

# Working from Home Communication Template



This email template is to give you a Guide on how to approach the COVID-19 outbreak in terms of setting up employees to work from home.

Something to also consider is getting your employees to conduct a OHS Audit of their workplace. Click here for a guide to that documentation.

So Folks, here's some content below that you might wish to use to keep comms going within your team.

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Let's get straight to the point of keeping you safe. We value you and want you to remain healthy and safe.

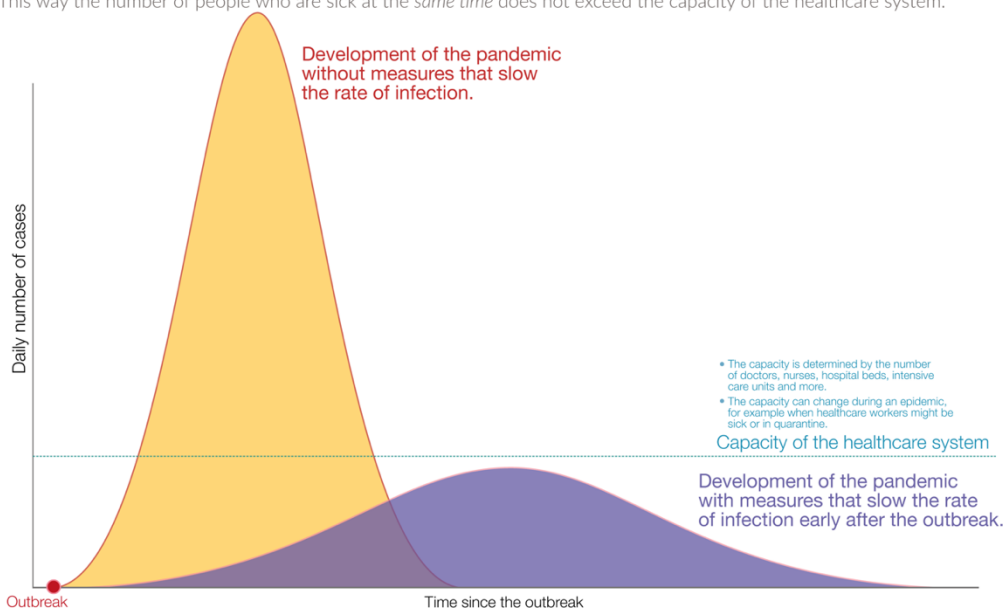
## Infectious diseases and COVID-19

COVID-19 is not like the flu, even if the symptoms are similar. Our health authorities, around the world, are trying the best they can to stay ahead of this. Go read for yourself if you want the details: <https://ourworldindata.org/coronavirus>, but the key takeaway is best summarised in this chart:

### In the outbreak of an epidemic *early* counter measures are important



Their intention is to 'flatten the curve': to lower the rate of infection to spread out the epidemic. This way the number of people who are sick at the *same time* does not exceed the capacity of the healthcare system.



Based on the Centers for Disease Control and Prevention  
OurWorldinData.org – Research and data to make progress against the world's largest problems.

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To reduce the impact on society at large and avoid overburdening our health system with a spike in sick people, the health authorities are trying to "flatten out" the spread of covid-19 to respond effectively and reduce the chaotic impact. Not having toilet paper isn't that bad when you consider hospital beds, doctors, pharmacies or supermarkets available for a few months. It's a scenario that we should all do our part to avoid creating. Let's mitigate our risk on ourselves, our business, our society and this brings us to what each of us can do to help ensure that our societies are impacted as little as possible while the world prepares for an increase in sick people.

If you are unwell, stay at home, take some time off and look after yourself. If you contract covid-19, let your GP know, look after yourself, don't come to work - the same things you should do during flu season or any other time you are unwell and potentially infectious to others.

### **Working remotely or from home**

We work in an environment where we are lucky enough to have all of the tools at our disposal to work remotely as needed. We should maximise this flexibility when circumstances change and our "normal" is no longer an option. The reality of what's unfolding at the moment is that the health experts, governments and businesses around the world are adapting their approach to dealing with covid-19 as it spreads, the sensible thing for us to do in the interest of our people and their families is to be as far ahead of reacting to the problem as we can. What better way to contribute positively to this situation than by avoiding unnecessary illness for us all.

In Australia, we have so far been luckier, but that luck may run out. So in line with planning, being practical and pragmatic, and putting our people first we will be asking those of you who are willing and able to do so, to work from home where possible, avoid face-to-face meetings, avoid public transport and put the health of you, your loved ones and society before the convenience of working in an office.

Without you, there is no workforce. We value you and your contribution to making our business as successful and a great place to come to each day. But now, it's time for us to manage your safety and wellbeing.

We're not forcing you out of the office, but that is something we may need to consider soon in the interests of putting you, our people first. So let's get ready just in case.

### **Setting up your remote office**

For those of you who are not able to work from home because you don't have the required tools, but you are willing to do this, there maybe a salary sacrifice option available to you. This can allow you to purchase equipment (you will be reimbursed) and have this taken out of your pre-tax income. We are compiling a list of things people may consider purchasing to make working from home more convenient, but you might consider making a single purchase from Officeworks, JB Hi-Fi or similar places for a monitor, keyboard, mouse, laptop stand, camera and then salary sacrifice the whole amount as "one set" of items. If you need details around this, please contact us so we can put you in touch with the right person. If you have a work laptop and internet access, we will manage reimbursement of any expenses you've incurred during this work from home arrangement.

During this time, it takes some time to adjust to remote working. We've set up a Facebook Group called Pandemic Partners which will guide you through this time and assist you with a lot of COVID-19 issues.

This FB Page is designed to get you into the groove of working from home, tips for getting kids to leave you alone, strategies for reducing trips to the fridge, recipes for lasagne (!), strategies for managing your day – including homeschooling kids, routines and activities that you can do altogether to get you through this time, as well as carve out time for work.

We're all in this together, so let's make it work.