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**COVID-19 guidance for small and micro organisations**

**\*\*\*JANUARY 2022 UPDATE\*\*\***

**England to return to Plan A following the success of the booster programme**

On Wednesday 19th January, the government announced that the [measures put in place under Plan B in England will be lifted](https://www.gov.uk/government/news/england-to-return-to-plan-a-following-the-success-of-the-booster-programme), following millions getting the booster, which gives strong protection against Omicron. This means:

- The government is no longer asking people to work from home if they can. People should speak to their line managers about returning to the office and should follow the [Working Safely guidance.](https://www.gov.uk/guidance/working-safely-during-covid-19)

- Face coverings are no longer be advised for staff and pupils in secondary school and college classrooms

- **From 27th January:** Face coverings will no longer be advised for staff and pupils in communal areas of secondary schools, nor for staff in communal areas of primaries. Directors of Public Health will only be able to recommend pupils and staff wear masks in communal areas in places where there are outbreaks or where the local public health situation justifies it, and with sign-off from the Education Secretary.

- **From 27th January**: There is no longer a legal requirement to wear a face covering. ***However, the government suggests that you continue to wear a face covering in crowded and enclosed spaces where you may come into contact with other people you do not normally meet***

- **From 27th January**: Venues and events will no longer be required by law to check visitors’ NHS COVID Pass. The NHS COVID Pass can still be used on a voluntary basis.

**Current UK COVID-19 guidance**

**COVID-19 remains a health risk. It is still possible to catch and spread COVID-19, even if you are fully vaccinated.** COVID-19 will be a feature of our lives for the foreseeable future, so we need to learn to live with it and manage the risk to ourselves and others. All of us can play our part by understanding the situations where risks of COVID-19 infection and transmission are likely to be higher, and taking action to reduce these risks.

Following the guidance will help you to understand situations where there is a greater risk of catching or spreading COVID-19 and the steps that you can take to stay safe and protect others. Every action you can take to help reduce the spread will help reduce pressure on the NHS during the winter months.

**To read the full guidance please visit** **[Coronavirus: how to stay safe and help prevent the spread.](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do)**

**To read the local B&NES information and advice please visit** [**B&NES COVID-19 latest information and advice.**](https://beta.bathnes.gov.uk/coronavirus)

**Keep well this Winter - Flu and COVID-19 booster jabs**

Flu is a serious condition that kills on average 11,000 people in England each year and hospitalises tens of thousands more. Adults at high risk from flu are also most at risk from COVID-19 and the free flu vaccine is more important than ever, to help protect the nation from a double threat this winter.

Flu vaccination is an important priority this autumn to reduce morbidity and mortality associated with flu, and to reduce hospitalisations during a time when the NHS and social care may also be managing winter outbreaks of COVID-19.

This winter, it’s more important than ever to get vaccinated to protect yourself against flu and COVID-19. This is because:

*- more people are likely to get flu this winter as fewer people will have built up natural immunity to it during the COVID-19 pandemic*

*- if you get flu and COVID-19 at the same time, research shows you're more likely to be seriously ill*

*- getting vaccinated against flu and COVID-19 will provide protection for you and those around you for both these serious illnesses*

It’s easy for us to pass on COVID-19 or flu viruses without knowing. This winter there are two essential vaccines you’ll need to protect yourself and your loved ones. Find out if you’re eligible now at [www.nhs.uk/wintervaccinations](http://www.nhs.uk/wintervaccinations).

**Follow national COVID-19 guidelines**

It is essential that everybody follows [national COVID-19 guidelines](https://www.gov.uk/coronavirus), particularly the [Coronavirus: how to stay safe and help prevent the spread guidance.](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do) Key aspects are summarised below:

**1. Understand the risks of COVID-19:** It is still possible to catch and spread COVID-19, even when fully vaccinated. The risk of catching or passing on COVID-19 can be higher in certain places and when doing certain activities. In general, **the risk of catching or passing on COVID-19 is higher in crowded and enclosed spaces**, where there are more people who might be infectious and limited fresh air. In situations where there is a higher risk of catching or passing on COVID-19, you should be particularly careful to follow the guidance on keeping yourself and others safe.

