



# REMOTE WORK SURVIVAL KIT

<http://remoteworksurvivalkit.co.uk>

A crowdsourced document to help those, in response to the coronavirus, who are trying to:  
a) implement remote working in their org  
b) set themselves up to work from home.

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Puddles the Springerpool	'Technology Director' and Entertainment Lead	Very help. Much cuddles. Bouncing maximum.

**This is a crowdsourced effort to help people and organisations with remote working at this time of acute need - the reasoning is that the better people are able to do this the more effective it will be and the better the outcome for society, with less risk of the rapid spread of disease which benefits everyone. If after contributing you would like to add your name please do so in the [Contributors](#) section.**

*Inspired by the [Coronavirus Tech Handbook](#) and the brilliant work done to bring the tech community together to help build tools and information services by [Newspeak House](#)*

**Current PDF release is here <http://bit.ly/remoteworksurvivalkit>** this is a formatted doc for sharing widely but not a replacement - more info will always be on this google document.

**Want to contribute? This is your document, please add your suggested edits!**

Please add content to the specific sections below making suggested edits or comments, or to the general section at the end, or paste it into the main WhatsApp Group :

<https://chat.whatsapp.com/l8AHAVEA1BtCWqVRBgXRr9>

'I am not sure but is this helpful?' queries, and random pictures of dogs to cheer people up, can be posted into the #Random WhatsApp group : <https://chat.whatsapp.com/CMaO8FicnkMHATEjuhNqxO>

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## Remote Working - Collaboration Tools

Providers of collaboration tools and other things in this space are welcome to add their offerings here and it would be even better if there were free tiers / trials available for evaluation etc

### Known providers with free tiers

- BlueJeans,
- Cisco Webex,
- Google
  - <https://support.google.com/a/answer/1631886?hl=en>
  - <https://cloud.google.com/blog/products/g-suite/helping-businesses-and-schools-stay-connected-in-response-to-coronavirus>
- <https://wurkr.io/> Digital Office Space
- LogMeIn (GoTo Meetings), also join.me branded
- Microsoft Teams Free <https://products.office.com/en-gb/microsoft-teams/group-chat-software?>
- Slack
- Zoom p [https://zoom.us/docs/ent/school-verification.html?zcid=1231&\\_ga=2.228851412.995105639.1583699918-735451631.1546545079](https://zoom.us/docs/ent/school-verification.html?zcid=1231&_ga=2.228851412.995105639.1583699918-735451631.1546545079) currently for K12 schools in Japan, Italy, USA
- <https://www.flowdock.com/> (free for teams of up to 5)
- <https://discordapp.com/> - usually used by gamers but free!
- <https://rocket.chat/> - free open source solution
- <https://whereby.com/> - free for single users
- [https://www.microsoft.com/en-us/microsoft-365/blog/2020/03/10/staying-productive-while-working-remotely-with-microsoft-teams/#.Xme9L\\_svDTt.twitter](https://www.microsoft.com/en-us/microsoft-365/blog/2020/03/10/staying-productive-while-working-remotely-with-microsoft-teams/#.Xme9L_svDTt.twitter)
- <https://www.microsoft.com/en-us/microsoft-365/blog/2020/03/02/working-remotely-during-challenging-times/>
- <https://blog.cloudflare.com/cloudflare-for-teams-free-for-small-businesses-during-coronavirus-emergency/>
- <https://meetcafecito.com/>
- [www.hugo.team](http://www.hugo.team)
- Notion <https://www.notion.so/product>
- Hubstaff for time tracking. Also check out Clockify
- Geekbot for remote standups and checkins

**Tip:** Remember some free tools might not have robust privacy policies etc, if you are sharing confidential information it is always best to do so with a trusted provider and a well-formed set of terms and conditions. In particular, do not share passwords, and the like on these tools.

## Remote Working - Identify essential tools / software / data

- An organisation of around 100 employees may typically use between 100-200 applications.

- It's important to understand which of these is essential to your employees workflow and business continuity - rate them in terms of essential, desirable, not needed. Then test each of these from a remote location to ensure you're able to correctly use them. Consider where the data is stored within these applications - even though the application runs, can your data be reached?
- By identifying applications essential to your business you can prioritise your focus on these to ensure they operate correctly, at speed and reliably.
- Ensure your staff understands the difference between saving data on their remote device and on your network or cloud server. Data that is mistakenly saved on the device may be lost, cannot be collaborated on or fall out of continuity if others edit the same file and overwrite changes.
- If you control access to your network through a single VPN/RAS point this is likely to be a bottleneck. Managing the use of this (audio rather than video for example) may become essential depending on your capacity.

## Working from home management - setup of space etc

### WFH checklist

- Duty of care.... Acknowledgement that not everyone has appropriate space in homes, so support with guidance and information as to how they can utilise the space around them
- How can you set aside a place for "work"? Is it possible in your home? Not everyone has a home office, but a dining table can work just as well as long as you don't allow distractions
- Keeping set work hours (and sticking to them) and adding these to your email signature can help you to differentiate between work time and home time
- Can you manage expectations regarding your availability to "just pick the kids up" etc when WFH. Focus is a valuable thing. But then so is the flexibility of being at home.
- When will you use video on calls? Have you got a suitable camera and will you wear different clothes when talking to customers as opposed to colleagues? And what's in the background - will it be an unnecessary distraction for whoever you're talking to?
- Online meetings - how will you take notes? If you have one screen you might not be able to use your computer to type up notes while you're in that meeting. Ask if you can record the meeting - most online meeting tools have this capability but sometimes only the organiser can do this.
- "Busy Lamp" or notice for when conducting / in meetings to prevent being disturbed by others in the household that may walk in. Do not disturb sign for the door can really improve the quality of meetings.
- Working from home could increase some of your household bills due to increased use of heating and lighting, being mindful of the additional cost could be important. Sometimes it helps to have a comfy jumper or blanket near-by before reaching for the thermostat boost button. That said, it is important to be warm and comfortable (think about your circumstances - could the cost be offset by reduced travel costs?).

- Consider using your commuting time as exercise time, preferably in the fresh air. Working at home, you will take far fewer steps than you would travelling to work, in the office, dashing out for a sandwich at lunchtime. A walk/bike ride/run or whatever exercise you enjoy also 'bookends' the working day effectively, helping to provide a mental separation between homelife and worklife.

