

SUPPORTING YOUR EMPLOYEES

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In the absence of social interaction, it's easy to begin to feel disconnected from not only your colleagues but also the broader goals of your team. Remember, virtual work arrangements are all about communicating with others from a distance. But truly successful virtual work models are all about **connecting** with others from a distance.



TRY THESE HELPFUL TIPS TO FOSTER CONNECTION:

- **Establish a dedicated HR response team.** Provide employees with a way to access consistent and up-to-date information using a dedicated human resources team that can respond to employees' questions and concerns as quickly as possible.
- **Allow employees to work from home (if you can).** People with underlying health conditions like heart disease, diabetes and lung disease are at higher risk of getting sick from COVID-19. If employees need to report to the office, take extra measures to put distance between employees to prevent spreading germs.
- **Communicate regularly and clearly.** Communicate as often as you can in simple, nonmedical language to assure employees you care about them, their health and welfare. Directing employees to the [Centers for Disease Control and Prevention](#) and [World Health Organization](#) websites can help ease concerns and dispel confusion.
- **Direct employees to virtual health resources.** Employee assistance or leave programs and virtual doctor resources can help people stay out of doctors' offices and the emergency room. Promoting care and guidance from home can put employees' minds at ease and help them avoid public areas.
- **Be open and honest.** No one has all the answers during this uncertain time — and it's okay to be honest about that. Establish trust and reassure your employees that you're in this together.

LEARN MORE

View these resources for more tips, tricks, and information.

- [Centers for Disease Control](#): The latest updates and guidance from health professionals on caring for yourself and your employees during this time.
- [World Health Organization](#): A global look at the pandemic and health officials' expert advice on where we go from here.
- [American Psychiatric Association recommendations](#): Authoritative and timely resources for working remotely during COVID-19
- [How to respond effectively to the coronavirus crisis](#): Set of practical steps by Dr Russ Harris, author of The Happiness Trap, using the principles of acceptance and commitment therapy (ACT)