**2. Get vaccinated:** Getting fully vaccinated is the best way of protecting you and others against COVID-19. Evidence indicates that 2 doses of a COVID-19 vaccine provide very effective protection against hospitalisation. To maintain this high level of protection through the coming winter, [you should also get a booster vaccine](https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/book-coronavirus-vaccination/) for COVID-19 when offered. Winter is a difficult time when our immunity is weaker. Getting the booster vaccine is an essential part of ensuring immune defence this season. If you have not yet received the COVID-19 vaccine, [you should get vaccinated.](https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/)

**3. Get tested and self-isolate if required:** If you develop [COVID-19 symptoms](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/), self-isolate immediately and [get a PCR test](https://www.gov.uk/get-coronavirus-test), even if your symptoms are mild. You must also self-isolate if you are told to do so by NHS Test and Trace. The self-isolation guidance has recently changed, so please read the [Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) for the full updated guidance and the procedure to follow.

**4. Take tests if you do not have symptoms to help manage your risk:** Around 1 in 3 people with COVID-19 do not have any symptoms. This means they could be spreading the virus without knowing it. Testing regularly increases the chances of detecting COVID-19 when you are infectious but are not displaying symptoms, helping to make sure you do not spread COVID-19. You can get tests from pharmacies or online. [Find out more about how to get rapid lateral flow tests.](https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/)

**5. Let fresh air in if you meet indoors. Meeting outdoors is safer:** Meeting outdoors vastly reduces the risk of airborne transmission, but this may not always be possible. If you’re indoors, you should let fresh air in to reduce the risk of catching or spreading COVID-19. There is guidance on [Ventilation of indoor spaces to stop the spread of coronavirus.](https://www.gov.uk/government/publications/covid-19-ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus/ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus-covid-19)

**6. Try to stay at home if you’re feeling unwell:** If you feel unwell but do not have COVID-19 symptoms, or your COVID-19 test is negative, you may still have an illness which could be passed on to other people. Many common illnesses, like the flu or the common cold, are spread from one person to another.Staying at home until you feel better reduces the risk that you will pass on an illness to your friends, colleagues, and others in your community. This will help reduce the burden on our health services.

**7. Wash your hands regularly and cover coughs and sneezes:** Regular hand washing is an effective way to reduce your risk of catching illnesses, including COVID-19.

**8. Limit close contact with other people:** You may choose to limit the close contact you have with people you do not usually live with. You may also choose to take a lateral flow test before being in close contact and also encourage those people you are meeting with to do so. This includes close contact in a higher risk environment, or when spending prolonged periods of time with a vulnerable individual. It is important to consider that others may wish to continue to take a more cautious approach. We should all be considerate of this and provide the opportunity and space for others to reduce close contacts if they wish.

**Keep up to date COVID-19 guidance and information**

Ensure you keep up to date with current COVID-19 guidance and information, which can be found here [National COVID-19 guidelines](https://www.gov.uk/coronavirus). National guidance is updated regularly, so consider [signing up to government updates](https://www.gov.uk/email-signup?topic=/coronavirus-taxon).

**COVID-19 Vaccination programme**

Everyone aged 16 and over are now eligible for a COVID-19 booster jab if it's been 3 months (91 days) since the second dose. Booster doses are also available to those 12-15 years old who are at higher risk from COVID-19 or who live with someone who has a severely weakened immune system. First and second doses are available for all other 12-15 year olds, second doses can be given 12 weeks after the first dose.

You can get your vaccine in the following ways:

* Book an appointment on the [National Booking System](https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/book-coronavirus-vaccination/). (You need to be registered with a GP surgery in England to use this service. You can [register with a GP](https://www.nhs.uk/nhs-services/gps/how-to-register-with-a-gp-surgery/) if you do not have one.)
* If you cannot book appointments online, you can call **119** free of charge (lines are open 7am to 11pm). You can speak to a translator if you need to. If you have difficulties communicating or hearing, or are a British Sign Language (BSL) user, you can use textphone **18001 119** or the [NHS 119 BSL interpreter service](https://interpreternow.co.uk/nhs119).
* Get your vaccination at a walk-in clinic (no need to book or be registered with a GP). To find a walk-in clinic near you, please go to the [NHS website](https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/find-a-walk-in-coronavirus-covid-19-vaccination-site/).
* Bath Racecourse are currently offering walk-ins to those 12 and over, please visit the [NHS website](https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/find-a-walk-in-coronavirus-covid-19-vaccination-site/) for more details.
* **The school aged immunisation service have also arranged further dates with most schools in B&NES to vaccinate eligible children, where they have a positive consent.**

**If you've had a positive COVID-19 test**

If you've had a positive COVID-19 test, you need to wait before getting any dose of the vaccine. You need to:

* wait 4 weeks (28 days) if you're aged 18 years old or over
* wait 12 weeks (84 days) if you're aged 12 to 17 years old
* wait 4 weeks (28 days) if you're aged 12 to 17 years old and at [high-risk from COVID-19](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/who-is-at-high-risk-from-coronavirus/)

This starts from the date you had symptoms, or the date of the positive test if you did not have any symptoms.

**Complete a COVID-19 risk assessment**

**Employers must carry out a risk assessment and take reasonable steps to protect their workers and others from COVID-19. You will need to take** account of the [core guidance](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do), information in this document and the relevant [Working safely during coronavirus (COVID-19) guidance](https://www.gov.uk/guidance/working-safely-during-covid-19), which sets out a range of mitigations organisations and groups should consider, including:

 *- cleaning surfaces that people touch regularly*

 *- identifying poorly ventilated areas in the venue and taking steps to improve air flow*

*- ensuring that volunteers who are unwell do not attend the workplace*

*- communicating to volunteers the measures you have put in place*

B&NES Council have produced a template COVID-19 risk assessment and COVID-19 Risk Assessment Checklist, which you can use a guide of risks and measures to consider. Please contact the B&NES Public Health team for copies Public\_Health@BATHNES.GOV.UK. A [COVID-19 Staff Risk Assessment](https://beta.bathnes.gov.uk/sites/default/files/COVID-19%20STAFF%20RISK%20ASSESSMENT_1.pdf) has also been produced. This Risk Assessment should be used as a guide and shouldn’t replace a thorough workplace Risk Assessment.

You will also need to consider whether any changes made to your business’ operations to reduce COVID-19 transmission have introduced other risks. The Health & Safety Executive has some useful guidance on [Risk assessment during the coronavirus (COVID-19) pandemic](https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm), with a [Risk assessment template and examples](https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm)

**Provide adequate ventilation**

You should make sure there is a supply of fresh air to enclosed spaces where there are people present. This can be natural ventilation through windows, doors and vents, mechanical ventilation using fans and ducts, or a combination of both. You should identify any poorly ventilated spaces in your premises and consider steps you can take to improve fresh air flow in these areas. In some places, a CO2 monitor can help identify if the space is poorly ventilated. For further guidance [please click here](https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions#facility-3).

Encourage people to use outside space where it’s practical, especially for higher-risk activities such as exercise, or when people are singing or raising their voices.