## List of links for businesses to construct homeworking capability

### Distributed / Remote Working

Edge Ryders' guide to Distributed Collaboration: <https://edgeryders.eu/t/distributed-collaboration-manual/11263>

Producthunt Library of Remote Work Apps: <https://www.producthunt.com/e/remote-apps>

Activities to do with kids while parents work remotely:

<https://docs.google.com/spreadsheets/d/1KCFnWreu4v7VoO3NbgP-Qcq2LyE1FvliYSoiTLRY7Qg/edit?usp=sharing>

Facilitators for Coronavirus response: <https://groups.io/g/f4c-response/message/1>

### Online Meeting/Gathering Resources

Remote guiding - give technical support/instructions: <https://xmreality.com/business/>

Simple creation of how to guides. Easier and more cost-effective and powerful than creating a word file or a youtube video. Instant translation makes it easy for anyone to read the resulting instructions:

<https://manual.to/>

Open Data Institute Remote Working Resources: <https://theodi.org/projects-services/>

CAST/Catalyst guide to remote working for charities/nonprofits:

<https://www.civilsociety.co.uk/voices/how-to-work-remotely-in-a-time-of-coronavirus.html>

Deeson Handbook: Small digital agency openly publishes all of their work policies, including this useful guideline to running remote meetings professionally <https://handbook.deeson.co.uk/working-at-deeson/remote-meetings/>

### How to work from home

How to work from home: [www.theverge.com/2020/3/11/21171349/remote-work-how-to-home-coronavirus-quarantine-productivity-tips](http://www.theverge.com/2020/3/11/21171349/remote-work-how-to-home-coronavirus-quarantine-productivity-tips)

Top 5 Tips for Remote Working

<https://www.michelleharris.social/top-5-tips-for-remote-working.html>

Working Remotely in Slack: Getting Started (webinar): <https://slack.com/events/webinars/working-remotely-in-slack-getting-started>

Gitlab Guide to having an all remote company: <https://about.gitlab.com/company/culture/all-remote/guide/>

Tips For Running A Great Webinar: <https://owncloud.more-onion.com/s/QKXDsx9YLdndyk6#pdfviewer>

OMG I'm working remotely, now what?!: <http://omgwfh.com>

Best practices and tips to help you stay sane, focused and boost your productivity while working from home, a coffee shop or really anywhere in the world, because distributed teams are a reality and remote work is the future: <http://www.benedikt-lehnert.de/contact>

### Tools & Guides for Event Alternatives

Open Source Guide to Running Conferences Online: <https://www.taxjustice.net/2020/03/05/lessons-learned-from-organising-our-first-virtual-conference/h>

In the Ether is an approach to fully remote meet-ups, meetings, conferences and events. It is a remote first approach to bring like minded people together from across the globe, to discuss, share and learn about topics they care about: <https://intheether.xyz/>

Live video Q&As, interviews, summits, webinars and more: <https://www.crowdcast.io/>

### Links:

- Coping with '[Cabin fever](#)'
- Anxiety and coronavirus, how to cope: <http://www.alibinns.co.uk/resources/2020/3/11/how-to-cope-with-anxiety-about-coronavirus-cov-19>
- Working from home without 'losing it': <https://www.wired.com/story/how-to-work-from-home-without-losing-your-mind/>
- <https://a.wholelottanothing.org/2019/08/09/tips-from-16-years-of-working-from-home/>
- <https://blog.alicegoldfuss.com/work-in-the-time-of-corona/>
- Personnel Today, Home Working Considerations: <https://www.personneltoday.com/hr/coronavirus-home-working-considerations/>
- Keeping your emotional intelligence intact at work: <https://www.brookings.edu/blog/techtank/2020/03/11/workplace-emotional-intelligence-during-the-global-coronavirus-outbreak/>
- Starter level video conferencing tips: <https://workremote.us/5-advanced-video-conferencing-tips/>

### General Advice for business and organisation event contingency planning in response to COVID-19

#### Plan across 2 areas:

1. Measures to protect health and respond to COVID-19
2. Financial planning and organisational decisions

#### And the 3 phases of an event/project



1. Planning
2. Delivery
3. Post-event

**Relevant to all 3 phases is:**

- **Plan for your event/project to go ahead despite COVID-19.**
- **Decision making.** In collaboration with authorities, agree 'trigger points' in advance. At what point would:
  - Risk mitigation measures need to be reviewed and/or enhanced
  - The event be modified
  - The event be postponed
  - The event be cancelled

*Note :* There seems to be legal and liability differences between deciding to call your event off yourself, and following orders/advice from authorities. Always follow advice of authorities re. postponement or cancellation.

- **Reduce event-related risk of transmission of the virus. Create a basic set of principles for this as an organisation including:**
  - Staying away from work/the event if unwell and supporting staff to be able to do so
  - Hygiene
  - Isolation
  - Precautions around travel
  - Crowding / close contact

1. **Measures to protect health and respond to COVID-19**

**Planning phase, key things to do:**

**Liaison**

- Liaise with local and national public health authorities
  - Nominated person to liaise
  - Contact maintained throughout the planning period (can be achieved via your SAG)
  - Channels of communication (between organisers, authorities, and the public) agreed in advance.

**Planning and documentation**

*Note:* Emergency plans should be based on the size and duration of the event, demographics of participants, complexity of event operations and type of activities the event may offer.

- Create a COVID-19 Risk Assessment - regularly review (as with main RAMS) Considerations for this are within [WHO's advice document](#).

- Create a COVID-19 Action Plan - actions to mitigate all risks identified in the Risk Assessment.
  - Different parties responsible for different actions (public health authority, local health service provider, event organisers)
  - See WHO for what Action Plan needs to cover
  - Include decision trigger points
  - What measures will we take preventing and responding to COVID-19? I.e. detect and monitor the virus, reduce the spread, manage and treat anyone who is unwell, communicate messages specific to the virus.
  - Agree with the local authorities how attendees and the local population will be kept informed about the health situation, key developments, any relevant advice and recommended actions.
  - How do we do the same for our staff, volunteers, artists, partners and programme participants?

### **Capacity and resource assessment**

Consider:

- Does the local authority need to provide any specific resource and/or capacity to the event for risk mitigation, i.e. testing, isolation and treatment facilities?
- Do we have the resource in the team to deliver all the actions identified in the COVID-19 Action Plan?
- Ensure we are delivering what we are responsible for, and the local authorities are doing the same. Ensure no gaps/crossover.
- How will we ensure both the event and the Action Plan can be delivered if any staff become unwell? Can we cover any gaps and safely deliver the event? How will we support staff who become unwell, or are at risk of becoming unwell?

### **Delivery phase, key things to do:**

- Reducing the risk of event-related transmission of the virus. What will we do and how will we communicate these measures?
  - Hygiene
  - Event supplies
  - Identifying symptoms
  - Isolation space
  - Access to treatment
  - Communicating these measures
  - How will we continue to assess risk and respond throughout the event
- Risk communication
  - Keep in touch with local authorities and national announcements
  - How will we deliver key messages to participants and the local population in a reliable and consistent way?
  - How will we communicate to participants and the local population quickly if an unusual event occurs?
  - What advice will we communicate, and how (i.e. see above measures)

- Decide on whether specific information and advice required for participants who would be considered higher risk to the virus?

### **Post-event:**

- Review and communicate learnings to necessary authorities
- Agree steps to take if feel unwell at / as a result of the event.

## 2. **Financial planning and organisational decisions**

### **Staff**

- Plan for staff absences
- How can staff be supported, practically and financially, if they need to be absent due to illness or isolation, or if the event is postponed or cancelled.
- Plan ways to limit in-person contact and encourage remote working

### **Finance**

- Forecast for different scenarios, based on modifying, postponing and cancelling the event.
- What are our priority payments?
- Can we reduce any areas of the event to create a large contingency budget?

### **Participants**

- Can we create flexible refund policies for participants?

### **Contracts**

- Are any contract amendments required to create clarity around the potential scenarios? How can we do this in an ethical way?

