Managers Checklist – Supporting your Staff

1. Prepare

- Maintain regular team brief / 'huddles' – bearing in mind social distancing
- Make staff updates readily available on platforms for home and on-site staff
- Allow time for questions and concerns
- Consider compiling a FAQ for your department

2. Provide

An open door policy

- Apply the same principles to video calls as you would in person
- Set time aside, minimise distractions and give your full focus
- Assess intense periods of working, fatigue, burnout and stress

A safe and confidential space to listen to staff

- Hear their worries and concerns
- Discuss feelings of own performance and expectations

Helpful resources

- Signpost to wellbeing resources for emotional, financial and mental wellbeing support http://www.cardiffandvaleuhb.wales.nhs.uk/ews-services-and-support-available
- Remember it's OK not to provide solutions all of the time; your wellbeing is important too

3. Notice... changes in staff behaviour

- Decreased productivity
- Risk taking
- Tired all the time
- Unusual behaviour
- Alcohol /drug misuse
- Ongoing tearfulness
- Unexpected aches/pains
- Reduced morale

4. Encourage

- Self-care & routine
- Regular breaks / annual leave
- Gentle exercise
- Reduce media intake
- Talk to colleagues, manager
- Connect with family, friends
- Recovery quality/sleep
- End of day check out
- A buddy system

It is important to review wellbeing practices and ensure staff have access to basic wellbeing provisions, to enable them to maintain their own wellbeing

Understand where to go to access local support: including Occupational Health, Employee Wellbeing Service. Raise any concerns with a senior manager