

Our guidelines and best practices.

Top Tip 1: Taking care of yourself while working from home

It is very important that you take care of yourself during this transition. Here are a few things to consider:

If you feel unwell

If you're feeling unwell, your focus should be on rest and recovery. If you begin to experience any symptoms or health concerns, seek medical attention and let your colleagues know.

Maintain routines that helped you stay refreshed in the home office

For example, if you exercise in the morning usually, continue to do so - but follow all the latest government advice (www.gov.uk/coronavirus) including practising social distancing.

Retain personal space

If possible, use a separate "office" room for working, so there's a distinction between "work time" and "private time".

Take breaks

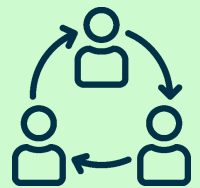
Take breaks seriously and schedule them so they happen. You could always connect with a colleague over video conference, and have a coffee together.



Top Tip 2: Stay connected

Good communication and staying connected with your team during work hours is crucial.

- Set up a dedicated virtual meeting room for your team so that you can meet easily. This can be done through video conferences tools.
- Make use of collaboration tools to stay connected and aligned.



Summary

- Set expectations with your family and friends that you are working.
- Keep routines and attend your usual meetings if possible - just do it remotely.
- Be aware that your body language may not be as clear over video calls.
- Be clear with your colleagues when you're working and when you're not. (e.g. set your 'out of office'.)
- Ensure everyone has the opportunity to be heard during video calls.
- Even though you are at home, consider using a headset for better audio quality.
- Clarify quickly and be more explicit than usual - this is crucial when working remotely.