You can find more information in the [Ventilation of indoor spaces to stop the spread of coronavirus (COVID-19) guidance](https://www.gov.uk/government/publications/covid-19-ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus/ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus-covid-19). The Health & Safety Executive has some useful guidance on [Ventilation and air conditioning during the coronavirus (COVID-19) pandemic](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm)

**Clean more often**

COVID-19 spreads from person to person through small droplets, clouds of tiny airborne particles known as aerosols and through direct contact. Surfaces and belongings can also be contaminated with COVID-19 when people with the infection cough or sneeze or touch them. Regular cleaning plays a vital role in limiting the transmission of COVID-19:

* Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices. You could make a checklist of priority areas.
* As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day
* Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. **Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens**
* Toilet and bathroom facilities - set clear guidance for staff and group members on using and cleaning bathroom facilities. Consider additional handwashing signage.
* You should ask your staff and customers to use hand sanitiser and clean their hands frequently, and provide them with advice to promote good hygiene

**Full cleaning guidance can be found** [here](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)**. If you are cleaning after a known or suspected case of COVID-19 then you should refer to** [specific guidance explained here](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area)**.**

**Local COVID-19 guidance, information and support**

**B&NES Council Help for Businesses**

You can get COVID-19 business advice and guidance by visiting the [B&NES Council Help for Businesses](https://beta.bathnes.gov.uk/coronavirus-covid-19-latest-information-and-advice/help-businesses) section of their website. This includes information on controlling COVID-19 transmission in the workplace, what to do if a staff member, customer or supplier gets coronavirus and managing an outbreak.

There is also an array of resources available for staff, employers and public facing. These include resources on testing, isolation, vaccination, a social media toolkit and some new local ‘Let's look after each other’ resources. You can download posters for the following disease prevention measures:

* [Face coverings](https://beta.bathnes.gov.uk/sites/default/files/Let%27s%20look%20after%20each%20other_face%20coverings.pdf)
* [Sanitising your hands](https://beta.bathnes.gov.uk/sites/default/files/Let%27s%20look%20after%20each%20other_sanitising%20your%20hands.pdf)
* [Making space for others](https://beta.bathnes.gov.uk/sites/default/files/Let%27s%20look%20after%20each%20other_space.pdf)
* [Washing your hands](https://beta.bathnes.gov.uk/sites/default/files/Let%27s%20look%20after%20each%20other_washing%20your%20hands.pdf)

**Community Engagement Officers**

There are two new community engagement officers that are visiting public-facing businesses on the high streets to give them posters to support their efforts, and to have a discussion with them on how best to engage the public and staff in engaging with the control measures. This is very much about supporting businesses and making resources easy to access.

**Get help from Invest in Bath**

The Invest in Bath service has been established as the B&NES Council's main point of contact for co-ordinating support services to local businesses in light of the COVID-19 pandemic. Please visit the [Invest in Bath website](https://www.investinbath.co.uk/) for information. This includes detailed information on [Financial help during COVID-19](https://www.investinbath.co.uk/covid19) and [General Business Support Services](https://www.investinbath.co.uk/business-support/general-business-support-services). For the latest news and updates, [sign up for the Invest in Bath e-mail newsletter](https://investinbath.us8.list-manage.com/subscribe?u=acfbbde30a1c2eb56bbfb6c3e&id=432afc752f).

There are also other great sources of support and information available to you locally:

* [**The West of England Growth Hub**](https://www.wearegrowth.co.uk/) supports businesses throughout Bristol, B&NES, North Somerset, and South Gloucestershire to innovate, grow and thrive.
* [**Achieve in B&NES**](https://www.achieveinbathnes.co.uk/) provides a job and course search service for anybody wishing to enter the workplace or progress their career. There are several free and funded courses from local providers on offer.

**National Council for Voluntary Organisations (NCVO) COVID-19 advice**

The NCVO has a range of guidance and resources to support charities, voluntary organisations and volunteers during the COVID-19 pandemic. There is a [Knowhow section on coronavirus](https://knowhow.ncvo.org.uk/coronavirus/) which has information to help you decide what steps you and your charity or voluntary organisation need to take in light of the COVID-19 pandemic. This includes:

1. [**Working with Staff:**](https://knowhow.ncvo.org.uk/coronavirus/working-with-staff) How to support and manage staff during COVID-19 and the key government schemes available to employers
2. [**Involving Volunteers:**](https://knowhow.ncvo.org.uk/coronavirus/volunteers) How volunteers can best be engaged and supported
3. [**Delivering Your Work:**](https://knowhow.ncvo.org.uk/coronavirus/delivering-your-work) Information on managing risk, delivering activities, supporting beneficiaries and managing your finances
4. [**Safeguarding:**](https://knowhow.ncvo.org.uk/coronavirus/safeguarding-in-voluntary-organisations) What charities, formal voluntary organisations and informal volunteer-led groups should consider in meeting their safeguarding duties

**Health and Wellbeing**

**Looking after your health and wellbeing**

Looking after your physical and mental health & wellbeing is always important. Below are some useful tips to support your health and wellbeing:

* **Think about your daily routine -** You might find it helpful to write a plan for your day or week
* **Recognise when things are becoming too much for you and acknowledge it**
* **Stop and take a deep breath!**
* **Take time to relax and focus on the present**
* **Practice gratitude –** be grateful for the positive things in your life and what you’ve achieved
* **Find ways to connect with others and share experiences**
* **Look after your body -** Try to eat healthy, well-balanced meals, drink enough water and exercise regularly. Avoid smoking, drugs or drinking too much alcohol.
* **If you can, get outside. If you can’t, bring nature in -** Sit or stand at a window where you can look at a view of trees, sky, or watch birds, Listen to nature sounds, rainfall or ocean waves online or via apps
* **Get as much natural light as you can -** Spend time with the windows open to let in fresh air, even sitting near the window whilst you're indoors can help
* **Take care with news and information –** use trusted sources of information

**Five Ways to Wellbeing**

The Five Ways to Wellbeing is a set of evidence-based public mental health messages aimed at improving the mental health and wellbeing of the whole population. Trying these simple things could help you feel more positive and able to get the most out of life. There is a useful [Five Ways to Wellbeing video](https://www.youtube.com/watch?app=desktop&v=_gJ5V525SCk), which gives a great visual overview.



Connect with the people around you. With family, friends, colleagues and neighbours. Now more than ever, connecting with others is important for your mental wellbeing and there are many ways to do this digitally and virtually.

Being aware of the world around us and what we are feeling is how we can take notice and be in the present moment. Reflecting on our experiences will help us appreciate what matters.

Moving our bodies is what they are designed for. When working from home the natural interruptions which occur in the office, like heading to meetings and going out for lunch aren’t there, so we can often spend long periods of time sitting. [Try to be active while at home with these top tips](https://www.sportengland.org/jointhemovement).

Do something nice for a friend, or a stranger. Thank someone. Smile. One way to 'give' is to volunteer your time. Check out [Compassionate Communities B&NES](https://www.compassioncb.org.uk/) where you can register to help people who live around you.

Try something new. Rediscover an old interest. Sign up for that course. Fix a bike. Learn to play an instrument or how to cook your favourite food. Set a challenge you will enjoy achieving. Learning new things will make you more confident as well as being fun.

**B&NES Community Wellbeing Hub**

The [Community Wellbeing Hub](https://communitywellbeinghub.co.uk/) provides a central place for you to access a range of services that will help you stay safe and well and improve your health and wellbeing.

If you live in Bath and North East Somerset, you can contact the Community Wellbeing Hub to talk to the friendly, caring and discreet triage team of advisors who will give the advice and support you need. They offer a range of services to support you with:-

 - Keeping active and healthy

- Achieving a healthy weight

- Accessing food, transport or medication

- Mental health and wellbeing

- Stopping smoking

- Housing advice

- Employment issues and advice

Please call **0300 247 0050** for more information, advice and support. Lines are open Monday to Friday 9am-5pm

**Wellbeing College**

The [Wellbeing College](https://www.wellbeingcollegebanes.co.uk/) aims to support, guide and encourage all people to live as well as possible and manage their own physical and mental health. They have a fantastic range of online, interactive courses available.

