



New Work Environment

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- ▶ We are living through arduous days during which time feels unstructured. Safety and well-being of employee is the first priority for most companies. For this, shifting to the 'home office' is becoming the new normal for many of us as well as creating new challenges. Many employees will be working from home for the first time, which means figuring out how to stay on task in a new environment and be productive.
- ▶ Actually studies show that 65% said they are more productive working from home, citing benefits like fewer interruptions from colleagues, minimal office politics and reduced stress from commuting.



GUIDELINES FOR EMPLOYEES

“MUST-DO” ACTIONS THAT ARE EFFICIENT FOR WORKING REMOTELY,

- ▶ Start your day as you usually do, take a shower and get dressed. Treat it like a real job.
- ▶ Set up your physical & virtual work space.
- ▶ Create boundaries within your home asking not to be distracted.
- ▶ Carry out a ritual to define your day, as coffee break before work, and another activity when done.
- ▶ Pay extra attention to monitor your progress / deadlines toward set goals. This could be one solution that helps to stay focused as one week blends into the next.
- ▶ Stay in contact with your colleagues regularly. Loneliness can make people feel less motivated and less productive.
- ▶ Remember to pause frequently, chat and ask for feedback.
- ▶ Consider all areas of your wellbeing, eat well, hydrate, exercise etc ...



GUIDELINES FOR MANAGERS

For Managers, empathy and communication is the key. Remember that working remotely is here to stay after Covid-19. Every employee on your team matters. They are your asset, so invest in them. Keep your team equipped, informed and ready to fight. Help your team build their wellbeing and this includes their physical, emotional, mental, and spiritual wellbeing. Provide them with suggestions and guidance.

- ▶ A strong leadership response is communication and decisive action.
- ▶ Inform employees of changes in policies, if any, to alleviate fear and anxiety.
- ▶ Advise team of firm's contingency plan.
- ▶ Assure them that you are doing your best to keep everyone healthy and safe.
- ▶ Extend IT support for work remotely arrangements, i.e. zoom, chat room, backup policies etc..
- ▶ Allow for flexible work arrangements (e.g. flexible working hours, telecommuting etc...)
- ▶ It is crucial to provide clear communication, tell them what is exactly expected from them.
- ▶ Focus on the results for productivity.
- ▶ Keep up the spirits. Encourage your team to reach out regularly as prolonged isolation could potentially impact on morale and productivity.
- ▶ Carry out virtual meetings, share personal experiences / stories, teach them how to build skills for resilience and adapt to the new normal during lock down.
- ▶ Advise them to only visit trusted websites for Corona update such WHO .

REMEMBER THAT EMPLOYERS AND EMPLOYEES, ARE IN FIGHT OF THIS PANDEMIC TOGETHER. THE ONLY MEAN TO STAY SAFE AND EMERGE STRONGER AND MORE RESILIENT IS THROUGH:

- ▶ Communication
- ▶ Advocating for prevention
- ▶ Raising awareness
- ▶ Building capacities
- ▶ Implementing workplace level occupational safety and health practices

STAY SAFE

