

# CORONAVIRUS OUTBREAK: PRIORITISING EMPLOYEE WELLBEING

Keeping your employees healthy, happy and engaged!



## Show You Care

Take employees' health concerns and decisions to self-quarantine seriously



## Leverage Digital Tools

Encourage employees to work remotely, making allowances for loss of motivation and sense of isolation by scheduling regular video meetings



## Champion Work-Life Harmony

Encourage your team to take regular breaks and seek out safe ways to stay active



## Promote Health Considerations

Encourage employees to check their health regularly and if they are feeling unwell or have coronavirus symptoms, they should seek medical care and not come to work.



## Instill Positive Emotional Wellbeing

Ensure your employees are managing their emotional wellbeing and share relevant Employee Assistance Programme (EAP) details for those looking for a confidential outlet for their concerns



## Practice Responsible Information Sharing

Ensure your organisation is citing reliable and accurate news sources and not scaremongering or inflaming regional tensions



## Signpost Company Policies

Communicate and reinforce relevant policies and procedures clearly to employees and ensure they know the correct person to reach out to with questions or concerns



## Develop Protocols

Develop and communicate company protocols for those who display symptoms or come into close contact with someone who has contracted the coronavirus, or who have recently travelled to infected areas.



## Provide a Safe Working Environment

Companies have a responsibility to provide a safe working environment for their employees, enabling each employee to be happy, healthy and engaged. This might include:



Allowing employees flexible working arrangements such as working from home



Organising more frequent office cleaning and disinfecting especially in high traffic areas.



For companies which do not have a flexible working policy, they should look to implement one as soon as possible



Providing protective equipment and infrastructure to maintain workplace hygiene, such as masks, hand sanitizer, disinfectants, and hands-free trash bins, as well as a well-ventilated office.



Companies and line managers should be aware of the disruption that school closures might cause for working parents and take their need to be flexible and available for childcare into consideration



Be mindful that some employees may prefer to work at the office if they do not have an appropriate home environment to facilitate working from home. Companies should allow for this if practical.

Read more of our recommendations for Ensuring Employee Wellbeing at [www.communitybusiness.org](http://www.communitybusiness.org) or using the QR code below.

