

# Working from home

A guide for NHS staff



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## Introduction

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In relation to the current Covid-19 outbreak, the Government [has issued guidance](#) that all employees who are able to, should work from home for all or part of their duties to help limit the spread of the virus.

If you are not used to working from home, it can take a bit of adjustment especially in these current circumstances.

To ease your transition into remote working, this guide provides some things you might wish to consider.

It's a good idea to stay in contact with your colleagues who are also new to this way of working and see what they have found works for them - and what doesn't.

## Preparing a work environment

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- Having a dedicated work space can really help. This can be as simple as your kitchen table or a small table and chair. However, do try a few things out and see what works for you.
- Make sure your work space is comfortable and practical. Avoid working from the sofa or having your laptop on your lap to avoid straining your neck
- Get up and get ready in the morning as if you are going to work. You don't need formal work clothes but the routine of getting ready for something helps.
- Communicate your working times to your team and use diaries and email signatures to let people know your working patterns.
- Try to maintain regular working hours to help maintain your routine

## Staying in touch

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- When you are working remotely it is important to stay in regular contact with your colleagues
- Microsoft Teams is being rolled out to be the main tool to support collaborative working in the NHS by enabling video conferencing and a facility for team chat
- You can download Microsoft Teams for your desktop [here](https://teams.microsoft.com/downloads) or access it through the web app:  
<https://teams.microsoft.com/downloads>
- If you do not already have one set up, a team WhatsApp group is useful for staying in touch throughout the day
- Consider setting up two separate WhatsApp groups for your teams – one for urgent messages and one for general conversation to ensure that important messages are not missed.
- Teams Chat is also an option for group communication

## Health and wellbeing

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- To work productively you need to take proper breaks, and regularly. Leave your area of work, take proper breaks at regular intervals, walk around, rehydrate and refuel.
- Try and limit the distractions in the space you are working in. Again, you know how you work best, some people need music, some people need silence - work out what works best for you.
- If you can, get out in the fresh air at least once a day. In this environment that isn't always possible, but at least open a window and get some fresh air in.
- Communicate regularly with your line manager about how you are getting on and let them know how you are
- If you experience a temperature of 37.8 degrees or above, or have a new, continuous cough, inform your line manager and make sure you stay at home for seven days.
- If anyone in your household displays these symptoms, the whole household should self isolate for 14 days or if you develop symptoms during this time, for seven days after the symptoms start

## Leeds Teaching Hospitals NHS Trust contacts

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To stay in touch with advice and support for your health and wellbeing please use the LTHT Staff Health and Wellbeing Support Networks Internet page:

<https://www.leedsth.nhs.uk/staffhealthandwellbeingsupportnetwork>

LTHT Staff Health and Wellbeing Support Network Facebook group:

<https://www.facebook.com/groups/1039395439772998>

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