

Our vision at City Mental Health Alliance Hong Kong is to support the creation of mentally healthy workplaces. The Coronavirus outbreak has recently forced what the South China Morning Post and others are referring to as the 'world's largest work-from-home experiment'. This means that many are working in unusual arrangements. There may also be uncertainty and concerns from staff members. With this in mind, the CMHA HK team have compiled a short fact sheet detailing useful resources and tips to support you and the mental health of your employees.

LOOKING AFTER EMPLOYEES' MENTAL HEALTH



Ensure that employees are aware of resources for support on mental health and wellbeing such as an EAP program



Be aware that certain groups or individuals may be more affected by ongoing events or require extra support and ensure resources are made available to all



Mind HK have produced a [booklet](#) (available in English and traditional Chinese) to support management of anxiety during times of uncertainty as well as ways to support wellbeing



Ensure that employees are aware of where they can reach out for help or information if they are concerned about their physical and/or mental health. See here for a [list of community resources and service providers](#)

SUPPORTING EMPLOYEES TO STAY MENTALLY HEALTHY WHILE WORKING REMOTELY

Remote working is a worldwide trend and has many benefits. However, working remotely for many of your employees may be a new experience and requires some adjustment for the individual and teams involved.

According to reports such as the [State of Remote Work report published by Buffer](#) in 2019, issues that can arise which might impact the mental health of employees working remotely include:



Feelings of isolation, loneliness and disconnection



Being unable to set healthy boundaries between work and personal time and being unable to 'unplug' as a result



Becoming inactive

Tips to encourage employees to stay mentally healthy

- Be aware that individual circumstances vary and remote working may not be appropriate for some staff. Consider options to support employee choice
- Provide the appropriate IT support and guidelines when setting up their remote office space to ensure that they have what they need to fulfill their role and be fully productive
- Set clear expectations of working hours, and highlight that employees are not expected to stay logged in or check emails after their shift is finished
- Encourage employees to create a work mindset e.g. commute (such as walking around the block), a morning routine or dressing for an office
- Suggest that they break up their day with personal activities and be aware and understanding of the disruption that school closures have caused to many families
- Encourage employees to stay active and ensure they are looking after their physical health
- Advise that they stay as connected as possible with their teams via company digital platforms and have regular check-ins with managers and team members
- Urge employees to take care of themselves e.g. regular healthy snacks and breaks away from their screens

Further resources and information on supporting remote working can be found below

LEGAL OBLIGATIONS

Global Law firm and CMHA HK member **Mayer Brown** have published a very useful Q&A titled 'Novel Coronavirus and Employer Obligations' which can be viewed on their website [here](#)

IMPORTANT INFORMATION ON 2019-N-COV

[World Health Organization - 2019-nCoV advice for public](#)
[Hong Kong Government Press Releases](#)
[CDC - 2019 Novel Coronavirus Situation Summary](#)

FAMILY SUPPORT

The Central Health Partners Child Development Team have created a great resource titled '[Supporting Children Through the Health Crisis](#)' and covers looking after yourself as well as tips on how to support children

USEFUL RESOURCES

FURTHER RESOURCES FOR EMPLOYERS
[Top 15 Tips To Effectively Manage Remote Employees](#)

[How to Manage Remote Employees](#)

EXTRA REMOTE WORKING

WELLNESS TIPS

[How to Work From Home](#)

[12 Tips to Stay Healthy While Working From Home](#)

[Working from home? Here's how you can stay mentally healthy](#)

This document is not and should not be considered as clinical advice or support. Anyone who may have a need for such support should seek professional advice.