



Five tips for the workplace: Manage uncertainty and worry

1 Create clear rules

together in the workplace with managers and staff for dealing with the situation. Start with the government's recommendations and talk about how you can use them in your workplace. For example, how can you ensure that you keep your distance from each other, that people comply with the hygiene rules, that interiors and other areas are appropriately arranged, etc.



2 Management must be evident and show leadership.

It is important that management ensure that there are clear expectations in the workplace for task management and that they are available to help prioritise. Many decisions need to be made and it is important to stand by them - including the unpopular ones. It is important that in what they say and do, management show that it is okay to make mistakes and that staff see that they are providing support and do have a plan.



3 Self-care and watching out for each other:

Be aware of your own resources and limits. If you get uncomfortable, discuss it with your colleagues or your line manager. Intervene if you see signs of colleagues being over-burdened and offer your help and support. Remember: What you share takes up less space.



4 Concerns:

Right now, everyday life is fraught with dilemmas. Many of you will be nervous about getting infected and taking the infection home. Remember to stay calm: the decision to start up again is based on the advice of health professionals. So take care not to ignore common sense. Keep your head cool, your heart warm and both legs firmly on the ground. It is important that you as managers and staff stay professional and do not let your anxieties affect the elderly, sick and children.



5 Recognition:

Give yourselves and your colleagues a pat on the back for the good work you do. And go home on a good story... Meet each other outside as the last thing before going home (fewer than 10 people), maybe just a few of you and talk about: How's the day gone? What's been difficult? What's gone well - and finish with the good story of the day, so you go home on a positive note and not concerns.

