

Advice on home-working from Rebecca Bevins HR



Following Boris Johnson's press conference encouraging us to work from home where possible, here at RBHR we are trying to support our clients in practical terms on how to make this possible and offer advice on what to do when it's not that straight forward, *writes Managing Director Ben Malik.*

Check list:

- Can everyone in your business work from home?
- Will they have enough to do?
- Can you stay in contact with them – mobile phones, video call facilities?
- Have you the technology to access documents, files, information including server capacity for all employees accessing the system at one time?
- Can data be secured working remotely? Are all employees aware to the GDPR obligations?
- Has everyone got broadband facility?

If the answer to this is yes, then brilliant! We suggest piloting it for one or two days to work out if there are any snags that you need to sort out. Email everyone and establish what the expectations are of what needs to be achieved everyday, but be mindful and understanding that to most this will be a new way of working, so give people space to learn and settle.

But what if this is not possible for some employees who need access into the office? It maybe at least possible to reduce the traffic into the office, by allowing those who can work from home to be at home, and those who can't to have reduced contact with people coming into work.

The advice here would be:

- Social distancing of two metres.
 - Wash hands for at least 20 seconds and use antibacterial hand gel when available
 - Clean surfaces regularly
 - Look at alternatives to all employees being in work at once, i.e. half work at home, half in the office then rota
 - Finally, speak to your employees and canvas their ideas as to how best to make this work for all
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- Be prepared to change your approach on a daily basis as more Government information is shared.

We are in uncharted waters, there is no blueprint on how to respond to every eventuality. But should situations arise, know that we are here to help, so please just call us on 01935 411191 and we will be happy to help.