Checklist for Managers/Staff as part of Organisational Recovery.

Following on from the Staff and Manager Surveys, we now wish to gain further information as to the Health and Wellbeing of staff as well as an understanding of practical elements such a IT equipment.

Please therefore discuss the Organisational Recovery Checklist below with **all members** of your team. This can take the form of:

- A guided conversation/discussion, including going into some areas in more depth
- A quicker conversation (where these elements have already been discussed and you are aware of the information)
- Sending the Checklist to members of your team in the first instance and then following up with those who have raised issues that you were not aware of or where answers may need exploring further

After the Checklist has been done, please summarise the information for your area formation and pass to your Line Manager to enable this to be collated for your Service Area by **Friday 3 July 2020.**

In doing the above, please ensure that you include the following:

As part of our Organisational Recovery to establish the new 'normal' if you can continue to work from home, you should do so and we will support you to make that happen. We will aim to resolve any issues relating to your health and well-being as well as your working environment/ICT. However, this is just the first step in this process and as will be aware, not something that can be done without due consideration.

Firstly, I need to give you a 'picture' of what the office environment will look like in the short term to help manage your expectations:

- *With an emphasis on homeworking, the number of staff in an office location at any one time will be limited. We expect potentially less than a third of staff will have their base at Riverside House or other locations.*
- *Social distancing will be in place at all times*
- *Cleaning your own areas will be imperative to ensuring hygiene standards are met, (we are reviewing access to cleaning materials)*
- *The layout of the offices including desks, docking stations, and screens will reflect the more limited number of staff. Hot-desking will no longer be part of the ways of working due to hygiene standards, and fixed desks will be the 'normal'. Other examples such as lockers and coat racks will not be in use, and you will be expected to keep your belongings with you at all times.*
- *Even if you are in the office, face to face contact will be discouraged and Video-conferencing/phone will be the default even if both parties are in the office.*
- *Physical meetings should only take place when the business requires it or there is no alternative.*

- *If it is essential to use a meeting room, which must be booked in advance, then enough space should be allocated to adhere to Social Distancing e.g. seating arrangements, and no refreshments should be provided*
- *All visitors will need to be escorted in and out whilst retaining Social Distancing*
- *No changing rooms or showers will be in use*
- *Face coverings are allowed but will not be provided by the Council*
- *All desk equipment/stationary will be used only by you at your own desk*
- *Food and drink should be consumed at your own desk not in any communal areas, there will be no access to water coolers and limited access (through social distancing) to kitchen areas with social distancing guidelines in place.*

Please now complete the Checklist below:

Organisational Recovery Checklist

Name	
Team	
Service Area	
Name of Line Manager	
Date Checklist completed	

All Staff - Please answer questions 3 – 7 in black below

Then, either answer questions in **blue** or **red** as follows:

a) Can you do your job at home **Yes/No**?
   *If the answer is **Yes**, then please answer the questions highlighted in **blue***
   *If the answer is **No** go to section **(b)***

b) Does your job mean that you have to work from a WDC building - **Yes/No**? or Does physical/health and well-being concerns (that we are unable to overcome) prevent you? *If the answer is **yes** to either of these, then please answer the questions highlighted in **red***

Question	Yes	No	Comments
Health and Well-being			
1 Has working from home affected your health and well-being? 1.1 What have been the positives? 1.2 What have been the challenges? 1.3 Do you envisage this changing short term/long term? 1.4 Do you perceive this would change if you were able to work in another WDC location/office (based on the changes that have affected the work environment due to COVID)			
2 Has there been an impact **from** other(s) in your household on your ability to work effectively at home? 2.1 Has there been an impact **on** others of you working from home?			
3 Do you have other responsibilities e.g. school children/caring responsibilities? 3.1 How can we support you with these?			
4 Are you able to support your health and well-being by e.g. exercise, talking/meeting people, skills, training?			
5 Do you have any underlying health conditions that we need to be aware of? 5.1 Have you been referred to Occupational Health for these conditions within the last 6 months? (if not, then we may ask you to attend an Occ Health appointment shortly)			
6 Are you shielding?/living with someone who is shielding?			
7 Is there anything else we can do to support you?			
Physical			
8 Will you need to use public transport to get to an office location/out to work? 8.1 Are there alternatives e.g. cycling?			
9 Can you go straight to your work location (if off site) from home?			
10 Your start/end time may need to be altered (due to social distancing), will this have an impact on you?			

IT/Security			
11 What equipment are you using to work from home ? WDC Laptop WDC Desk equipment Personal equipment Is this suitable for the long term ? Yes/No			
12 Are you able to take regular breaks?			
13 Are you able to work in an environment where privacy of discussing and displaying confidential and personal data is protected? 13.1 If so, are you able to work confidentially?			
14 For any personal electrical equipment, you are using at home, are the plugs undamaged, appear correctly wired and in good condition, the wire is firmly gripped in the plug, the equipment is in good condition, there is no damage to the wires/leads, there is no burn marks or evidence of overheating and leads/cables are not trailing around your work area? (Ensuring electrical equipment is switched off first before any detailed look)			
15 If you cannot work from home and need to work from an office have you informed IT to ensure your configuration is correct?			
Detailed ICT info re Computer /Screen / Connectivity (information to be collated for ICT)			
16 Does your screen provide a stable image which is flicker-free?			
17 Can you adjust the brightness and contrast to suit your working environment and so you can clearly see written characters against the background?			
18 Can you position the screen to suit your needs and make it a suitable height for you?			
19 Can you work in an area where the screen is free of reflections and glare that may cause discomfort?			
20 Do you need the organisation to provide you with additional screens? How many?			
21 Do you need the organisation to provide you with a docking station for a laptop? Or stand?			
22 Does your broadband speed/connectivity enable you to work consistently?			
23 Telephony. If you are a high volume telephone user what equipment do you have to support your work e.g. Telephone, headset? Soft phone?			
24 Do you need the organisation to provide you with a separate keyboard ?			
25 Can you work in a space to give you sufficient space between the front of the keyboard and the edge of the work surface to provide and/arm support (50mm)?			

26 Are you working at a matt surface to avoid reflective glare?			
27 Can you see all of the key symbols adequately during normal use?			
The Work Surface/Chair			
28 Do you have sufficient space to allow you to work comfortably?			
29 Do you have a suitable work surface to work on? If not do you require a table or alternative?			
30 Is your chair stable and does it allow easy freedom of movement? Do you require a more suitable chair?			
31 Can you adjust your chair to find a comfortable seating position?			
32 If the answers to the 4 questions above are 'No' how could these be improved?			
Ambience			
33 Is the ambience suitable for working from home? i.e. Noise, Humidity, Temperature, Lighting?			
Other Considerations			
34 Do you have / do you envisage any additional costs as a result of working from home?			
35 Do you have/do you envisage any savings as a result of working from home?			

Thank you for taking part in this Checklist.

The results will be provided to ICT, Assets and Workforce Steering Groups to review and analyse the results as part of our next steps.