



Working
From
Home

IT Equipment and Your Workspace

01

ICT Services will help to source and deliver all reasonable solutions to enable an appropriate workspace for staff.

All managers are to encouraged to discuss with staff their working environment and additional resources or support they may need.

02

03

All staff will receive information and training to help them set up a reasonable workspace.

All staff will complete WFH based DSE assessments

04

Communication



Social Activities



SLH Quiz

There is a weekly quiz that takes place on Fridays. The quiz is run by Paul Aitkin through Microsoft Teams and all staff are encouraged to participate. It is a fun way to end the week and engage with a range of staff from the business.



Virtual Coffee & Chat

Every Wednesday at 11am Lyn Richards hosts a virtual coffee and chat session through Microsoft Teams. This is an opportunity for staff to relax for half an hour and have an informal conversation with your colleagues.



SLH Social Team

This Team chat has been set up to allow staff to engage with each other in a more informal way. There are lots of things posted in here which are not work related but can help and benefit everyone including health and wellbeing tips.



Hobby Groups

We have a number of hobby groups set up through the SLH Social team where people can share hints and tips on gardening or guess who's keyhole we are looking through.

Furlough

All furloughed staff have been the opportunity to consent to the furlough.



Furlough is reviewed by managers every 3 weeks and staff are redeployed or re-furloughed after consultation.

Furloughed staff retain their ICT equipment and receive training opportunities. They may take part in all online social activities and are consulted along with non-furloughed staff on current and future working methods.

Colleagues can engage in Buddy chats with others, either by request or by being signposted by a manager to maintain office-based relationships of friendship and comradery.