Managers’ Forum: covid19

JANUARY 2021
Welcome!

• Remember to
  - Put your microphone on **mute** when you are not talking
  - Write your **name** in your window
  - Put your **camera** on
  - Ask any questions in the **chat function**, we will answer as many as we can in the time allowed.
  - Take an individual **ergonomic break** occasionally.
  - The presentation will be published on the HR webb
Participants

- Mona Hansson, acting head of Human Resources
- Anne Link, head of the Occupational Health Service
- Per Nordén, chief security officer, LU Estates
- Katarina Larsdotter Wendel, chief health and safety representative
- Anna Sjösten, HR consultant, Human Resources
- Henriette Karling, labour law counsel, Human Resources
- Linda Kuhn, psychologist, Occupational Health Service
- Jenny Palmgren, HR consultant, Human Resources
- Ann-Charlotte Dahlberg, security coordinator, LU Estates
- Charlotte Hedin, communications officer, Human Resources
Agenda

• Description of LU’s crisis management organisation during the ongoing pandemic
• Comments relating to FAQs
  - Working from home: work environment responsibility, ergonomics, leading remotely
  - Working abroad
  - Insurance
  - Infection control
  - Premises-related questions
• Risk and impact assessment
• Support
• Roundup
Organisation – Corona/covid-19

- Rektor/vice chancellor
  - Central crisis management group
  - Operational working group (OAG)
    - corona@lu.se

- Faculties’/units’ coronavirus groups
Working from home

- work environment responsibility
- ergonomics
- occupational injury, ill health
- management
Leading remotely - tips regardless of where you work
Focus on

• Stay in touch
  - Group
  - Individual

• Clarify tasks

• Establish a structure

• Deal with anxiety/worry

• Physical work environment

• What do you need to do from now on?
Stay in touch with your work place

• Meetings on a regular basis

• Get comfortable with the technical aspects

• Evaluate what works for your team
Individual follow-up

• Try to have follow-ups regularly

• Short and often

• How? What works for you?
Clarify tasks

- What is expected of you and your employees and when is the job supposed to be done?
- More detailed plan than normal
- Set distinct goals
- Short deadlines
Establish a structure for your working day

• When do you do what? Make a plan!

• Establish routines- reward yourself when you stick to them!
Deal with anxiety/ worry

- Stick to your plan!
- Update yourself and inform the group
- Avoid speculation
- Make room for social time—maybe a digital "fika"
Physical environment and ergonomics
Everybody needs a break…
We are in this together!
Working abroad

- No general answer – depends on
  - country of employment
  - citizenship
  - the agreement in question
Insurance

- Occupational injury insurance
- Business travel insurance
Infection control

- Swedish Communicable Diseases Act
Premises-related questions

- Premises – how many can be present if we must meet?
- Laboratory sessions that must be conducted on-site – what applies?
- What are security officers allowed to do?
- A student shows signs of illness. Are we allowed to turn them away?
Risk assessment – a method of working together

**Common benefits**
- Clarity
- Participation
- Safety – control of environment
- Follow-up the work environment

**Support - employer**
- Support to highlight different aspects
- Support to improve the work situation
- Support in the role of employer

**Support - employee**
- Understanding of decisions
- Opportunity for discussions how to improve work situation
<table>
<thead>
<tr>
<th>Risk and sources of risks</th>
<th>Low</th>
<th>Medium</th>
<th>High</th>
<th>Mitigation actions</th>
<th>Responsible</th>
<th>Finished by</th>
<th>Actions reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes - Mediyoga/mindfulness</td>
<td>☒</td>
<td></td>
<td></td>
<td>Media yoga is run digitally. Setting on Zoom depends on the participants’ consent.</td>
<td>Anne</td>
<td>December</td>
<td></td>
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<tr>
<td>Conference rooms, coffee rooms, waiting rooms.</td>
<td></td>
<td>☒</td>
<td>☐</td>
<td>Limit the number of people, distance marking and keep distance. Coffee at 9.30 / 14.30 is done digitally, invitation is available. The group (those who are on site) is divided into two groups lunch 12.00 - 12.30 / 12.30-13.00. Maximum 4 people in the coffee room at the same time. We help ensure that air is ventilated.</td>
<td>Anne</td>
<td>December</td>
<td></td>
</tr>
</tbody>
</table>
Support / learn more

- Contact immediate HR officer/HR coordinator/work environment coordinator
- Staff Pages
- corona@lu.se
- Occupational Health Service
- Student Health Service
- Health and safety representative, principal health and safety representative, chief health and safety representative
- Workshop on ergonomics and leading remotely (Occupational Health Service)
- Website in English: Försäkringskassan (the Swedish Social Insurance Agency)
How do you mean now!!!!

Stick to it! It will get better.
Competens travel 200km/h

Each other

SO

ÖSO

HSO

HR

FHV

SoU

LU Estates

Trust

Digital fika

Set time

Walking meetings

Digital AW

Dare to make decisions!