

Leaders Guide:

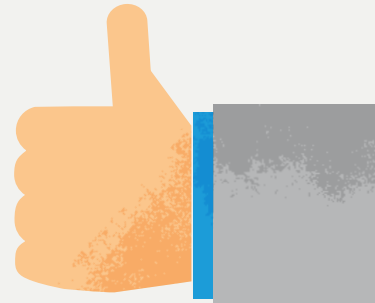
Looking after our employees that can't work from home



Whilst some of your people may be able to work from home, there will be many who are unable to do so because their roles cannot be performed remotely.

If you or anyone in your team is unable to work from home, it is natural to feel quite apprehensive about this.

Below are some adjustments and considerations to help you and your team to stay safe throughout this time.



- If possible, **allow staff who use public transport to work different hours** so they can travel in less busy times to enhance social distancing.
- **Encourage staff who usually take public transport to drive themselves into work.**
- **Stagger work times, break times, and location of breaks** so employees are not spending time in close proximity to each other.
- Reduce, where possible, any close contact between team members. Try to keep your team members 1.5 metres apart where possible.
- **Provide hand sanitisers, anti-bacterial soaps, and disinfectants.** Encourage your staff to exercise good hygiene when coming into contact with surfaces touched by others, including obvious things like door handles, switches, and other surfaces. Depending on the nature of the work, other PPE like disposable gloves and masks may be appropriate. Speak to your Manager or People Partner about this.
- **Clean workstations before and after use and remind your team throughout the day to use the available sanitisers and disinfectant wipes.** Ensure these are regularly checked and stocked accordingly.
- **Provide your people with the time throughout working hours to attend appointments with their doctor, or a mental health provider** such as our Employee Assistance Program.
- Throughout this time, you may notice an increase in the support needs of your team. **Check in with them regularly.**

During this time, usual first aid arrangements may be limited due to remote working and social-distancing arrangements.

If first aid is required for any of your team during this period, the following is recommended:

- If the staff member requires first aid due to cold or flu-like symptoms, they should remove themselves from the workplace as soon as possible and limit potential exposure to others while doing so.
- If first aid is required for matters other than cold or flu-like symptoms but doesn't need immediate or urgent medical attention, assist the staff member to their GP or local medical practice.
- If urgent first aid is required, such as a staff member complaining of chest pain, call **000**.