



COVID-19 and working from home

For employees

As workers in NSW and all over Australia transition to working from home in response to COVID-19, it's important to understand that your staff may be unable to carry out many of the usual tasks in the same way while working from home.

This may impact their physical and mental capacity to perform and be as motivated and productive as they would under normal circumstances.

It's important to understand these are not normal circumstances and to exercise compassion towards yourself and others during this time.

Workplace health and safety at home

- Provide your employees with guidance on how to abide by Workplace Health and Safety regulations while working from home, and the resources to do so. For example:
 - How to set up a good workstation at home (e.g., ergonomic, good lighting).
 - How to keep a good work/life balance to maintain productivity and minimise burnout.

Stay connected with your team

- Maintain regular contact with employees. Staying connected will:
 - Assist in the timely completion of tasks.
 - Provide your workers with the social support they need to stay socially connected, while maintaining physical distancing.
- You can stay connected by scheduling regular phone calls, video conferences, or using chat forums such as Slack or Microsoft Teams.

Training

- Provide employees with any necessary training to allow them to work from home effectively. For example:
 - Training on how to set up teleconferences using applications such as Zoom and Skype.
 - Training on how to protect themselves from cybercrime and keep their devices virus-free.

Be flexible and realistic

- Set realistic goals and tasks for employees.
- Allow employees some flexibility, especially if they are a carer or have children at home.
- Working from home may impact an employee's ability to carry out certain tasks, or it might mean that tasks take longer to complete.
- The stress and anxiety associated with COVID-19 and social isolation may also impact an employee's ability to be as productive as they would be under normal circumstances. It's important that employers recognise these limitations and exercise compassion and understanding toward their employees during this time.

It is important to get support from someone you trust.

Speak to a health care professional or, if available, a mental health specialist if you feel you or your team need more support.

Helpful resources and support

[Beyond Blue](#) - Phone: 1300 22 4636 (24 hours a day, 7 days a week). [Beyond Blue online chat](#).

[eheadspace](#) - confidential mental health and wellbeing support for young people (12 - 25 years) and their families, including information, support, and health services. Phone: 1800 650 890 (9am - 1am, 7 days a week). [eheadspace online chat](#).

[MensLine](#) - professional telephone and online support and information service for Australian men. Phone 1300 78 99 78 (24 hours a day, 7 days a week). [MensLine online counselling](#).

[Mindspot](#) - free telephone and online service for people with stress, worry, anxiety, low mood or depression. It provides online assessment and treatment for anxiety and depression and can help you find local services. Call 1800 61 44 34 (8am - 8pm, Monday - Friday; 8am-6pm, Saturday).



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