

ROAD TO RECOVERY

Key Enablers Checklist

- Workplace



Strengthening and Energising your Workplace

This tool will step through assessment criteria and questions to help you kickstart planning your recovery and resumption. Its designed to enable you to navigate and plan for use of the resources of your organisation.

How has the crisis affected the capacity and capability of your workforce?				
	Yes	No	Not Sure	Comments
Have you identified work that will remain virtual and what will return to the office?				
Do you have a staff plan to return to office?				
Do you have a plan to keep staff connected when they are working remotely?				
Do you need to make adjustments to support and enable virtual ways of working and community/stakeholder interactions?				
Is your physical workspace designed for social distancing recommendations?				
Are there opportunities to adjust work spaces if working times for employees change?				
Have you considered staggering start and finish times for employees who travel on public transport?				
Do you need to update your personal and business travel requirements?				
Have you considered flexible working arrangements for staff?				
Have you started to plan for workplace safety across a virtual and non-virtual workforce?				
Have you developed a plan to keep employees engaged and informed, to build the trust and community and new ways of working?				
Are there barriers to stop employees' working across different facilities, locations?				
Do you have in place protocols if employees become ill or a diagnosed with Covid-19?				
Are there locations/teams where you can move shift to a remote or /agile workplace?				
Do you need to adjust leave policies in response to COVID-19 or regulatory changes?				
Learnings				
Have you recorded learnings about your work practices and workforce identified during Covid-19?				