

TEAMS PERMISSION

We are balancing our work and personal lives under relatively new and exceptional circumstances. It's therefore important to acknowledge and give permission to work a little differently. By following these simple tips below, you can demonstrate the Trust's ICORE values and ensure we all work as part of a compassionate and respectful team.



IT'S OKAY TO:

Put a call on hold if you're on a Teams call and have to deal with an issue at home. We don't want your call to be an excuse for a loved one being hurt, a fall or for something to get broken!

1



Block time in your calendar during the day to focus on activities you need to do such as home schooling, providing care to others or addressing personal needs. Please help your colleagues by also honouring these boundaries when putting meetings in a diary. It is also good practice to ensure your colleagues are aware that you will be away at specific times to allow them to plan accordingly.

2



Turn your camera off when you aren't up to it. We encourage their use to feel more connected, but there are always going to be circumstances that might leave you preferring to leave the camera off. A nice profile picture might act as a good in-between for those days.

3

Nip away during a meeting. If the doorbell rings, it can't be helped. Similarly, children or pets saying hello can and will happen. Don't feel bad or self-conscious about your surroundings.

4



Implement boundaries with Teams calls. All 30 minute meeting should end after 25 minutes, while those lasting 60 minutes should end after 50 minutes.

Video fatigue is real and by allowing for these breaks, we give each other the opportunity for a comfort break, to grab a cuppa or simply ensure that we can be on time and prepared for a next call.



5

Protect your time. You can introduce a 'Teams-free meeting schedule' into your diary where no meetings are planned in the department. Consider protecting your lunch break for example, to ensure you can enjoy a well-deserved break away from a screen.

Make it a priority to take care of yourself. It's okay to stand up frequently, remain hydrated and try ensure you've had the rest you need. It's okay to get out each day and stretch your legs, walk the dog or make use of daylight hours. Breaks are vital for keeping you in good form!

6

7

Check in on the physical and mental health of each other - while respecting privacy. Create space and time to be connected.

Make time for regular catch ups with your own team. It's okay for you to say hello and find out how everyone is without the need for a formal meeting

8

Teams Permission:

- I pledge to:
- ✓ be family sensitive
 - ✓ support flexibility for personal needs
 - ✓ support 'not camera ready' times
 - ✓ take care of myself
 - ✓ be kind
 - ✓ set boundaries and prevent video fatigue
 - ✓ frequently check-in on people
 - ✓ be connected

