

CORONAVIRUS: TEN TIPS FOR WORKING FROM HOME

1. Stay in touch

Keep in contact with your colleagues and manager. Use the phone if possible – it's more personal than emailing.

- Teamworking benefits from talking to colleagues
- Prevents suspicion that you're not being productive
- Avoids negative psychological effects of extended periods of time alone



3. Keep an eye on your hours

A survey reported that one aspect of working from home members liked was the freedom to organise their own working time - but they didn't like the temptation to work longer hours.

- Keep a diary of hours
- Use an online hours calculator to ensure good discipline around working hours
- It's a good idea to proactively communicate your working hours to others in your team



5. Separate family responsibilities

Working from home can give greater flexibility to manage work tasks around family and caring responsibilities, but you can't be at work and take care of domestic responsibilities at the same time

- Ensure that your caring and work responsibilities do not conflict.



7. Keep your diary up to date

Keep updated some form of electronic calendar or diary and share it with your colleagues.

- Make sure they know where you are, and when you can be contacted
- (For instance when you are on leave, on sick leave, taking time off, etc)

9. Standards

Maintain professional standards when you're working from home.

- Dress as you'd dress for the office
- Try to keep your workspace clean and tidy



2. Get your IT set up

It's important that working from home causes as little disruption as possible to your normal work so, in many cases, IT provision is crucial.

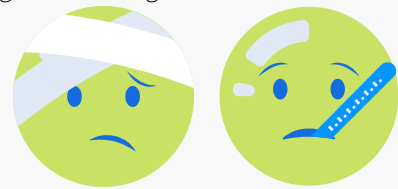
- Ensure access to document storage systems
- Check your email works remotely
- Install any necessary software
- If you have a work phone, make sure you have a charger
- If possible, test all of this before beginning an extended period of home working!



4. If you're ill, don't work

Whether you have coronavirus symptoms or another illness, if you're too ill to work, you're too ill to work.

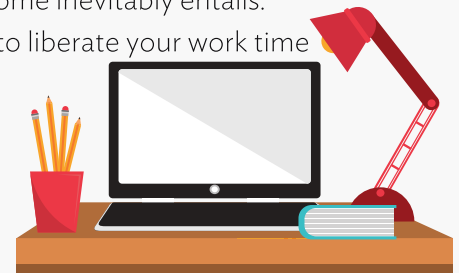
- Whether based in the office or at home, sick leave policies still apply
- Again, stay in touch with your manager and colleagues on a regular basis



6. Choose a good room

If you can, set up your working from home arrangement in a separate room of your home.

- This will allow you to deal better with the blurred boundaries between home and work that working from home inevitably entails.
- It will also help to liberate your work time from domestic distractions.



8. Other people

You might find that you are working from home at the same time as a partner or housemates. Try to talk to them about your work pattern and expectations before you start work from home.



10. Stay in touch with your union

We are here to help as well as be a network of information.

- Stay in touch with your local delegate
- Get in touch with the PSA Organising Centre for support at 0508 367 772 (free phone)

