



## COVID-19 – Working from Home Agreement

Due to COVID-19 and the current restrictions placed on socialisation, we need to review the way we work. Working from home (WFH) is one of the flexible options available to employees.

WFH is not suitable for all roles and should only be applied where it is practical and operationally viable to perform the role from home. It will not be suitable for many of our roles where direct patient/customer service is a key feature.

WFH requests/arrangements must be approved by your manager. At this stage, it is recommended that 2 – 4 days per week are worked from home. Arrangements will be reviewed and modified as required.

WFH requires a structured approach in a safe and positive work environment for it to be productive. All WFH arrangements must have a “Corona Virus Working Safely from Home checklist” completed by the employee. The checklist is on the back of this agreement.

WFH is a new and different environment for most employees. To help employees adjust a WFH employee tip sheet has been developed and attached. Further information on how to have an effective WFH arrangement for employees and managers can be found on the COVID-19 intranet site under “Working from Home Guidelines”.

The following checklist should be completed and signed by both the Employee and Manager. **All criteria must be met** for the WFH arrangement to be approved.

WFH Criteria	Y/N
Is the role suitable to be performed at home?	
Is it operationally viable for the role to be performed at home?	
Has the employee completed a “Corona Virus Working Safely from Home checklist”	
Have Employee and Manager contact arrangements been agreed on?	

Employee Number: \_\_\_\_\_ Employee’s Name: \_\_\_\_\_

Role: \_\_\_\_\_

Employee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager’s Name: \_\_\_\_\_

Manager’s Approval: \_\_\_\_\_

# Corona Virus Working Safely from Home Checklist

Please email all completed agreements to [professionaldevelopment@monashhealth.org](mailto:professionaldevelopment@monashhealth.org)

1. Employee details (print)				
Name		Employee number		
Position / Role		Manager		
Department		Email address		
2. Workstation & Chair Set Up		Yes	No	Comments/Action Required
Is the work surface (e.g. desk) big enough for the tasks to be performed?		<input type="checkbox"/>	<input type="checkbox"/>	
Is there enough room on the work surface for all necessary items and frequently used items are located within comfortable reach?		<input type="checkbox"/>	<input type="checkbox"/>	
Is there enough legroom to allow free leg movement under the work surface?		<input type="checkbox"/>	<input type="checkbox"/>	
Is a footrest available if needed?		<input type="checkbox"/>	<input type="checkbox"/>	
Is the chair stable, and does it move freely (does not tip or slip uncontrolled)?		<input type="checkbox"/>	<input type="checkbox"/>	
Is the chair suitably comfortable for the task?		<input type="checkbox"/>	<input type="checkbox"/>	
3. Computer, Screen, Keyboard, Mouse		Yes	No	
Is the monitor/laptop directly in front of you and approximately arm's length from you?		<input type="checkbox"/>	<input type="checkbox"/>	
Is the top of the monitor/laptop approximately level with your eyes? <b>Note:</b> May need to place monitor(s)/ laptop on a book(s) or a riser, etc. Laptop users should use an external keyboard and mouse.		<input type="checkbox"/>	<input type="checkbox"/>	
Is the keyboard directly in front of you?		<input type="checkbox"/>	<input type="checkbox"/>	
4. Work Environment		Yes	No	
Is there enough light for the tasks being performed? <b>NOTE:</b> lighting level should be sufficient for visual tasks to be completed without eye strain. Greater light is generally needed for very fine visual tasks. Natural and artificial light sources should not create glare via reflection on the computer screen or working surface.		<input type="checkbox"/>	<input type="checkbox"/>	
Is the work area segregated from other hazards in the home (e.g. hot cooking surfaces in the kitchen)?		<input type="checkbox"/>	<input type="checkbox"/>	
Are walkways clear of clutter and tripping hazards (e.g. electrical cables)?		<input type="checkbox"/>	<input type="checkbox"/>	
5. Electrical		Yes	No	
Power outlets are not overloaded with double adaptors or power boards? (there should be no "piggybacking" of cables/power boards)		<input type="checkbox"/>	<input type="checkbox"/>	
6. Other		Yes	No	
House is secure (external doors locked)		<input type="checkbox"/>	<input type="checkbox"/>	
Employee privacy and confidentiality procedures can be maintained		<input type="checkbox"/>	<input type="checkbox"/>	
Are there any other hazards or reasons why your home will place your health and safety at risk? (If yes, please specify and state action required)		<input type="checkbox"/>	<input type="checkbox"/>	
7. Further Resources				
<a href="#">OHS – Workstation Ergonomic Risk Management Form</a> to assist you to optimise your workstation set up at your home				



## ***Working from Home Tips***

### *For Employees*

#### **1. HAVE A DESIGNATED SPACE TO WORK**

You will not be productive if you are sitting on your bed in your PJs. Ensure you have a comfortable chair and enough room for your computer, phone, notepads etc.

#### **2. GET DRESSED FOR WORK FOR THE DAY**

This may seem like a silly, obvious one, but it helps get you in the right frame of mind.

#### **3. PLAN / MAP OUT YOUR DAY**

Ensure you have a clear direction by prioritising your objectives for the day. Have a plan about what you need to achieve. Start first with any urgent or outstanding matters, and work down in order of priority.

#### **4. CALL YOUR MANAGER EVERY DAY**

Check-in with your manager every day and update them on your work, be transparent about how it is going, any issues you may be having and how you are feeling.

#### **5. TAKE YOUR LUNCH BREAK/REGULAR BREAKS**

Sit outside if possible, get some fresh air and recharge before getting back to work.

#### **6. MAINTAIN CONSISTENT WORK HOURS**

While working from home provides opportunities for flexibility, being consistent about when you work is key. If your start and stop times are too fluid – you may find that you always end up being ‘on’.

#### **7. COLLABORATE**

If you and your team are all encouraged to work from home, it is important to still chat and consult with each other daily. We are fortunate in this day and age to have several different platforms (email, Webex, teleconference, etc.). Being away from your team can be more difficult than anticipated for some, so ensure you are connected Xo keep your focus and morale up.