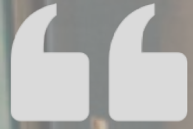




WORKING FROM HOME

March 2020





This 'Working from Home' document has been developed to guide you on working from home.

It must be read in conjunction with all requirements for health, safety & security as communicated elsewhere by your company as well as the government public health guide, which must be strictly adhered to at all times.

In this circumstance we refer to the outbreak of the Corona Virus – (Corvid 19)





Work Schedules ^{1/2}



GENERAL TIPS

- Continue to maintain your normal working hours
- Your workday at home should be treated just as your workday in the office.
- You only have the benefit of not having to commute.
- Routines help to continue in the work frame of mind.



WORKING TIPS

- Prepare working schedules which cover both morning & afternoon hours of work and try to work according to it.
- Making a list of things to do helps in completing tasks. It also gives you an idea on what to do and how to be productive during the day
- Prioritising what is urgent, important, as well as most challenging helps in developing the work plan

Aim to Maximise the use of your time with your Work Schedule



Work Schedules 2/2



GENERAL TIPS

- Have your normal tea & lunch breaks
- Take intermittent breaks which will help you to energize and re-focus
- If you don't already know, you are likely to find out during this time when your best working times are.. *Are you a morning, afternoon or night person...?*
- When your day comes to an end switch off and continue as you normally would at home



WORKING TIPS

- Keep all who are working with you in the loop on matters arising and work that has been completed
- Report to and give feedback on what has been achieved. EG. If on a project or doing some background work, provide this in a well documented and structured format that can be used when needed.

Wake up at the same time as usual rather than taking a lie in



Work-Space



GENERAL TIPS

- Set up a quiet and suitable work area
- Find a space that is quiet & out of the way. Ideally it should be your dedicated space
- It should be away from a lot of people traffic if possible
- *You are expected to take all the necessary hygiene measures to keep you & your family safe & healthy*



WORKING TIPS

- Wherever this is it is important to keep work materials, devices etc safe, secure & away from use by other home occupants
- Have headphones ready to be able to take calls & Skype meetings privately. *And remember to click the microphone button when not talking*
- If you do not have a suitable space within the home, contact the person responsible for arranging possible in office work.

Remember to frequently wash hands & use the hand sanitizers



Communication



GENERAL TIPS

- All of the modes of communication must be kept open and on, during working hours. Unless otherwise guided, normal work hours should be adhered to
- Work & client meetings can be held through Skype calls or other interactive communication platforms
- *Make sure all equipment is charged at all times, as far as is possible*



WORKING TIPS

- All communication channels should be intermittently checked, particularly if you are working on projects. *This may also be required outside of working hours*
- Where communication is urgent a phone call should be made to ensure the recipient has seen this communication
- Where WIFI connection is not reliable, data bundles should be kept as your back up means of communication

Key Communication tools include Emails/ Mobile phone/Telegram



Office Attendance



GENERAL TIPS

- At times some staff may be required to carry out work from within the office.
- Unless otherwise guided, normal work hours should be adhered to
- Reporting staff should liaise with the person responsible for arranging in office work to agree on work and environment requirements. *(Including access to the office)*



WORKING TIPS

- Where the person(s) attending work physically, is not a designated/ authorized key holder, the staff member must sign in & out all keys provided, and assume responsibility for the safe keeping of keys.
- During times when the office is otherwise closed, staff should take all the necessary measures to ensure safety & security of the office and equipment therein

All precautions for your health & safety within the office should be arranged. This includes hand sanitizers, limited person to person contact and distance requirements



Staff Leave

- If your duties & tasks have been reduced at this time, you should apply for some leave time
- The number of days to be taken should be agreed upon
- Depending on the nature of the business, staff proceeding on leave may be required to be on standby for resumption of duties
- All staff on leave should refrain from attending any large public gatherings and putting themselves in harms way and follow all government guidelines.

A yellow sticky note with the text "Out of Office" written in black cursive. The note is placed on a wooden desk next to a laptop keyboard and a pen.

*Out
of
Office*



Staff Contact



GENERAL TIPS

- Carry out remote meetings
- Maintain virtual office time
- It is important to still keep in touch and interact with each other in teams



Remember: Human connection continues to be important. *Express how you are feeling & what your challenges are.*



WORKING TIPS

- If weekly or other periodic staff meetings traditionally take place, these should continue to take place remotely
- Find the best solution that works for all. Skype, Zoom, Google Hangouts, Google Classroom are all great tools to use for this
- Taking time to see what works best for all and effectively setting up a virtual office time enables the continued team bonding & development of solutions together

Encourage positive & interactive Virtual Visual Contact



Self Development

“You may also go online and see what courses are of interest and can be taken to improve & enhance skills”

“You may also take the time to improve your level of fitness as well as your dietary habits”

“Ask yourself what courses/ data will benefit your self development as well as add to the company’s skill set”

POTENTIAL DATA GATHERING FOR THE FUTURE

- ✓ ICT & Big Data
- ✓ Agriculture
- ✓ Globalization
- ✓ Climate Change
- ✓ Medical & health care
- ✓ Country populations & demographics
- ✓ *Other areas of interest & that are the future*

Preparing yourself for the future Today can have profound benefits



Work/ Life Balance

"It is important to have clarity on when one is working & when one is not"

"When you have come to the end of your day switch off and relax"

"Clearly stress to family members/ other home occupants that you will be working from this time to that time and should not be disturbed during these times"

"This is a good time for children to learn about your time for work"

"Working from home requires one to separate family time from work time"

Useful Websites

Setting up a Home Office

<https://fitsmallbusiness.com/home-office-setup>

Keeping the Kids busy

<https://www.verywellfamily.com/things-kids-to-do-while-work-3542307>

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