



Australian Dental Industry Association

Working from home plan

Trying to make the most of the expected lockdown? So are we! The team at ADIA had a meeting last week to ensure that when the time comes, there are plans in place to support effective business continuity as we work from home. We wanted to share with you what we discussed. We hope it helps you in your business.

Before you work from home, ensure you have a plan:

1. Do your staff have the appropriate work equipment at home so they can be effective and work comfortably? At the least this will likely include a laptop, charger, mouse, second screen, desk space and an office chair. Invest in a good pair of headphones for video calls!

2. Can your team access the files they need? Accessing work files remotely can sometimes be tricky. Consult with your IT provider what the best (and fastest) solution is for your business. Do this now if you haven't already.



3. Does everyone know what they're doing? Especially for outward-facing roles such as sales and service delivery, many of your staff might be feeling uncertain about how to do their job when they're working from home. Is it business as usual (mostly) or is your focus shifting? This might be a good starting point for your next (online!) team meeting.

4. How can people reach you? Check with your telephone or IT provider about how to ensure that people calling your published phone number can still reach you.

5. Plan your lines of communication – There are plenty of online video platforms which you can use to continue with your work meetings. We have a daily morning check-in via zoom.us to ensure everyone has the most up-to-date information before we start our day – and it helps ensure social distancing doesn't mean social isolation. Do your staff need to collaborate? Online chat platforms can help get those quick answers that we're used to getting by walking across the room. We're using slack.com.



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Working from home tips:



- Keep setting your alarm and getting up at the usual time
- Keep your “work” mode on by getting dressed and having your designated work “area” where your space is yours
- Stay hydrated
- Set time for a lunch break
- Make sure people know how to contact you
- Avoid work creep – make sure you are setting work hours so your work life doesn’t creep in to your personal life
- Keep up your social connections so you don’t get socially isolated (or get cabin fever!)
- Exercise and stretch regularly – especially when everyone is social distancing, it’s important for your mental health. Create an indoor gym in your living room!

The ADIA team have started working from home in order to iron out any business continuity wrinkles before it becomes compulsory. You can still reach us on 1300 943 094 or contact the relevant team member via email.