

MANAGING EMPLOYEES IN A CRISIS

■ NEWSLETTER WEEK TWO ■

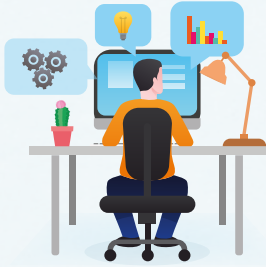




In addition to the implications of the Covid-19 on people's health, it is also having a significant impact on businesses and has called for a shift in operation models as most employees now "Work Remotely".

As an employer, there are likely concerns on how to manage your employees to ensure business continuity while working remotely during this crisis.

Managing employees in a crisis



EMPOWER EMPLOYEES TO WORK FROM HOME

In this era, you need to provide your employees with the technology tools (hardware and software) they require to be effective.



MANAGE PRODUCTIVITY

Design an objective way to measure productivity. Consider asking them to fill a daily time report or log in their resumption and closing time online. Ask to be copied on all correspondence so you can track progress on deliverables. Have regular daily and weekly check-ins.



EXPLORE SOLUTIONS WITH YOUR EMPLOYEES THROUGH RESPECTFUL, TWO-WAY DIALOGUE

The recommendation is that you have a conversation with your employees. Explore reduction in salaries and annual leave approvals. However, for these, you need the employees' consent because their employment contract is subject to the laws of contract.



ENSURE SAFETY OF EMPLOYEES WHO PROVIDE "ESSENTIAL SERVICES"

If your business segment falls under essential services – Seller and producer of food items, Health care, pharmaceuticals, telecommunications etc. you need to ensure your employees are safe whilst in the work environment

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