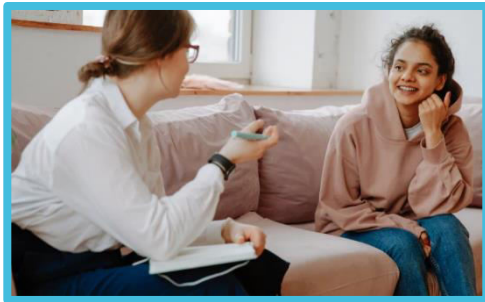


Tip sheet – for managers

Communicating health advice

When it comes to health risks at work or in the community, the way that your organisation responds will affect your employees' reaction and how work can proceed.



Tips for managers

Prioritise

Take care of your own people first within your organisation, and maintain a workplace with healthy hygiene habits.

Adapt

Modify office rules and procedures to ensure adaptability if needed.

Be clear

Send clear messages backed up by reliable information to alleviate unnecessary panic, as well as your possible contingency plans. Update your intranet for how to access support.

Embrace remote options

Give staff information about how they might approach working remotely where possible, what might happen if people feel unwell and if they need to self-isolate.

Prepare contingencies

Support staff with children and significant others to have contingency plans in place. Give information about pay/wages/ financial support for those who may not be at work.

Talk it out

Make it clear that this is a difficult period, and it's okay to share feelings of anxiety or frustration when we don't know all the information. Provide opportunities for employees to talk about their concerns.

Support for your team

Acknowledge the value of accessing support services including professional counselling and encourage your employees to get whatever help they need.

Provide information on how your team can access support by ringing Vitae on 0508 664 981 24/7 or Healthline on 0800 611 116 if they have concerns about their physical wellbeing.

Support for yourself

Don't underestimate the impact of stress on yourself as an individual. Take care of yourself and your family too.

Contact Vitae for further material such as wallet cards and pamphlets.

Contact

0508 664 981
assistance@vitae.co.nz
www.vitae.co.nz