



Wellbeing for Remote Workers: Guidance for Managers

The Corona Virus outbreak has the potential to impact on several areas of our wellbeing including our physical, mental, social and financial wellbeing.

Individuals will all have different experiences during this time and they may find that several areas of their wellbeing are affected at once.

The impact on wellbeing can be due to a number of factors including isolation, anxiety and uncertainty and not being able to access the things that we usually employ to keep us well.

Some key groups who may experience an impact on their wellbeing include:

- Those who are working from home
- Parents who may be juggling work and parental responsibilities
- Those who are new to working from home
- Those who are viewed to be at high risk of being very unwell if they were to get COVID-19
- Key workers
- Those employees who may be furloughed

MIND have given the following advice about some principles organisations and managers can follow:

Wellbeing:

Taking care of employee wellbeing needs to be a priority for organisations, and understanding individual circumstances will help.

Clarity:

Have a clear list of priorities, policies and processes and focus on simplification

Community:

Give regular updates and create two way dialogue and opportunities for social connection

Reflective:

Take stock, “test and learn”, seek feedback

MIND have also given some examples of what we need to be mindful of, for our employees who work from home.

Issues	Solution
Having an “Always on Culture”	Offer support Have boundaries for the working day: when does it start and when has it ended?
System overload	Agree ways of working that will work for your team Agree systems and platforms to be used e.g. TEAMS
Access to support	Check in regularly with your team and individuals Remind the team of other support available
Burn-out	Be clear about priorities for individuals to focus on Offer flexibility where feasible Be mindful that those who are home schooling children may need more flexibility Remind the team about taking rest and annual leave
Isolation	Encourage social connection and peer support Remind about Mental health resources available. Remind about Wellbeing Peer support Volunteers: http://www.reading.ac.uk/internal/humanresources/WorkingatReading/well/well-peer-support.aspx Remind about Staff Forum: https://sites.reading.ac.uk/staff-forum/about/

Other resources:

UoRLearn has a helpful module called Resources for Remote Working and this has a helpful section on Managing Remotely.

https://uorlearn.sabacloud.com/Saba/Web_spf/EU2PRD0149/app/dashboard


Checking in with your team.

Mental Wellbeing Support for your Team whilst Working Remotely



Ensuring your employees are okay and keeping in touch with them will help them feel supported.

Check in regularly at intervals you are both comfortable with, but make this more frequent if needed.



Ask them:

How are you?

Do we all know what we are aiming for this week?

How can we support each other?

When are you taking breaks?

Do you know what to do if you have any concerns?

Are you aware of the Wellbeing resources and where to find them?

Top Tips for Remote Working for Individuals:

