

## Employee Wellbeing

Many employees may now be working from home; this could be a sudden change to their working arrangements to adopt a more flexible approach to work.

For those who are working from home, managers are encouraged to:

- Regularly check that your employees are ok, keeping in place lines of communication and detecting if they are becoming stressed or feeling down.
- Support communication between team members – *Some areas are using Microsoft Teams/Email and Whatsapp.*
- Encourage employees to:
  - define work and rest time
  - set up a designated workspace
  - get dressed
  - write a daily to-do list
  - contribute regularly to team chats/group emails and encourage ‘non-work’ conversations.
  - ask for support when needed.
- Put in place an emergency point of contact, where they can get help if need be.
- If an employee is ill, they should take time off.
- Encourage employees to do some sort of exercise at lunch time even if it’s walking round the kitchen or stretching.
- Encourage employees to eat healthy foods; it’s easy to snack on crisps and chocolate. Drink plenty of water

