



## Social Connections Toolkit

# Return to workplace checklist

**We've seen many changes in work practices and the human response to COVID-19.**

**This has provided businesses with the opportunity to rebuild, expand, adapt and innovate the ways we work together and connect as we go forward.**

Returning to the workplace is different for every organisation. Some businesses might be returning with full staffing, others may have reduced their capacity and others may still have a blend of workplace and remote working options.

This means that rebuilding a socially connected workplace requires a multi-faceted approach.

Proactive action is required by management and every employee, over time.

Ideas List	Tick
<p><b>Provide areas for employees to gather and interact socially within the workplace (mindful of physical distancing requirements)</b>            In person – a social spot (office space or lunchroom) for team members to engage socially. Move furniture if you need to.            Online – encourage teams to jump online together at regular times to discuss non-work topics to re-establish your commitment to staying connected.</p>	<input type="checkbox"/>
<p><b>Encourage social engagement</b>            Be aware of time restraints and workloads, so you don't inadvertently increase stress with mandated social interactions but support your staff to relax together.            Hang up our <a href="#">calendar</a> (real or virtual) – celebrate birthdays and themed days.</p>	<input type="checkbox"/>
<p><b>Support positive relationships among your people</b>            based on respect, trust, commitment, mutual influence.</p>	<input type="checkbox"/>
<p><b>Create common goals for greater connection</b>            This will generate:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Increased feelings of belonging and cohesiveness</li> <li><input type="radio"/> Sense of purpose</li> <li><input type="radio"/> Increased motivation and commitment to tasks.</li> </ul>	<input type="checkbox"/>
<p><b>Encourage social connections outside of work</b>            Engage in family-supportive activities.            Encourage employees to remain socially connected with friends and family.</p>	<input type="checkbox"/>



**Social  
Connections  
Matter**

To find out more about social connections visit  
[icare.nsw.gov.au/socialconnectionsmatter](https://icare.nsw.gov.au/socialconnectionsmatter)

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