### **Insurance**

- We won't get cancellation cover. Are we able to get cover for the other potential scenarios, ie. modifying and/or postponing?

### **Funders**

- What are the funders response to COVID-19? How can we encourage them to consider the realities of our current scenario?

### **Comms**

- What comms supports our organisational reputation, in addition to communicating in response to COVID-19?

- For companies it may be worth proactively announcing to customers, suppliers, investors and other stakeholders how we are organising to maintain continuity of service and protect staff.

### Additional considerations:

- How can we support the wellbeing of staff, participants, attendees, partners in a challenging time?
- Reputationally, how do we want to be seen to be responding to this?
- How are event venues responding to COVID-19? Do their plans correspond with ours? Would we need to plan for the closure of some venues, but not all.
- What equipment will we need on site re. COVID-19? Have we budgeted for this?

### Home WiFi, connectivity, 4g etc and how to manage it

Such as - how many people in your street use ADSL, what is your real bandwidth, what are your kids using it for when you're trying to do that Board presentation...

- There is going to be an assumption that everyone has broadband - what if they don't? Who will pay for them to work from home. (CK)
- Can you supply MiFi etc for workers with limited or no connectivity

### Links:

Networks will struggle with homeworking load: <https://bigworldtale.com/science/uks-broadband-network-wont-cope-home-working-in-coronavirus-crisis/>

Negotiating with broadband providers: <https://www.moneysavingexpert.com/utilities/haggle-with-virgin-existing-customer-tips/>

Bundle tip!: Be mindful that your broadband capacity will be limited by the number of people in your neighbourhood as well as in your home - so expect to work offline or reduce the number of video calls.

### Culture of remote working, always on, time management, "presence" etc

### How are you setting expectations about what people should be expected to do at home

- Trust... Kill the air quotes and believe that folk will be productive.
- Creating new working hours and patterns - if folk don't have to commute, let them start at 7/8am and finish at 3/4pm.
- Death to the 9-5 - Whilst ensuring meet departmental/company SLA's or opening hours for response to enquiries or phone calls. It's not good if all your staff choose to finish at 15:00 when your opening hours are until 17:00!
- How will orgs survive where flexi time is dependent on them tapping in and out on a box by the door.
- How to extend this as a practice beyond times of crisis. Don't revert back to Dark Satanic Mills once a period of isolation has passed.

- A tip for working in a shared document is to become comfortable with sharing early, as a contributor you are 'working out loud' and as a reader you will see the document evolve in real time.
- “We as a 5-person team have embraced Microsoft Teams (the client and our consultancy's mutually preferred collaboration tool) and, collectively, built emails, powerpoints, and goodness knows other stuff through a highly interactive and collaborative setup. Key = psychological safety. As this team's servant, I contribute by guiding all of us that each of us is given a voice in discussion and establishing that we are all 5 peers. Chatham House Rules: we work as a team and we respond as a team.”
- Create a Team Charter. Here is a simple example: “We comm over a WhatsApp Group (given the way they've implemented Teams and my confidence is higher in a WhatsApp Group than their Microsoft Team implementation). I told them that Jira was to reflect the actual state of play, with a 2 hour tolerance. I guided them towards my general coaching directive of 'no dark work' i.e. make the work transparent; at any point in time they should be able to point to an item (Jira = sub-task) that contributes towards a piece of value delivery (i.e. a Work Item / Product Backlog Item) I formed a new WhatsApp Group that included the client so comms was readily available across all team-members. I guided them that despite the lower confidence, we'd be using Microsoft Teams more for collaboration; however, our anchor, the behaviour established is we're all sensitive to our WhatsApp Group. Share the charter and reference it often.”

Being a resilient leader in difficult times:

The Six Pillars of Resiliency:

### **Vision**

This is all about ensuring you are clear about your purpose and goals. Then ensuring you are authentic.

### **Vitality**

You need to ensure you have enough energy by exercising, correct diet, enough sleep and using mindfulness.

### **Support**

Having the right support in place will ensure you boost your resiliency. This comes from other leaders, peers and your network.

### **Composure**

We are always in control of how we feel! Building your self awareness and self control is a key element of resilience.

### **Persistence**

Your tenacity, optimism and bouncebackability all come into play here, supported by all the other elements.

## Decision Making

How you solve problems, take action and move forward is key to your success. You need to build your toolkit.

### General tips:

- **2 minutes on a video call can save many more minutes** and significantly more brain space than a long back-and-forth on Slack taking place in the background, body language is transmitted to an extent (phone calls are not as good as video, but they ARE better than endless Slack / WhatsApp or email! - PE)
- **use your webcam on calls as much as possible** - helps you know when people have finished speaking/want to speak
- **use Trello / Jira / whatever to guide stand-ups and check-ins.** Centring the updates around the cards keeps it really focussed but also means the detail is there for later when you can't just check something with somebody in 3 seconds
- **have a shared Google Doc for meetings** so people can follow along with the conversation and keep track of what's been agreed/asked - don't assume that somebody else is writing in their pad / on post-its if you can't see them doing it
- it's really hard to judge what the general mood in the camp is, so **introduce a low-key way of sharing general feelings** - e.g. if people are happy to, share a number out of 10 for your general vibe in your stand-ups so people know who to give support to and who to go to for a bit of a pick-me-up
- **make a bit of time for inconsequential, non-work chat** - you are not machines, nobody wants you on back-to-back calls
- **don't pretend you can do life admin throughout your working day** - it disrupts concentration and just makes for a weird vibe when you jump from putting a wash on to talking to somebody about something super serious
- **you're allowed to make tea/coffee/stretch your legs** - Essential to stretch the legs, circulation will be hindered if you walk less than in the office, and it's surprising how many thousands of steps you can find yourself behind in the house than the office. It can have an impact on health, which isn't good considering the circumstances.
- **you're allowed to close Slack for a bit if you need a bit of focus time** - just give people a heads up, but nobody will assume you're skiving off
- if you feel a bit lonely, a bit confused by some work, or feel like you're making no headway - **ping somebody to share a feeling or frustration.** When nobody can pick up on your furrowed brow or sighs of annoyance, it can feel like you have to fix it all yourself, but we work in teams for a reasons
- **Slack/email isn't the best medium for sharing a difficult message**

- **Remember people are not all set up with home offices** - people will be working with kids, dogs, cats and partners in the background and not everyone has an office to go to. Be understanding and respectful of this situation. If using Video / Voice calls we should expect delays around mute / unmute and a loss of concentration. Recommend using messaging to write questions / ask specific people for answers and responses (PE)
- Keep an eye on your work/life balance and general efficiency with <https://myanalytics.microsoft.com/> (if you're on a corporate Office 365 account)

### Easy to action productivity tips

- Get dressed - do not be tempted to wear your pjs to work. It will put you in the wrong mindset for work. No need to go the whole hog and wear a suit, but find a comfortable medium that makes you feel comfortable at your new working spot, but also makes you feel professional and motivated.
- Be strict with yourself (and family/friends) about your working hours.
- Prep lunch for yourself ahead of time if possible and eat something healthy - no more Pret sandwiches
- Use video and/or speaker phone wherever possible to discuss team actions and help you feel connected to your office-base
- 

### Hey, it's OK if you are wfh and...

- If your kids start yelling in the background while you're on a call (or they casually walk into your home office/bedroom to ask you for something)
- If you accidentally forget to hit the mute button and we hear you scream across the house for those same kids to be quiet
- If you didn't have time to shower because you had a call with the UK team at 7am and you don't turn on the video
- If you're new to working remotely and we can see everything in your closet behind you
- If your wifi goes down and the call drops, twice
- If the lawnmower outside or builder next door is a bit too loud for comfort
- If your dog starts barking in the middle of your sentence and suddenly you go on mute
- If your cat jumps on your lap or keyboard in the middle of a video call and you lose your train of thought
- Finally: Organisations will have to be relaxed about this whilst people get acclimatised to remote working - whether they like it or not...

