

WELLBEING GUIDE: WORKING FROM HOME MENTAL HEALTH CHECKLIST

Communicating regularly with your employees who are working from home is essential. Depending on the size of your organisation, this will vary in time and frequency but should be a minimum of once a week.

In this time ensure you discuss:



How are you feeling and has anything changed since you last spoke?

- It may be a child has to be at home due to a case of Covid-19 in their school, so this will have impacted on the way they work and their routines. If this is the case discuss adjustments to their hours and agree on a new work pattern for them. You can review this in a future meeting.
- Ask about their work and if there are any tasks that they need to discuss with you.

How is your workload?

- Discuss how can you help them to manage this if necessary.
- Are they feeling isolated, struggling to get motivated in the home environment, or do they feel unable to switch off now that their house is their office?
- When working from home sometimes people feeling they are constantly on call to respond to emails and other methods of communication.
- Provide support with any issues or feelings they raise about these things. For example, you could ensure there is a morning meeting via Teams twice a week where people can bring a coffee and discuss things other than work.
- A wellbeing action plan could be really useful at this point, and it would be a good time to suggest completing one.
- Remember the more approachable you are and the better your organisation's culture is when it comes to talking about mental health, will help these conversations. If someone can open up at the very start of a problem, things can be discussed and will improve quickly with your support.

This week we are...

- Tell them what your organisation is doing about the pandemic and future plans on possibly starting a return to the workplace for employees.

Are you taking breaks?

- Ask if they are getting regular fresh air breaks and time away from the screen. Encourage this and tell them how much it will help with their motivation and productivity in the long run.

Let's run through the support available

- Make sure they are aware of the mental health support offered by your organisation and have numbers for these if they needed them. Sometimes this is covered in the induction process and never discussed again.
- Pick one particular support option such as mental health first-aiders or GP referral and discuss it in more detail.
- Whilst speaking to your employees, give opportunities for them to put their names forward for mental health training to become Mental Health First Aiders in your organisation. This will help teams to have increased awareness of signs and symptoms of poor mental health and know what good mental health looks like. This will then allow teams to support each other by noticing things, asking if someone wants to talk, listening to them and effectively signposting to the relevant support pathway.

How are you finding the Five Ways to Wellbeing?

- Encourage them to follow the Five Ways to Wellbeing.
- Ensure they are staying active and eating and sleeping well, as this all adds to our overall mental and physical wellbeing.

Where are you working within the home?

- Discuss how, together, you can improve their environment and make it more conducive for work.
- Ask if their IT equipment is allowing them to complete tasks efficiently or are there some issues that the IT department could help with. For example, if someone is lacking in confidence, and possibly not saying they can't join the Teams meeting due to equipment or lack of IT skills, sorting this out will help improve their experience and wellbeing.
- Ask if they need a remote ergonomic assessment or remote DSE assessment. Poor posture can lead to chronic injuries and productivity issues as well as poor mental health. If working from home is a permanent arrangement, then a DSE assessment is a legal requirement.

How is your family/day-to-day life?

- Ask how working from home is affecting their life. Like all things, there will be pros and cons..

Are you worried about anything else?

- Encourage openness.
- Discuss practical ways you can alleviate any worries.



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