**Bath Mind – COVID-19 support for mental health and wellbeing**

There are a range of tips available on the Bath Mind [Coronavirus and mental health](https://www.bathmind.org.uk/advice-and-support/coronavirus/) page. This includes tips on *‘Managing your Immediate Environment’*, ‘*Physical Activity’* and *‘Keeping a Routine’*. Good nutrition, exercise and relaxation are all important for mental and physical wellbeing and Bath Mind has lots of great ideas and activities to support your mental and physical wellbeing including [Craft Activities](https://www.bathmind.org.uk/advice-and-support/wellbeing-activities/craft-activities/), [Recipes and Nutrition](https://www.bathmind.org.uk/advice-and-support/wellbeing-activities/recipes-nutrition/) and [Armchair Travel](https://www.bathmind.org.uk/advice-and-support/wellbeing-activities/armchair-travel/)! Please visit the [Local Support Directory](https://www.bathmind.org.uk/advice-and-support/local-support-directory/) for more information on support available.

**Getting Active and Moving More!**

There is vast amount of information, ideas and tips on how to get active and simply to get more movement into our day, now many of us are at home more.

**Wesport COVID-19 Support:** our local Active Partnership Wesport has a dedicated [COVID-19 Support section](https://www.wesport.org.uk/news-events/covid-19-support/), which shares the latest guidance on staying active at home, keeping children moving and getting outside. There is a great [Activity Finder](https://www.wesport.org.uk/getting-active/activity-finder/), where you can search for on-demand and live activities you can take part in at home.

**Join the Movement #StayInWorkOut:**  As the nation spends more time at home than ever before, [Sport England’s Join the Movement campaign](https://www.sportengland.org/jointhemovement) aims to inspire and give tips, advice and guidance on how to keep or get active in and around your home. Join the movement and use #StayInWorkOut to share how you’re getting active during this time.

**Active 10:** *Did you know walking briskly, even for 1 minute, counts as exercise?* [The Active 10 app](https://www.nhs.uk/better-health/get-active/) records every minute of walking you do (anonymously). Just pop your phone in your pocket and away you go! The app tracks your steps, helps you set goals, shows you your achievements and gives you tips to boost your activity.

**NHS 10-minute workouts:** Only got a few minutes? [The 10-minute workout ideas](https://www.nhs.uk/live-well/exercise/10-minute-workouts/) are perfect if you’ve only got a bit of spare time when you’re at home.

**‘We are Undefeatable’** is a movement supporting people with a range of long term health conditions, developed by 15 leading health and social care charities, whose purpose is to support and encourage finding ways to be active that work with each person’s conditions, not against them. There are some great ideas on [Ways to Move](https://weareundefeatable.co.uk/covid-19) at the current time.

**Looking after your employees’ health and wellbeing**

There is a vast range of guidance, advice and tips on how to support your employees’ health and wellbeing during the COVD-19 pandemic and beyond. Some of these are highlighted and summarised below:

**Thrive at Work West of England**

The West of England Combined Authority (WECA) has developed the [Thrive at Work programme](https://wearegrowth.co.uk/covid-19/thrive-at-work-west-of-england/) in collaboration with employers and partners to give small to medium enterprises (SMEs) the interactive tools and training resources needed to help you embed good mental health practice in your business and support your employees. The Thrive at Work programme is focussed on encouraging and supporting businesses to improve employees' mental health and wellbeing, and offers mental health & wellbeing e-learning and resources aimed at businesses and staff. Support includes [Free Managing Mental Health at Work e-learning](https://thriveatwork.wearegrowth.co.uk/), learn how to recognise when a staff member is struggling and how you can support them professionally.