### Remote work advice

1. If you've been commuting, keep a percentage of your commute cost for "nice things" at work - whether that's a great lamp for your desk, an image you love in a frame, some plants or a set of 20

Sharpies in different colours. Put the rest of the money into your savings if you don't need to use it for other essential costs.

2. The presenters on Radio 5 Live (or your station of choice) are a big part of your life but they are not actually your real friends. Talk to some real people each day as well as the radio/the cat/the dog.

### Family life:

Keeping the kids occupied while you are all at home, and not letting their education slip, can be hard work. There are lots of free educational resources and some that have been opened up specifically to help with the coronavirus issue in this list.

Khan Academy <https://www.khanacademy.org>

Especially good for maths and computing for all ages but other subjects at Secondary level. Note this uses the U.S. grade system but it's mostly common material.

BBC Learning <http://www.bbc.co.uk/learning/coursesearch/>

This site is old and no longer updated and yet there's so much still available, from language learning to BBC Bitesize for revision. No TV licence required except for content on BBC iPlayer.

Futurelearn <https://www.futurelearn.com>

Free to access 100s of courses, only pay to upgrade if you need a certificate in your name (own account from age 14+ but younger learners can use a parent account).

Seneca <https://www.senecalearning.com>

For those revising at GCSE or A level. Tons of free revision content. Paid access to higher level material.

Openlearn <https://www.open.edu/openlearn/>

Free taster courses aimed at those considering Open University but everyone can access it. Adult level, but some e.g. nature and environment courses could well be of interest to young people.

Blockly <https://blockly.games>

Scratch <https://scratch.mit.edu/explore/projects/games/>

Creative computer programming

Ted Ed <https://ed.ted.com>

National Geographic Kids <https://www.natgeokids.com/uk/>

Activities and quizzes for younger kids.

Duolingo <https://www.duolingo.com>

Learn languages for free. Web or app.

Memrise <https://www.memrise.com/courses/english/>

Courses for languages



Mystery Science <https://mysteryscience.com>

The Kids Should See This <https://thekidshouldseethis.com>

Wide range of cool educational videos

Crash Course <https://thecrashcourse.com>

You Tube videos on many subjects

Crash Course Kids <https://m.youtube.com/user/crashcoursekids>

As above for a younger audience

Crest Awards <https://www.crestawards.org>

Science awards you can complete from home.

iDEA Awards <https://idea.org.uk>

Digital enterprise award scheme you can complete online.

Paw Print Badges <https://www.pawprintbadges.co.uk>

Free challenge packs and other downloads. Many activities can be completed indoors. Badges cost but are optional.

Tinkercad <https://www.tinkercad.com>

All kinds of making.

Prodigy Maths <https://www.prodigygame.com>

Is in U.S. grades, but good for UK Primary age.

Cbeebies Radio <https://www.bbc.co.uk/cbeebies/radio>

Listening activities for the younger ones.

Nature Detectives <https://naturedetectives.woodlandtrust.org.uk/naturedetect.../>

A lot of these can be done in a garden, or if you can get to a remote forest location!

British Council <https://www.britishcouncil.org/school-resources/find>

Resources for English language learning

Oxford Owl for Home <https://www.oxfordowl.co.uk/for-home/>

Lots of free resources for Primary age

Big History Project <https://www.bighistoryproject.com/home>

Aimed at Secondary age. Multi disciplinary activities.

Geography Games <https://world-geography-games.com/world.html>

Geography gaming!

Blue Peter Badges <https://www.bbc.co.uk/cbbc/joinin/about-blue-peter-badges>

If you have a stamp and a nearby post box.

The Artful Parent <https://www.facebook.com/artfulparent/>

Good, free art activities

Red Ted Art <https://www.redtedart.com>

Easy arts and crafts for little ones

The Imagination Tree <https://theimaginationtree.com>

Creative art and craft activities for the very youngest.

Toy Theater <https://toytheater.com/>

Educational online games

DK Find Out <https://www.dkfindout.com/uk/...>

Activities and quizzes

Twinkl <https://www.twinkl.co.uk>

This is more for printouts, and usually at a fee, but they are offering a month of free access to parents in the event of school closures.

### On-line learning for Adults

Please add free online learning which is relevant here!

### Focus:

Why a tomato shaped kitchen timer is a great productivity tool -

[https://en.wikipedia.org/wiki/Pomodoro\\_Technique](https://en.wikipedia.org/wiki/Pomodoro_Technique)

A useful tool for blocking distractions during working hours. If you're sitting where you would normally be looking extensively at Social media during your down time, the temptation may be strong when you should be working. This will stop you from looking at sites you know will hamper your productivity.

<https://getcoldturkey.com/>

### Psychology:

#### Links:

Understand unwritten or 'psychological' contracts -

<https://www.alchemyformanagers.co.uk/topics/6ixdhhPwDvZFjsZc.html>

Meetings and managers - <https://www.inc.com/jason-fried/excerpt-easy-on-the-mms.html>

Two links from AIG over approaching the 'softer' side of remote working:

<http://influence.appliedinfluencegroup.com/post/102g1ba/influencing-in-isolation-practical-advice-for-succeeding-in-a-changing-environme>

<http://influence.appliedinfluencegroup.com/post/102e4iy/practicing-reciprocity>

Working from home - "Reduce the guilt" <https://www.youtube.com/watch?v=FaXvQdj74XM>

## Mental Health:

### Top tips for managing Coronavirus anxiety:

- Wash your hands and reduce time spent in public
- Moderate your news intake, limit exposure to mass hysteria online
- When working from home or in self-isolation, arrange your space so that it's calming
- Practice deep breathing exercises or other methods of meditation
- Reach out for help: your mental health is important
- If you are struggling, you can use the Crisis text helpline on: 741741 (UK only)

### Mental Health Blogs:

<https://oakwoodtraining.co.uk/coronavirus-and-my-wellbeing/>

<https://oakwoodtraining.co.uk/agilehomeflexible-working-increase-risk/>

<https://hoxby.com/blog/remote-working-coronavirus-mental-health>

### Burn-out

People who work too hard - <https://www.inc.com/jason-fried/excerpt-true-challenge-of-remote-workers.html>

Avoid burnout, Four Burners theory - <https://jamesclear.com/four-burners-theory>

### General:

General 1-page guide to Collaboration - <https://mmitii.mattballantine.com/2018/02/01/a-one-page-guide-to-collaboration/>

## Managing teams remotely, esp when you're not used to it

### 5 ways to improve communication in remote teams

These tips are taken from a research publication from MIT Sloan, the entire article is available for reading via a shared Google Drive link.

