way

- Contact your employees daily, every other day or weekly
- You can try video calling
- The idea is you can set tasks, monitor workflow and keep in touch to check on their wellbeing
- Regular keep in touch calls opens up the dialogue to discuss non work-related topics too –catching up on the weekend plans, find out what the family got up to and general chats that would happen in the workplace
- It is important you maintain this type of social interaction

Promote a healthy work-life balance

Try to make sure your people aren't overextending their workday

- Some employees may find they are under pressure to work longer hours and harder to prove they are working
- As an employer you need to balance keeping productivity going whilst encouraging your team to take breaks
- When working from home many will feel they need to stay by their laptop when having lunch or extend their day, encourage your team to work their contracted hours
- Balance is the key



Schedule regular team meetings

We are creatures of habit; routine is essential so keep those team meetings in the diary

- Try to keep your team connected via technology, this is easy to do in this era
- Try to keep team meetings in your diaries as normal but use platforms such as Skype, GoToMeetings or the new Microsoft Teams App –most can be free to use too
- Try to keep the working week the same and consistent, it will help keep the buzz of the office via online platforms
- It is always good to see a face and have human contact
- Try scheduling a virtual tea break with your team for 30 minutes.

Look at collaborative tools and platforms

Social channels and video calls can make up for the face-to-face interaction you would have daily

- Try online tools to help connect –zoom, Trello, Basecamp, Microsoft Team to name a few.
- Use the online collaborative tools to help people keep on track of tasks and projects, and also share documents.
- Being socially collaborative can help boost productivity and morale

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