

COVID-19

Preparing furloughed employees for a return to work



When you're away from work for some time, whether that's the result of sickness absence or through being furloughed, it can be easy to get out of the habits and routines we can often take for granted.

As restrictions following the coronavirus pandemic begin to ease, encourage employees to restart the routines they had in place before the lockdown. This includes sleeping patterns, eating and exercise.

Here are some tips you can share with your employees to help them get 'work-ready':

- ✓ Start going to bed and getting up at the time needed for work. Resources like these below may help with problems sleeping:
 - <https://try.simplehabit.com/>
 - <https://www.helpguide.org/articles/sleep/getting-better-sleep.htm/>
- ✓ Increase physical activity – taking more exercise, and doing jobs around the home or garden.
- ✓ Practice your commute. Once out of lockdown, practice your drive or train travel to your office place to start rebuilding your tolerance to the journey – while abiding by any social distancing measures or other necessary government requirements.
- ✓ Increase contact with others as appropriate, such as establishing contact with colleagues.
- ✓ Set cognitive challenges to build up concentration levels like reading, crosswords, sudoku and jigsaws.



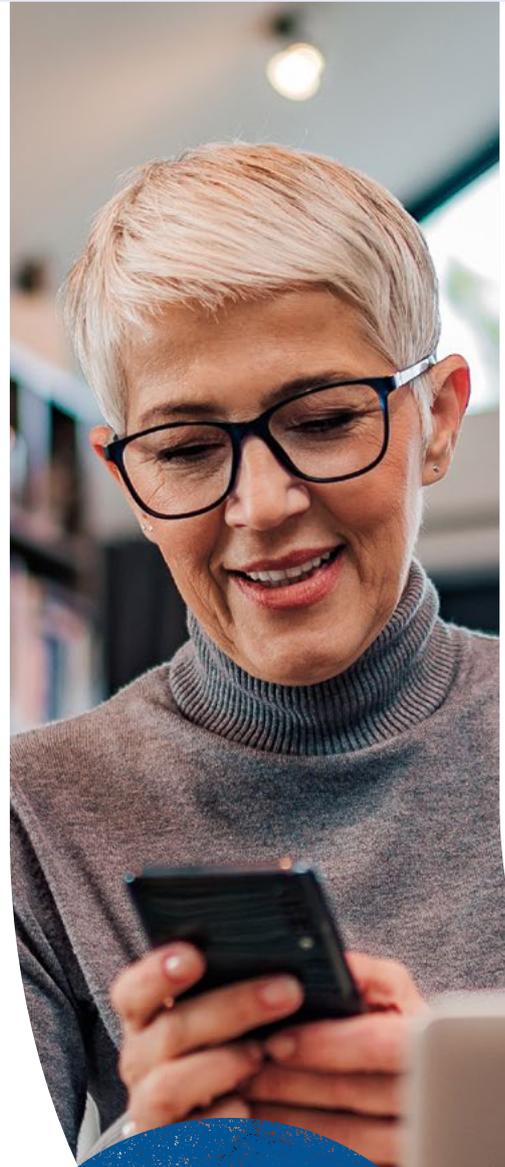
A working day typically has a structure and routine. Mirroring this by creating a plan for the day while still at home can be an effective tool in helping your employee prepare to return to work.

We've included an example below, but your employees can also create and download their own at <https://www.psychologytools.com/resource/activity-planning/>



Daily task

AM	<ul style="list-style-type: none">✓ Wake up by 8am✓ Wash and dress within the hour✓ Eat breakfast✓ 30-minute walk✓ Complete a house chore✓ Engage with 30 minutes of cognitive activity (reading, jigsaw)
Midday	<ul style="list-style-type: none">✓ Set a lunch break and take the full break✓ Engage with others (phone call or meeting others)
PM	<ul style="list-style-type: none">✓ Complete a wellbeing activity for 1 hour (mindfulness, baking, hobby)✓ 30-minute walk✓ Complete a house chore✓ Prepare dinner



As a manager or HR, you can also support your furloughed staff by doing the following:

- ✓ Offer your employee updates/ newsletters via email (if suitable) so they're kept in the loop with business updates.
- ✓ Keep lines of communication open between you and your employee throughout this period – agree a frequency and method of contact.

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If you need help or would like more information, please call our Rehab helpline on **01306 646 001**

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UP4227 06/2020

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