#### Tip 1 - Match the technology to the task

A team's communication tasks likewise vary in complexity, depending on the need to reconcile different viewpoints, give and receive feedback, or avoid the potential for misunderstanding. The purpose of the communication should determine the delivery mechanism.

So carefully consider your goals. Use leaner, text-based media such as email, chat, and bulletin boards when pushing information in one direction — for instance, when circulating routine information and plans, sharing ideas, and collecting simple data. Web conferencing and videoconferencing are richer,

more interactive tools better suited to complex tasks such as problem-solving and negotiation, which require squaring different ideas and perspectives.

## Tip 2 - Make intentions clear

Intentions get lost in translation for several reasons:

- People tend to be less guarded and more negative in writing.

When we cannot see the response of the person receiving the message, it's easier to say things we would not say in person.

- Negativity goes both ways.

People on the receiving end of written communication tend to interpret it more negatively than intended by the sender. Emotions are expressed and received mostly through nonverbal cues, which are largely missing from text-based communication.

- People read with different lenses.

In written messages, we often assume that others will focus on the things we think are important, and we overestimate the extent to which we have made our priorities clear. Unfortunately, it's easy for critical information to get overlooked.

To prevent these biases from causing problems on your team, ensure that you are crystal clear about your intentions.

## Tip 3 - Stay in sync

When team members don't interact face to face, the risk of losing touch and getting out of step is greater. This can happen for a number of reasons.

First, when teams are not colocated, it's more difficult to tell when messages have been received and read, unless receipt is specifically acknowledged.

Second, communication failures can lead to uneven distribution of information among team members. Individuals might be excluded from an important team email by mistake,

Third, the lack of frequent in-person contact can create an out-of-sight, out-of-mind effect in which team members become distracted by local demands and emergencies and forget to keep their distant teammates informed.

## Tip 4 - Be responsive and supportive

Trust between teammates in the same workspace is influenced to a large extent by familiarity and liking; however, in dispersed teams, people must signal their trustworthiness by how they work with others on a task. To help develop trust on a virtual team, encourage everyone to respond promptly to

requests from their teammates, take the time to provide substantive feedback, proactively suggest solutions to problems the team is facing, and maintain a positive and supportive tone in communications.

#### Tip 5 - Be open and inclusive

Virtual tools reduce the social cues that help team members bond, which can diminish motivation to share ideas and information. People may also hold back when they can't directly observe teammates' reactions to their contributions.

To reap the benefits of your virtual team's diversity, focus on communicating as openly and inclusively as possible. Involve the whole team in important communications and decisions. Actively solicit perspectives and viewpoints from all team members,

#### LINK TO THE FULL ARTICLE:

This link contains the following two documents

1. 5 Ways to improve communication in virtual teams
2. Leading Remotely

[https://drive.google.com/drive/folders/1RVvMoEQO\\_4BO80o-AR3twB737wAUCy90?usp=sharing](https://drive.google.com/drive/folders/1RVvMoEQO_4BO80o-AR3twB737wAUCy90?usp=sharing)

#### Checklist:

- Trust factor (CK)
- Neglect vs Overbearing
- How to check in versus diarising formal stuff (CK)
- Regular touchpoints - daily ceremonies to say hello (CK +1)
- Setting expectations - do your teams know when they are expected to be available to each other?
- Presence - now we are connected all the time, presence indicators can be less useful, but setting a precedent about how this is used can help
- Do you expect your teams to be "dressed for business" on internal calls? What is the done thing when on video calls with customers? It might be best to relax formal dress codes during this time.

#### Importance of cultural change for remote working teams:

<https://hoxby.com/blog/coronavirus-remote-working>

#### Agile and Scrum for working in remote teams

Adoption of Agile and Scrum techniques even on a small scale will help with communication, accountability, task management and focus. You don't need to go full blown agile to achieve results.

For example, a daily stand up call with a team helps focus efforts, each person speaks in turn answering these three questions:

1. What did I do yesterday?
2. What am I doing today?
3. What might stop me achieving what I want to do today?

Use a KanBan board if appropriate so there is clear sight of what's to do, what's in progress and what has been done - physical and virtual KanBan boards are options and in many cases using both achieves the best outcome.

Overview of some Agile techniques here:

<https://www.cio.com/article/3156998/agile-project-management-a-beginners-guide.html>

A daily standup call may not work in a flexible working environment. One method which is effective in our experience as a remote working team is to have a communication channel in your chosen platform (ie Slack) which is purely for daily feedback. A #huddle channel where people post what they achieved today and what they're planning to do the next working day helps to provide essential feedback to line managers and team members alike, whilst also ensuring focus on activities going forward.

#### Articles:

'Forming, norming, performing' for remote teams: <https://blog.insynctraining.com/adapting-tuckmans-model-for-global-virtual-teams>

Remote Work: [Intro](#) (Events, Economy, Experiences, Policies, Environment, Stats, Sources), [Guide](#) (Remote Scale, Challenges, Benefits, Principles, Tooling, Hiring and Staffing, Onboarding, Culture,, Accountability, Communication, Collaboration, Timezones)

#### Publications:

Build a remote company culture: <https://shift.infinite.red/six-ways-to-build-a-strong-remote-company-culture-df0a49b2f549>

Remote working book: <https://basecamp.com/books/remote>

<https://www.readyforremote.com/>

Free ebook on remote team management: <https://mailchi.mp/infinitered/manifesto>

Tips for remote working with Google's suite of tools:

<https://www.cloudshedtraining.co.uk/single-post/2020/03/10/Five-top-tips-for-working-remotely-with-G-Suite>

## What happens when the tech fails... plans C and D

At the point that we're working remotely because it's part of business continuity plan, then we are already on Plan B. So what comes next? How do we build contingency into remote working?

Disaster Recovery plan - review your existing disaster recovery procedures. Are they up to date? When were they last tested? In the event that offices are closed and empty for long periods security may become a risk. Is your data securely off site?

### What might your tech fail?

Stress test your remote connectivity. You may have several users that already have Private Network (VPN) or other methods to remotely access your internal network - but how many people will it sustain simultaneously? Cheaper SMB routers will struggle to manage more than single digit number of connections. The slightly more advanced and commonly found Draytek 2860 router for example will support 32 simultaneous VPN connections.

Test the capability. For example, set aside two days for immediate remote working only. On day one, have all employees with existing capability work from home to ensure that the remote infrastructure is capable of dealing with that amount of traffic. On day two (after you have equipped remaining staff with the capability) have all employees work from home - there is no better test than actually doing it - best to test it than assume - best to test it before you must invoke a work from home policy.

Similarly your remote software may have limitations on licensing for the number of simultaneous users. Ask your IT provider/administrator to check your hardware limitations and software licenses. Whilst they're at it, check the router configuration is up to date and supported - VPN and security standards are updated regularly so ensure you're confirming to the latest specifications.

