

Fact Sheet

COVID-19: Setting up your Staff to work from home

This fact sheet sets out the steps you should consider when setting up your staff to work from home.

From Monday 30 March 2020, the Federal Government direction is for everyone to stay at home as much as possible, leaving the house only for essential shopping, medical care, exercise or travel to work or education. Employers are being encouraged to allow/instruct staff to work from home where this is possible.

SETTING UP WORK FROM HOME – QUESTIONS TO ASK

1. *Is it possible for my staff to work from home?*

If the answer is no:

- Enforce and communicate strict hygiene and participation practices across your business – put up notices, send emails etc.
- This is particularly relevant for vulnerable industries such as health and logistics
- Enforce spatial distancing (1.5m apart, maximum in one room is 1 person per 4m²)
- Have soap in bathrooms and hand sanitizer available.

If the answer is yes:

2. *What policies do I need to have in place?*

At a minimum, you will need the following policies in place:

- Workplace Health and Safety
- Working From Home (including a checklist)

Employers remain responsible for their employees' work health and safety regardless of where they are physically located.

3. *What infrastructure do I need to organise?*

Staff must have access to the materials and information with which to do their work. This might include mobile phones, computers, internet access, desk, chair, any paper files required. The employer is responsible for these costs.

Employers must ensure that their cybersecurity protocols and practices are effective when staff are dispersed. Consult your IT provider or ask us for a referral if you are unsure.

4. *What do I need to do?*

Discuss with your staff about working from home. What are your expectations? What are their expectations? What do you anticipate will be the difficulties? How will you communicate regularly?

You need ensure that their dedicated workspace at home is appropriate and safe. This can be done by visiting their workspace, or requiring a checklist and photographs to be provided.

Need help? Contact admin@pinnaclepeoplesolutions.com.au

This information and advice is general in nature, based on our interpretation of current legislation and policy, and does not take into account your specific circumstances. You should consider whether the information is appropriate to your needs and seek professional advice if required.

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