



A guide to Working from Home

Diocese of Derby

Updated 24 March 2020

Introduction

Working from home may be a new experience to many of us so we have prepared this guide to be an aid to all of us in the coming weeks.

The current global situation is unprecedented and we appreciate that this, combined with a new way of working, may cause a level of anxiety.

If you need support, please don't hesitate to outreach to your line manager or Mandy Roberts, HR Manager – mandy.roberts@derby.anglican.org.

Preparing to “start work”

Whilst it might be tempting to stay in your PJs, we recommend that you take a shower and get dressed – after all you want to look your best on video calls!

Set up a designated workspace. If this is your dining room table, clear it away at the end of the day so you are not looking at it in the evening, tempted to log on.

Establishing Boundaries

Stick to a start and finish time and make sure you take time for breaks / time away from looking at screen as you would in the office.

When working from home, it can be challenging to keep track of what you have to do throughout your workday. It's easy to lose sight of priorities, tasks, and deadlines. Start your day by reviewing and listing your priorities. When you make your task list, stick to it. After you complete each task, cross it off the list. This simple technique is both effective and fulfilling.

Establishing Boundaries

You might be tempted to over communicate when working from home – either wanting to ‘be seen’, or making sure people know what you’re doing. That’s fine – but it doesn’t necessarily make you more productive.

If there are other people in the house, where possible, find a space where you’re not likely to be disturbed.

Health and Safety

Please consider the HSE guidance when setting up your workspace.

Find out more information at:

www.hse.gov.uk/pubns/indg36.pdf

Staying Connected (for staff)

If you haven't already, download or access Microsoft Teams. You have access to it as part of our Office 365 package.

Teams has many uses especially in times like these. You can direct message with your colleagues and hold one-on-one or group video calls.

A great option to consider is to stay connected on video throughout the day with your team – you could all stay muted and unmute when someone has a question etc. This is great for those who are alone as it provides the same company as you would have normally in the office.

Staying Connected (for staff)

Don't be afraid to shout up if you have a question, need to discuss something etc.

Use Microsoft Teams to your advantage and maximise its benefits.

Watch a short video about Microsoft Teams here:

<https://support.office.com/en-us/article/video-welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12>

Staying Connected (for clergy)

Bishop Libby will issue a daily email update by early afternoon containing news of recent developments along with any useful information.

Please direct people to the Church of England website whenever possible for the most up to date news and information – www.churchofengland.org/coronavirus.

The Communications Team will continue to publish the monthly Cycle of Prayer, Our Diocese Together and the fortnightly eNews. If you don't receive the eNews currently, you can subscribe at – www.bit.ly/derbynews

Conferencing Etiquette

There will be an increase in the use of video and audio conference calls in the weeks ahead.

- Always plan to be early so that you have time to remedy any technical hitches and so that the meeting can start on time with all present.
- In a video call, have your camera on and your microphone muted until you need to contribute.
- Try to be in a quiet place and preferably with a good signal.

Accessing your phone messages

Church House staff can access their mailbox by dialling:

01332 388688

When answered enter your mailbox number then passcode and # and follow the normal prompts.

Workplace Chaplain (CH staff)

“SOMETIMES WE JUST NEED TO BE HEARD BY
SOMEONE WHO WILL LISTEN”

Elaine Nanson, our Workplace Chaplain, is still available if you would like a chat.

Please contact her direct on 07498 355525 or by email elainenanson@gmail.com

Clergy Well-being

The clergy counselling team is available to help through video links or phone conversations by contacting:

Sheila Pigott

Coordinator: Diocese of Derby Clergy Counselling Service

sheila.pigott@derby.anglican.org

01433 639641

Mobile: 0775 4113 462

Sharing ideas

The Discipleship, Mission & Ministry team has set up the general email ideas@derby.anglican.org for people in churches to send ideas for creative prayer, worship, mission, community engagement and discipleship during the outbreak.

A new section will be launched on the diocesan website to share the ideas in the coming days. We look forward to receiving your ideas – keep them coming!

Contact Details

Geostream (staff IT queries) – 01623 423615

Ocean Telecom (staff phone queries) – 01284 729869

Bishops Office staff – temporary numbers:

Halina Johnson (Office Manager) - 07922 422 813

Claire Beavis (Bishop's PA) - 07922 422 815

Frances Morrison (Administrative Assistant) - 07922 422 814

Helping you avoid feeling isolated

We will be sharing top tips on avoiding isolation and well-being whilst working from home in future daily updates.