Your office connectivity will also need good, high speed connectivity to support many remote working tools such as remote desktop. Consider that a remote desktop connection requires approx 1.5Mbps to operate well. Typical modern Fibre To The Cabinet (FTTC) lines run at a maximum of 80Mbps download and 20Mbps upload (data FROM your office), many SMB connections are slower than this. If you're limited by a 20Mb upload speed you will be able to support a maximum of 13/14 full screen remote desktop connections, less if each of those users is also using the internet on their machine in the office. Check with your IT administrator what your maximum theoretical bandwidth limit is to determine how many users can be supported.

## Information Security Considerations

What information are your people working with and is their home environment suitable?

Privacy - are your remote calls recorded etc and are people aware of that?

Unless you have your own secure office space - be mindful of little eyes and ears wandering in and hearing, seeing, picking up information that could be critically sensitive.

- Are your IT policies up to date to include business rules and expectations around handling of data, handling login credentials, customer data etc.

- Run a security audit to ensure the credentials to be used by your external users are strong - ideally enforce 2FA (two factor authentication) by utilising 2FA mobile applications or dongles.
- Ensure the mobile or remote access device has all security patches applied and up to date OS updates. (These may not work if your update servers are only configured to work whilst in the office).
- For new devices purchased decide if to enable file encryption - this will ensure your data is safe in the event of a lost device as the drive cannot be read if removed from the machine.

### How to engage in remote working as a freelancer

Maintaining contact with customers and continuing to provide value if you can't visit premises

### Advice for schools:

#### General advice

From Patrick Shaw, EdTech Consultant, [@EdTechAdviceUK](#):

- Many (most?) schools have G-Suite or Office 365 deployed already, because it's free to schools - so access to remote tools is not a problem.
- **The problem** is that schools generally have not invested in the skills, expertise and pedagogies to implement/embed use of these tools. So a typical school with 800TB+ SharePoint Online storage for free, will still be using internal mapped drives to run 80% of its function. Microsoft Teams generally not embedded despite having free access.
- Email is still the key technology (Gmail or Exchange/Outlook) used by staff to communicate with staff and students. So some options here.
- **Rapid measures that schools should take to plan for remote working/learning:** (example below is Office 365, but same applies to G-Suite, acknowledgement to [@msetchell](#)):
  - **Remember Safeguarding is King.** Brief staff on approved systems use outside school to communicate with students. Shouldn't be a problem as Office 365/G-Suite is Safeguarding-safe. For protection of staff and students, unsanctioned/unmonitored systems should not be used.
  - **Have you got integration between MIS, Active Directory and Office 365/G-Suite?** Use a tool like [@SalamanderSoft](#) to automate account creation/access for all stu/staff.
  - **Have you got documents in the Cloud?** Move content from mapped drives to SharePoint/OneDrive. Verify appropriate security/permissions though.
  - **Do all your teachers have a school-assigned laptop/tablet?** If not, plan to re-assign curriculum laptops for staff access at home.
  - **If you have an RDC service, set sensible restrictions to priority users.** 1200 concurrent attempts to connect will bring down RDC services intended for 10+ users (typical).
  - **School IT Technical Support should be testing remote access tools** that can be used to remote support home-to-home, and plan to need to issue several new guides to staff and students .
  - **For teachers happy with live remote teaching,** buy them some decent headsets.



- **Ensure your public communication channels are open**, accessible and parents know where to go for updated information/instructions (Facebook, Website, Twitter, SMS, bespoke school app).
- **Secure access to passwords to systems off site?** Populate a secure password manager. Use a specific tool for this, like LastPass, or Dashlane. These use encryption to ensure that passwords cannot be accessed, even by their staff, without a master password. Do not lose the master password or you will lose access to the passwords. Do not use something like Google Documents or Google sheets to store passwords, these tools are not intended for such.
- **Make use of distance learning Curriculum services, eg. [GCSEPod](#).** These services are embedded maturely across schools, and they offer good realtime student progress analytics - perfect for distance learning. Doesn't replace the teacher though.
- Train teachers how to [Broadcast your PowerPoint presentation online to a remote audience](#).
- **Problems that I don't have answers to** (but probably beyond scope of IT/this document):
  - Statutory duty to maintain accurate daily attendance data? May be government will relax this? If not, what do we do?
  - Safeguarding for identified students that are safer in school than at home? Can technology help in this context?
  - Continuity of live access to School MIS (SIMS, ScholarPak, Bromcom, etc..) data is **crucial**. Some schools have had the foresight to host this in the cloud, or ensure reliable remote access, but many (most?) do not due to cost. **Can industry IT help us with this given that we're definitely not for profit?**

### Making a whole school virtual:

What does virtual mean?

- **Continuity of education/learning outside of the physical school building** - that's all that matters. It's important though - statutory duty.

What do parents want from a virtual school (clue: it isn't teachers on Skype 24/7):

- **Continuity of learning, no loss of progress**, online safety, consistent and regular **2-way** communication. Informed of progress, and timely interventions when progress slows.
- **Stick to a Six point lesson plan or similar**. Don't forget your basics just because of new media, location, means of working, for example:

## North Carolina 6-Point Lesson Plan

Subject:	Topic:
Teacher:	Date:

NC Standard Course of Study Objective:

<b>Activity</b>	<b>Description of Activities and Setting</b>	<b>Materials and Time</b>
I. Focus and Review (Establish prior knowledge)		
II. Statement (Inform student of objectives)		
III. Teacher Input (Present tasks, information, and guidance)		
IV. Guided Practice (Elicit performance, provide assessment and feedback)		
V. Independent Practice -- Seatwork and Homework (Retention and transfer)		
VI. Closure (Plan for maintenance)		

Changing to a virtual school:

### Technology

Virtual meetings

- Microsoft Teams.

- Wurkr - <https://wurkr.io/>

#### Assessments

- Relates to “School MIS” point above.

#### Partners

- Most IT Support partners for schools have a good moral compass and pull out all the stops for crises, including free extra support during Ofsted inspections. COVID-19 will be no different.
- Large IT Support companies are well-placed to flex their resource as they become more in demand.
- However - at least 50% of schools are supported by much smaller, well-meaning IT Support companies, that I believe will struggle under the enormous extra IT demands if schools close in huge numbers.
- Email / Microsoft Teams.
- Personal plea - Having Office 365 / G-Suite for free in schools is great, but it's had the impact of eliminating its perceived value, so school leadership teams have felt little pressure to invest in skills, expertise and pedagogies to implement/embed use of these tools. If you have valuable experience embedding/developing staff with Office 365 / G-Suite within corporate /commerce/ industry, then please get yourself on school local governing boards and help set the IT agenda for school leadership teams.

