

Employee Welfare

Check Form



Name of Employee:

Date of Welfare Check:

Welfare Check Conducted By:

Position of person carrying out the Welfare Check:

Date of next scheduled Welfare Check:

Frequent conversations and contact with employees during the coronavirus pandemic will support their welfare and mental wellbeing. Use this form to support the welfare conversation with employees and note down any observations.

Employee to indicate how they have been feeling during the coronavirus pandemic:

	At no time	Some of the time	More than half the time	Most of the time	All the time
I have felt cheerful and in good spirits	<input type="checkbox"/>				
I have felt calm and relaxed	<input type="checkbox"/>				
I have felt active and vigorous	<input type="checkbox"/>				
I woke up feeling fresh and rested	<input type="checkbox"/>				
My daily life has been filled with things that interest me	<input type="checkbox"/>				

Wellbeing Questions

	Yes	No	Comments Where the employee has answered 'yes', discuss their feelings in more detail
Have you been worried during the coronavirus pandemic?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you suffered from any anxiety during the coronavirus pandemic?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been suffering from a variety of different emotions during the coronavirus pandemic?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you suffered from any emotional reactions during the coronavirus pandemic, as listed in Appendix A?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you suffered from any social reactions during the coronavirus pandemic, as listed in Appendix A?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you suffered from any psycho-social reactions during the coronavirus pandemic, as listed in Appendix A?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you suffered from any cognitive reactions during the coronavirus pandemic, as listed in Appendix A?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you suffered from any physical reactions during the coronavirus pandemic, as listed in Appendix A?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you suffered from any behavioural reactions during the coronavirus pandemic, as listed in Appendix A?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you able to exercise regularly to support your mental wellbeing?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you look after your own health and wellbeing?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a regular sleep pattern?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have any dependants at home? (children, vulnerable people etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
Are you able to balance work life with any dependants you may have?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you felt lonely/isolated during the coronavirus pandemic?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you suffered any financial difficulties during the coronavirus pandemic?	<input type="checkbox"/>	<input type="checkbox"/>	

Wellbeing Questions

Are there any other issues or concerns not covered so far that you would like to discuss?

Have you felt supported in your role during the coronavirus pandemic?

Overall Comments:

Support Required:

Appendix A

Emotional Reactions

Feeling numb/ cold, stunned after an incident	Fearfulness	Distress	Helplessness	Guilt - for example, at wanting to help but unable to due to self-isolating; at the death of someone; at surviving	Hopelessness
Anger					
	Anxiety	Stress	Sense of dread	Anger	Anxiety

Social Reactions

Social withdrawal	Avoiding work – sickness absence, arriving late, disengaging from meetings	Interpersonal conflict	Unable to engage relationally as usually would	Difficulties in navigating multidisciplinary contexts or finding authority within these settings due to changes in priorities	
-------------------	--	---------------------------	--	---	--

Psycho-Social Reactions

Feeling the impact of others' anxiety on themselves	Compassion fatigue – feeling exhausted through showing empathy, care and compassion for others	Vicarious trauma – feeling the effects of trauma of others transferred onto yourself	Feeling responsible for the pressures within the wider system and for resolving these		
--	--	---	--	--	--

Appendix A

Cognitive Reactions

Reduced concentration	Forgetfulness	Confusion	Reduced confidence in self or others	Hypervigilance – always on alert, scanning the environment; constantly watching the news etc. for information on the pandemic	Intrusive thoughts in the mind
Denial that the situation is occurring	Indecisiveness				

Physical Reactions

Headaches	Exhaustion and lethargy	Difficulty sleeping or staying asleep	Hyper-arousal	Reduced appetite	Nausea/gastro-intestinal symptoms
Heart racing or pounding	Pain in the chest/ chest tightness	Sweaty hands	Night sweats	Pale	

Behavioural Reactions

Social withdrawal – from colleagues, managers, friends and/or family Heart racing or pounding	Behaviour that is out of character	Irritable	Crying or tearful	Increased use of alcohol, illicit drugs, cigarettes, or prescription drugs	Reduction in self-care (untidy, dishevelled)
Heightened self-care, i.e. excessive showering, disinfecting	Increase in minor accidents/risk taking	Restlessness			

Appendix B - Manager's Guidance

To support the wellbeing of employees during the coronavirus pandemic, a time when people will be feeling scared and anxious of what lies ahead, there are a range of things that can be done by a manager to support their staff's wellbeing:

Be visible – ensure that staff maintain daily contact with their team, whether this is via remote technology or under social distancing measures. As a manager, you must continue to remain visible with the workforce and organise and attend team meetings to ensure communication is maintained

Be available – employees must know how to contact their line managers and who to contact in their absence, ensuring they are available and able to respond in a reasonable timeframe

Check on basic needs – are staff members' basic needs being met? Do they get enough sleep? Are they eating and drinking enough?

Promote coping strategies – signpost staff to support resources and any in-house support that may be provided

Promote self-care – discuss at team meetings or during catch ups with staff what they are doing to maintain their own self-care, i.e. yoga, arts and crafts, gardening etc.

Model empathy, compassion and kindness – emphasise during these times the good that is being done. Encourage achievement and ensure staff know of any positive feedback received about the service

Frequency of supervisions – increase the opportunity for staff to have more conversations and supervisions during this time to support them in their role at such a challenging time. Allow, during the supervision, any feelings and experiences the carer may have to be discussed, where they want to do this.

Promote connectedness – ensure the team feels connected; this could be through daily check-ins each morning or huddles with the team to allow people to stay connected with what is going on. Use a variety of forms of promoting connectedness through virtual and face-to-face means

Promote learning – ensure learning is maintained and developed during the coronavirus pandemic as staff must be supported to carry out their role. Ensure new learning is factored in, in relation to COVID-19, to aid them during the pandemic

Share Information – ensure you provide staff with reliable and up-to-date information relevant to your service. Information can be shared in a variety of ways including vblogs, newsletters, bulletins, factsheets, memos etc.

Support yourself – ensure that you are also thinking about your own emotional needs and wellbeing during this time and ultimately that you take care of yourself