HYBRID WORKING CHECKLIST

If you're considering moving towards a hybrid working model we've created this downloadable checklist of some of the things to consider, to allow for a smooth transition.

A desk booking system: This helps manage the work space and enables employees to sit with their team when in the office, fostering a sense of collaboration.

Flexible office layout: Review your work space to offer a range of options to employees including sitting desks, standing desks, zones to connect and collaborate as well as quiet zones, so employees can choose the best setting for them.

Maintain some face-to-face meetings: Where possible, organise face-to-face meetings to help your team connect in person.

Meeting guidelines: Create meeting guidelines for times when some attendees are in the office and some are at home, to ensure everyone can participate equally in the meeting.

Common days in the office: Discuss and agree with your team the set days people will come in, to maximise the opportunity for the team to collaborate in person.

Follow COVID legislation: Ensure compliance with COVID rules, communicate to employees what measures you have put in place and what their rights and obligations are to reduce risk in their workplace.

Reporting tools: Set up a secure reporting system where employees can log their COVID vaccination status, if required.

Clear COVID procedures: Make sure it's easy for workers to know what they need to do if they test positive for COVID and how their work will be managed while they recover.

Flexible COVID leave policy: Offer a leave policy that supports employees who are COVID-positive.

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