#### Accessible Teaching in the Time of COVID-19

<https://www.mapping-access.com/blog-1/2020/3/10/accessible-teaching-in-the-time-of-covid-19>

- Getting ready to use video conference tools as a classroom on limited bandwidth connections
- Turn off your computer's cloud back-up service such as Box Sync or Google Drive Sync
- Turn off any software automatic updates. They eat bandwidth. Save software updates for overnight or the weekend.
- Turn off your mobile phone's wireless connection & other devices in your house that will suck your bandwidth dry.
- Ask others in the house to not use the internet during video conference meetings.
- Limit the number of browser tabs. Lots of web pages like to automatically and periodically "phone home" creating extra traffic.
- Close as much desktop software as possible during video conferencing for the same reason as limiting the number of browser tabs.
- If you share a screen, share the smallest screen available. Less pixels to render across the network.
- If using my camera in a video chat, make sure the room lighting is steady and use a plain wall in the background. Movement and lighting changes force more pixel value changes to be calculated and sent across the network. Trust me on this one. I've seen it happen more than once where the sun streaming through a window keeps peeking in and out behind clouds and the video gets all blurry and choppy.
- Use a headset with a microphone, if possible, to reduce background noise and to hear other participants better.
- Where possible use a wired over a wireless connection when using video & audio. The connection quality is significantly higher

- Be understanding/empathetic that there is a lag between your spoken words, and the students/other hearing it.
- Be understanding/empathetic that students' home situations are not the same as a classroom. Background noise, children, etc. Many faculty and students are new to virtual classrooms.
- Consider your video conferencing technology's "mute" functions. Take some time to learn what options are available.

[a]No mention of Skype? It's something most people seem to have. My company's cancelled live meetings and going to try it next week - but not sure whether to use voice only or video. Some kind of information link on this sort of practical thing would be good.

[b]Add it!

[c]Why? If you say this, provide an explanation of the added value. Zoom is not entirely free. What about open source options like <https://bigbluebutton.org/>.

[d]Google have made some of their tools free until July <https://cloud.google.com/blog/products/g-suite/helping-businesses-and-schools-stay-connected-in-response-to-coronavirus>

Apprenticeships & General FE

Toolkit/Hardware/physical location

Dual monitor if possible (for instance a laptop and external screen) - This allows you to have materials on one screen and the presentation on another. Share whichever is smallest, set that to one side, have the largest screen directly in front and the webcam directly on top. Set your PowerPoints being set to presenter view, the presenter view should be on your main screen, the one with the webcam. share the second screen.

Webcam - you're going to establish rapport via the camera so it's important you can position this in front of you. Always use video, Always, or you'll spend half the sessions wondering if they're still there.

Microphone - if a headset then ensure it's close enough for good audio and not so that all everyone can hear is you breathing.

No Background distractions - Ensure as plain a background as you can from where you're delivering, this will minimise distractions.

Good internet is vital - wired is vastly superior to wireless for anything which requires real-time interaction.

Check your bandwidth with <https://www.speedtest.net/>

Standard definition video-sharing ~4Mbps

High Definition ~8Mbps

Virtual classrooms

It probably sounds impossible but if done correctly this will allow you to add to their learning techniques which aren't possible within a regular classroom.

Establish connectivity with learners beforehand. Make sure they can connect with Audio and Video before the session so that if they need any technical support etc. this can be dealt with prior to the session. You don't want technical problems when you're supposed to be teaching.

Have a clearly structured Presentation. The best approach is to Time Chunk, kind of basic but takes on a whole new level of significance when your audience isn't quite so captive.

Establish ground rules for the session - online etiquette. This will be new to both sides so ground rules will be appreciated all round.

- Mute microphones if not speaking
- Raise hand if wanting to speak.
- Don't ask open questions, have a rota of who is asked, everyone trying to speak at once in a virtual classroom is bedlam.
- Ensure that your learners are set to mute when they enter to room to minimise distractions.

Look directly at the camera to establish eye contact and build rapport. ensure you are far back enough to get a range of non-verbal feedback. It can also mean that as you're looking into the camera you're looking directly at each learner and can actually establish more rapport than in a classroom.

Speak and engage with learners as though you were in class. Don't get too concerned with the new medium, it's still the transfer of ideas from one human to a group of others, not as much has changed as it might appear.

Use names a lot more as you're looking at a camera and they're looking at a screen, they may have no idea who you're really looking at or talking to unless you explicitly state their name.

Ensure sessions are recorded and the recordings shared with learners. This is important for learners who might lose connections etc.

SEND - use dyslexic friendly fonts and colours. use pictures and not lots of text. Any learners who might have unidentified learning difficulties might find their coping strategies stop working in this new environment.

<https://www.dafont.com/lexia-readable.font>

Tools:

Socrative - <https://socrative.com/#login>

- Polling
- Quizzes
- Exit tickets

Ziteboard - <https://app.ziteboard.com/> - Interactive/collaborative whiteboard

Class flow - <https://classflow.com/en-gb/> - manage class activities online

Screencast-o-matic - <https://screencast-o-matic.com/> - create screen recordings, for creating content

## Session Planning

Make use of their workspace. In a virtual classroom, you can take advantage of their surroundings. Doing a session on health and safety? then add a ten-minute activity where they have to go around their workplace and take pictures of hazards? There will be things you can do virtually which are impossible in a regular classroom environment.

## Time Chunk

If you're presenting as a video then you're competing with ted talks and youtube.

The Pomodoro technique can be excellent for this. [https://en.wikipedia.org/wiki/Pomodoro\\_Technique](https://en.wikipedia.org/wiki/Pomodoro_Technique)

Break your lesson into 30-minute slots, give each an objective. roughly 10 minutes delivery of theory, 10 minutes activity/consolidation, 5 minutes checking learning and 5-minute discussion repeat per objective.

The activity can be something simple as a discussion, the use of interaction and discussion is more important with remote learning as it can be more anti-social both for the teacher and the learner. plan for interaction and discussion but control it well.

Start the session a few minutes early so that everyone can be in and ready to start, and any technical issues don't impact the session. 10 minutes is usually enough.

## End with an exit ticket

Socrative does a good online exit ticket, which lets you do a basic assessment of how well learning has gone.

## online courses and resources

There are a variety of resources which might help learners with the technical subjects being delivered. These can help significantly with activities and the 20% OJT.

## Populate Links here:

## e-learning

If you have a VLE then it will be its time to shine.

Moodle is free and reasonably easy to set up

[https://docs.moodle.org/38/en/Step-by-step\\_Installation\\_Guide\\_for\\_Ubuntu](https://docs.moodle.org/38/en/Step-by-step_Installation_Guide_for_Ubuntu)

## Remote 1-2-1s & Mentoring

You can use remote software to engage in virtual mentoring sessions rather than face to face visits.

## Assessments and End Point assessments

These will still need to be done in a controlled environment and supervised. With the current situation, the government will allow apprentices to have a break in learning if they cannot be assessed due to coronavirus

## A brief note on security

the temptation to collaborate can lead to documents being shared via dropbox etc. which should not be shared via that means. e.g. PII being shared via dropbox to get to a remote worker. Do not do this.

## Your team

'Forming, norming, performing' for remote teams: <https://blog.insynctraining.com/adapting-tuckmans-model-for-global-virtual-teams>

## Links:

Leading EdTech Strategists/Consultants based in Midlands area - cooperative approach to sharing good practise for benefit of all Multi Academy Trusts/schools nationally:

[@EdTechAdviceUK](#), [@NeilLimbrick](#), [@MSetchell](#), [@PShawLtd](#)

Provider of Community Portals for most of UK's regional networks of School Business Managers (owned by Neil Limbrick). SBMs are charged with coordinating school decision-making re: COVID-19 for all schools/MATs:

[@EducationCol](#)

Essential tool for checking how safe apps/services are for different age groups as part of schools' statutory Safeguarding duty. Could be important if teachers are forced to divert from usual tools available in schools.

