A Kscoper's guide to working through Covid-19

Being kind

- Try to make small acts of kindness a part of your everyday work – sending simple messages, celebrating and recognising others' work and offering help.

- Meaningfully check in on others and create space for connection by asking others how they are doing.

- Recognise that everyone has a lot going on right now and make a conscious effort to look out for others and understand if they feel down.

Taking care of yourself

- Make it your top priority to take care of your own and your family's physical and mental health.

- Take breaks and leave whenever you need to make sure you are taking time to look after yourself.

- Make sure you carve out time for yourself to do something that makes you smile everyday.

Setting boundaries

- Recognise that video fatigue is real and respect your own and other's boundaries to prevent conferencing overload.

- Be clear about if or when you would like to be contacted out of normal working hours.

- Make any necessary changes or adjustments to your working day and let others know.

- Look ahead to judge your work capacity in each circle, and will speak to Lead Links if you predict to be overstretched.

Be supportive of others' personal needs

- Understand that this is a time where people are balancing their work and personal lives, and that some are homeschooling and/or providing care for others.

- Encourage others to block out time in their calendars to accommodate these activities.

- Actively listen to others about their wellbeing and personal needs.

Make your workspace as comfortable as possible

- Try to make your workspace spark as much joy as possible (maybe a plant in the corner!)

- If you need to make adjustments to your workspace, you can speak to the Office Manager/ Environment Enhancer/ Cash Finance Lead about what you need.