

**Work From Home Quick Guidance for Policy Creation to support Covid-19 Actions**

v1.0

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# Working From Home during the emergency A Statement from the xxxxxxxx

***{insert Company Name***} is implementing a temporary Work From Home policy to comply with all the necessary UK Government instructions and to provide our most valuable asset, our employees, contractors and customers, the maximum personal protection.

We will endeavour to keep you all informed daily of any company updates or changes to this policy or its requirements. If you need immediate support you can contact **{*insert the Company person to whom all notifications must be made}*** on ***{insert phone number}*** at any time during the normal working hours.

We actively encourage you all to follow all the official hygiene guidance and in particular to maintain the guidance on social distancing for yourself, your family and partners, and with any daily interaction you have in the community.

In the unfortunate event that you or any of your immediate family or partners, elderly relatives or relations demonstrate the symptoms of or have a confirmed medical diagnosis of Covid-19 (Coronavirus) infection, you must follow the official NHS and Government advice and self-isolation instructions.

In all cases we require you all to not attend the business premises if you suspect you or any of your immediate family or partners or any person with whom you live demonstrates any of the symptoms or are required to have a test for Covid-19 (Coronavirus).

We are implementing this policy to protect you, our customers, the business and to demonstrate our commitment to social responsibility and we will revert to Business As Normal as soon as the official guidelines indicate it is safe to do so.

x xxxxxxxxx CEO

Date:

# Key messages

* + Work from Home (WFH) is being implemented by **{*insert Company Name*}** to:
    - Comply with the UK Government advice issued during the Covid-19 (Coronavirus) emergency
    - To provide protection to all our employees, contractors or other workers
    - Support all persons who may be required to undertake emergency childcare or other parental or familial responsibilities.
    - To provide protection to all our customers
  + In all cases where an employee or any other person to whom this policy applies believes they are displaying or have confirmed symptoms of Covid-19 (Cronavirus) they are to:

## Contact {insert the Company person to whom all notifications must be made} on {insert phone number}; and

* + - Follow the official NHS advice on self isolation or further testing. This advice should be sought from [www..nhs.uk](http://www.nhs.uk/) wherever it is possible.
  + ***{delete if you do not wish to include this paragraph}*** There is a significant amount of *“unofficial*” advice and “*cures”* available and distributed across social media and all persons covered under this policy should exercise caution in following, reacting to or distributing any such advice.

## {insert Company Name} will {delete as appropriate}:

* + conduct a conference call at ***{XX:XX hrs}*** daily to update all employees
  + distribute a company email by ***{XX:XX hrs}*** daily to update all employees

# Company IT and Data Protection Policy

1. All company in-place policies for IT and Data Protection will apply to those employees who are working from home.

## {insert hyperlink to Company IT Policy}

* ***{insert hyperlink to Company Data Protection Policy}***

1. Where an employee cannot follow an in-place company IT or Data Protection policy they must to contact **{*insert the Company person to whom questions are to be addressed}*** on ***{insert phone number}*** for guidance or permission to proceed with the task.

# IT Support

a. If any person requires IT support they must contact ***insert the Company person to whom questions are to be addressed}*** on ***{insert phone number}***

# Guidelines to help you work safely

1. If you have a desk at home, or a suitable table in your kitchen or other area, you should try whenever possible to use this space for your work on your laptop.
2. You should remember to take frequent breaks during the day to stand up and move about whilst you are working.
3. It would be a good idea to clean your keyboard or laptop daily following the guidance provided [here](https://www.standard.co.uk/tech/coronavirus-how-often-clean-keyboard-mouse-a4386886.html).
4. You must not share keyboards or your mouse with other members of your family or in the household to minimise the opportunity for the virus to spread.
5. It would be a good idea to regularly clean your mobile phone and you can find advice on how to [here.](https://www.bbc.co.uk/programmes/p086jk4s)

# Official Messages and Social Media

1. This is a difficult time for everybody and we are all seeking sources of information to guide us and help us protect our family, partners, friends and businesses. Please be aware and think carefully before broadcasting or acting on any information sourced from Social Media. Ask yourself:
   1. Is the information from an official source? Check if you can by visiting the source website.
   2. Is the information or advice, if related to medical treatment or cures, supported by the NHS? Check their website [www.nhs.uk](http://www.nhs.uk/)
2. It is the company policy that no social media posts that are not reviewed and checked for accuracy are to be posted on the company website, social media channels or any other company communication material or means.

# Further Policy Development

a. As the Government and the business react to this emergency situation this policy will be updated and notified to all employees by e-mail and on the company intranet and website.

Useful Links:

Please note: All links were checked and accessed 17 March 2020. This is a dynamic emergency and you are strongly advised to check the organisation websites daily for updated information, guidance or new statutory compliance requirements.

[UK Government Website for Coronavirus](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response) [The NHS Coronavirus website](http://www.nhs.uk/)

[ACAS Coronavirus advice](https://www.acas.org.uk/coronavirus) [HSE UK Coronavirus advice](https://www.hse.gov.uk/news/coronavirus.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_content=home-page-banner)