

# Working Remotely CHECKLIST

*Key questions to consider before  
you leave the office or  
work location.*

## Before you leave the office consider...

Someone else may need to utilise your workspace to adhere to social distancing protocols

- Is the workstation clear of cups, eating utensils, used tissues?
- Is your bin empty?
- Is the desk, phone, chair, screens, computer accessible and clear of personal items?
- Have you diverted your phone?
- Do you know your blue-plate number to access files remotely and have the right software to access the appropriate drives?
- How will you transport items to your home – are you following manual handling protocols?

## If working on campus, consider...

- Do you or anyone in your household have any symptoms which would prevent you coming into work?
- How will you implement the social distancing protocol on your journey into the workplace?
- If you are sat at an alternative workstation have you cleaned the headset, keyboards, desk or any other surface?
- How will you implement hand hygiene protocols?
- Are all interactions with other team members adhering to social distancing protocols of 1.5 meters?
- Ensure no personal items are shared between team members including pens, cups, glasses and food.
- Are food items in common areas individually wrapped including chocolates, lollies, cakes etc?

## Regardless of work location, consider

- Ensure you and other team members drink hot drinks (hot water, tea, coffee) regularly?
- If outside temperature is comfortable, try to spend 10 - 15 minutes in sunlight.
- How are these new work arrangements affecting your wellbeing and that of others around you?
- Are there opportunities to connect with others around you and talk about how the pandemic is affecting staff members personally?

## Out of office messages for working remotely

I am currently working remotely. While I will be checking email regularly, I may not be able to get back to you until (date). Thank you for your patience.

Sign off:

Name

## Running a face to face meeting and complying with social distancing

- Avoid meeting people face to face where possible. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when meeting participants may be in the same building.

## In the case where face to face meetings are unavoidable:

- The meeting should be for a reduced period of time
- Minimise the number of attendees where possible
- Hold meetings outside in the open air if possible
- Hold in a large meeting room where attendees can sit at least 1.5 meters from each other.
- Avoid shaking hands
- Encourage participants to obtain meeting information and material in advance of the meeting, discouraging handling of materials between participants, this includes agendas and pens
- All participants to bring their own cups, glasses, bottle of water, minimizing the need for other parties to handle and clean used kitchenware
- Avoid eating in meetings with other attendees
- Use paper towel, tissue or disposable gloves to open doors or touch light switches, elevator buttons
- Wash hands thoroughly after the meeting