Getting ready to return to work.

The decision has been made for a return to work. Here are some questions for you to consider so that you can plan your re-entry in a positive way. Remember that it is important to still be cautious.

1. What public health arrangements are/will be in place for your office? What will you do to ensure that you remember to follow them?

2. What have you learned about your work habits recently? What can be transferred to the office?

3. What are your fears and concerns and how will you address them? Please take time to write down your fears and concerns and then look for evidence to justify them or not. Remember to only look for evidence from reliable sources, e.g. WHO or Johns Hopkins Hospital System. Create a plan if there is reason for your fear or concern, perhaps discuss them with your manager or Staff Welfare or OHU. If there is no reason, then how will you focus less on the concern, e.g. think of something positive when they occur or just say to yourself that there is little evidence.

4. What steps will you take to ensure that you relax and breathe properly on going back to your office? For example, you could introduce a ten-minute relaxation and breathing exercise three times a day into your work practice.

5. If you have children, how will you explain your return to work and reassure them?

6. What will you do to ensure that you travel to the office safely?

7. How will you cope sensibly with the increased freedoms?

8. What will you do about lunch and refreshments as restaurants may not be fully open?

9. What other steps are needed to maintain your mental and physical health? Would it help to speak to someone from Staff Welfare, Occupational Health or your own mental or physical health practitioner?

Having answered the questions, what will be your plan? Make sure that you also think about how you will cope if you have to go back to remote working. Please write it down and review it after the first week and then regularly.

Thank you
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