



SUBJECT: Home Working Messages – COVID19

RECIPIENTS: All Council Directorates

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Pause and Reflect

Over the last month we've all received lots of information related to the COVID19 and as we all move slowly into a recovery stage we'll continue to receive even more info as national guidance changes and alters to allow life to return to normal. Below are some of those key messages.

Insurance

Where homeworkers are using council equipment at home e.g. laptop computers, mobile phones etc. these items are covered within the council's insurance arrangements. Check with your household insurer if they need to know that you are now working from home.



Homeworking advice – take it inside

If your role still requires you to travel, remember to take any ICT equipment and paperwork back into your house when you return home. Laptops and files must never be stored in your car overnight. Car break-ins are all too common and could result in the loss of sensitive information. Instead keep them locked safely indoors. Don't rely on criminals social distancing.

Fire Safety at Home

The majority of workers are now following Government advice to avoid all but essential travel in a bid to try and contain the spread of Covid-19. With the increased numbers of people at home during the day, fire fighters are warning of the potential for more fires as people adapt their daily work routines.

For further information on staying fire safe, whilst staying in, click [here](#).



Working from Home H&S guidance

Further Health & Safety guidance for ensuring you can work safely and remain healthy during this extended period of home working can be found by clicking [here](#).