Coronavirus (COVID-19) – guidance on working from home - checklist

This checklist is designed to be used in conjunction with the [guidance](#) on working from home. Please note that there should be regular dialogue between employers and employees to review measures and risks when working from home.

Actions to take

Employee Wellbeing

- ☐ Consider support mechanisms to promote positive mental health and wellbeing in the workforce, supporting employees who may be anxious for many reasons relating to the changes resulting from COVID-19

- ☐ Ensure that explicit consideration of wellbeing forms part of regular support and supervision discussions

- ☐ Ensure staff are taking regular breaks and continue to work their usual hours, in accordance with the working time directives

- ☐ Consider individual circumstances of staff and where appropriate offer additional flexible working options such as reduced hours, compressed hours and flexible start and finish times

Health and Safety

- ☐ Signpost staff to appropriate Health and Safety advice

- ☐ Support staff to complete a risk assessment of their home workspace

- ☐ A risk assessment should be carried out on an employer's homeworking policy as a whole, with consideration given for workers with protected characteristics

- ☐ Consider and action any reasonable adjustments that need to be put in place depending on individual staff members' needs, paying due regard to equalities and protected characteristics

- ☐ Establish an emergency point of contact

Caring Responsibilities

☐ Consider and support the individual circumstances and needs of staff who have caring responsibilities while recognising women are more likely to be disproportionately affected by this

☐ Discuss appropriate workload with those with caring responsibilities and ensure they feel supported

☐ Consider making use of additional flexible working options such as reduced or flexible working hours

Communication and Engagement

☐ Employers and staff should work together to agree the method and frequency of communication

☐ Employers should ensure the workforce is using fully accessible communication channels

Expectations

☐ Ensure staff have a clear understanding of what is expected of them, and that they will be subject to conduct, safeguarding and performance management procedures within the organisation

☐ Ensure current work priorities and expectations are achievable given the current restraints

☐ Employers should consider providing support and training for managers to help them successfully manage remote workers

Equipment and IT Systems

☐ Discuss with staff any digital issues they may need to be supported with to work from home, such as broadband connectivity, or any reasonable adjustments they may need

☐ Discuss, agree, and provide staff with the relevant equipment necessary to carry out their regular duties, such as a laptop and work phone

☐ Ensure the IT network has capacity to support the number of staff who will be working from home

☐ Employers should consider ways to protect themselves and employees from cyber-attacks. Such things could include securing accounts, utilising VPN and cyber training

Pay, Expenses and Finances

☐ Inform staff that while they are working from home the usual contractual terms and conditions should apply, and pay will remain the same if they are working the same hours

☐ Consider your organisation's policy on expenses incurred from working from home and signpost this to staff

☐ Ensure insurance covers the organisation for home workers if they are using business equipment

☐ Inform staff they should ensure there are no issues with them working from home with their home insurer, mortgage provider or landlord

Employers should keep a record of the decisions they have made in reference to homeworking and track their impact. This checklist and guidance can be used multiple times to continually evaluate homeworking policies.