**Invest in Bath**

Supporting Occupational Health and well-being Professionals with Public Health England wish to support employers and employees to maintain health and wellbeing during the pandemic and beyond. They are hosting a series of webinars on key issues with follow up briefing sheets for employers, line managers and employees - that can support employee wellbeing, productivity and avoid legal challenge. For more information, [please visit the Invest in Bath website.](https://www.investinbath.co.uk/news/work-and-wellbeing-%E2%80%93-covid19-beyond-webinars)

**Mind – Tips for supporting yourself and your team**

Mind has a dedicated section on their website [Coronavirus and work](https://www.mind.org.uk/workplace/coronavirus-and-work/) which has advice and support for you and your team to help manage your wellbeing during this ever-changing situation. This includes [Top tips for working from home](https://www.mind.org.uk/workplace/coronavirus-and-work/tips-from-mind-staff/) and [Supporting staff caring for children.](https://www.mind.org.uk/workplace/coronavirus-and-work/supporting-staff-caring-for-children/) The Head of Workplace Wellbeing at Mind has put together [some tips for line managers](https://www.mind.org.uk/workplace/coronavirus-and-work/tips-for-supporting-yourself-and-your-team/) about how they can support their team's wellbeing as well as their own while working remotely or from home. Tips include:

1. Maintain a positive work/life balance and encourage your team to do the same

2. Check in with team members regularly

3. Ask your team to create [Wellness Action Plans](https://www.mind.org.uk/workplace/mental-health-at-work/taking-care-of-your-staff/employer-resources/wellness-action-plan-download/)

**CIPD - COVID-19: Mental health support for employees**

The Chartered Institute of Personnel Development (CIPD) have produced a [Coronavirus (COVID-19): Mental health support for employees guide](https://www.cipd.co.uk/knowledge/culture/well-being/supporting-mental-health-workplace-return) which outlines considerations and provides advice on how mental health can be supported during the COVID-19 pandemic.

**Checklist: How to support your employees’ mental health**

The Federation of Small Businesses have produced a checklist [‘How to support your employees’ mental health’](https://www.fsb.org.uk/resources-page/checklist-how-to-support-your-employees-mental-health.html) which includes top tips on how you can support the mental health of your employees during COVID-19.

There is also a helpful blog [How to support employee wellbeing during COVID-19](https://www.fsb.org.uk/resources-page/how-to-support-employee-wellbeing-during-covid-19.html) which includes steps on how to best support your team.

**Active Employee Toolkit**

The [Active Employee Toolkit](https://www.sportengland.org/campaigns-and-our-work/active-employee-toolkit), created by Sport England, includes a range of tips and tools employers can use to support the health and wellbeing of their employees through physical activity. Sport England research shows that many people are finding it tough to stay physically active under COVID-19 restrictions, yet there is growing evidence it’s more important now than ever for both employee and business health. It includes ‘Top 3 ways to make a difference’ and ‘resources to support your employees’.

**Positive and healthy homeworking**

There is an abundance of information, guidance and tips on how to create and maintain a healthy homeworking environment, along with how to stay positive in the process, during these unprecedented times. Some of these are highlighted and summarised below:

**NHS Every Mind Matters 7 simple tips to tackle working from home**

The [NHS Every Mind Matters](https://www.nhs.uk/oneyou/every-mind-matters/) team have produced a set of simple tips that can help you while working at home, to feel more productive and take care of your mental health in these difficult times.

*1. Set and stick to a routine*

*2. Make a dedicated workspace*

*3. Give yourself a break*

*4. Stay connected*

*5. Set boundaries*

*6. Think longer term*

*7. Be kind to yourself*

For more detail on these simple but effective tips, visit [7 simple tips to tackle working from home.](https://www.nhs.uk/oneyou/every-mind-matters/7-simple-tips-to-tackle-working-from-home/)

**FSB - Top Tips for working from home**

If you have never worked from home before, it can be challenging to adjust to a new way of working. The FSB have produced a [Top Tips for working from Home: A Mini-Guide](https://www.fsb.org.uk/resources-page/top-tips-for-working-from-home--a-mini-guide.html) which includes helpful information on building routines, staying connected and cyber security.

**How to hold a moving meeting**

The FSB have worked with UKActive to produce [a guide on how to incorporate walking meetings into your working week](https://www.fsb.org.uk/resources-page/how-to-hold-a-moving-meeting.html). Packed full of advice, tips and guidance you’ll be able to plan a moving meeting from the first to the last step or stretch.