<https://www.commonsemmedia.org/>

Consider less well connected pupils at this time:

<http://joanganzcooneycenter.org/2016/10/26/reframing-the-digital-divide-why-quality-of-access-matters/#.XmkGxt1mWLQ.twitter>

Data on remote working:

Surveys:

Buffer 2019 remote work survey: <https://buffer.com/state-of-remote-work-2019>

UK media say:

Daily Mail Femail article: <https://www.dailymail.co.uk/femail/article-8095501/British-workers-share-tips-working-home.html>

Refinery29: Tips for Working from Home during Coronavirus: <https://www.refinery29.com/en-us/2020/03/9538846/work-from-home-coronavirus-tips>

New York Times: Sorry, but Working From Home Is Overrated: <https://www.nytimes.com/2020/03/10/technology/working-from-home.html>

BBC News: Tricks and Tools for Better Working From Home: <https://www.bbc.co.uk/news/business-51804354>

Guardian emotionally preparing for a locked down family: <https://www.theguardian.com/world/2020/mar/13/the-family-lockdown-guide-how-to-emotionally-prepare-for-coronavirus-quarantine>

Home Working News feed from aggregator: <https://www.newsnow.co.uk/h/?search=Work+from+home&lang=en&searchheadlines=1>

Will the Coronavirus Response Mark a Turning Point for How Agencies View Remote Work? <https://www.adweek.com/agencies/will-the-coronavirus-response-mark-a-turning-point-for-how-agencies-view-remote-work/>

Generic articles (useful, but general, advice):

General:

Do's and do nots of remote working: <https://www.peoplemanagement.co.uk/experts/legal/the-dos-and-do-nots-of-remote-working>

Coping with Coronavirus anxiety:

<http://www.alibinns.co.uk/resources/2020/3/11/how-to-cope-with-anxiety-about-coronavirus-cov-19>



How coronavirus could force the work-from-home movement:

[https://www.vox.com/recode/2020/2/26/21153343/coronavirus-covid-19-work-from-home-remote-pandemic?utm\\_medium=social&utm\\_source=linkedin](https://www.vox.com/recode/2020/2/26/21153343/coronavirus-covid-19-work-from-home-remote-pandemic?utm_medium=social&utm_source=linkedin)

Articulate have made this open, general e-learning guide to Coronavirus for any org to use to inform their staff: <https://examples.rise.com/coronavirus/index.html#/>

Coronavirus: Four things to consider when encouraging home working:

<https://www.personneltoday.com/hr/coronavirus-home-working-considerations/>

Did you know Deliveroo have a 'contact free' option:

<https://www.google.co.uk/amp/s/techcrunch.com/2020/03/12/europes-deliveroo-and-glovo-switch-on-contactless-delivery-during-covid-19-pandemic/amp/>

Stress-testing your freelancing against coronavirus:

<https://theprofessionalfreelancer.substack.com/p/stress-testing-your-freelancing-against?token=eyJ1c2VyX2lkIjoxOTg5OTM2LCJwb3N0X2lkIjozMTE0MzEsIi8iOiJiZnVvRSIsImIhdCI6MTU4NDA5NTg1OSwiZXhwIjoxNTg0MDk5NDU5LCJpc3MiOiJwdWItNTM4MyIsInN1Yil6InBvc3QtcmVhY3Rpb24ifQ.lenPq5xQg9-igkKi-RuibmMdxx3dxsVe54J6AAsjgFY>

Trello board of remote working ideas and links curated by Joanna Choukeir

<https://trello.com/b/eihCrJNd/covid19-uk-toolkit>

### General suggestions for content:

#### Backlog of things to do:

Taxonomy:

- Add Sections e.g. Education, Transport
- Add Specifics by role e.g. worker, manager, owner...
- Add Specifics by organisation e.g. school, business...
- Add specifics by business: e.g. law firm

Styling

How to...

Campaign to share, what to share, who with

Add GP surgery section including that virtual meeting tool

Health and Well-being - anyone have any HR specialists that would be willing to talk about anxiety, fitness, counselling approaches especially for managers managing teams.

Virtual team meeting etiquette guide. E.g. formal meeting Vs friendly catch up.

- It's not the same as being in a room with people.
- Formal meeting, have an agenda
- If in a multiparty meeting mute your microphone if not talking.
- Meeting chair keep an eye/ ear to make sure everyone is engaged
- Limit the numbers if you want discussion.
- If you are doing a broadcast to a team, allow for feedback and comments. Often written feedback in the meeting chat function is OK.

### Contributors:

Below is the list of those who have voluntarily contributed to the Remote Work Survival Kit and have also volunteered to provide their details.

Due to the rapidity and scale of this collaboration, it is possible that this is not a comprehensive list of contributors. It is also not a space to sell, spam or plug, rather an opportunity to demonstrate the critical mass and the proof that the whole is greater than the sum of its parts.

Contributor	About - 50 words max
Dom Mason Dominic Mason	
Patrick Shaw <a href="https://twitter.com/PShawLtd">https://twitter.com/PShawLtd</a>	
Chris Weston <a href="https://www.linkedin.com/in/chrisjweston">https://www.linkedin.com/in/chrisjweston</a>	
Chris King	
Matt Ballantine	
Peter Barfield	
Matt Mallett	
Paul Eastman	
Grace Jessup	
Ben Foulkes	
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Charlotte Bailey - <a href="https://www.linkedin.com/in/charlotte-bailey-34a5b956/">https://www.linkedin.com/in/charlotte-bailey-34a5b956/</a>	
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Michelle Rogers <a href="https://www.linkedin.com/in/cmichellerogers/">https://www.linkedin.com/in/cmichellerogers/</a>	

Finally:



**Dom's scratchpad (to be cut into main text later)**

Isolation is a perfect opportunity to take time for yourself. Think of it as a holiday at home, some much deserved time off from the demands of everyday life. Remember this will all blow over, nothing is forever. But in the meantime be patient, kind and gentle with yourself. One of the most kind and beneficial things one can do for oneself is to learn to relax more easily and more deeply. Luckily there are infinite resources online which can help one learn this skill. In fact you're spoilt for choice, so I've included below a few short videos which I've found to be the greatest introduction to the practice. Even done once, these practices can have a radical effect on your mental and physical health and wellbeing. I hope you enjoy them.

Mindfulness based stress reduction body scan

<https://www.youtube.com/watch?v=6kFWd4wvi18>

This short video walks you through awareness of your body, it can be done laying in bed, or on the floor and only takes 30 minutes.

Mindfulness based stress reduction yoga 1

[https://www.youtube.com/watch?v=\\_pYoDdUijY8](https://www.youtube.com/watch?v=_pYoDdUijY8)

Mindfulness based stress reduction yoga 2

[https://www.youtube.com/watch?v=PEImyy\\_kwNO](https://www.youtube.com/watch?v=PEImyy_kwNO)

These two very gentle and very easy yoga classes can be done by anyone, on the floor or seated, each one is only 30 minutes and provides enough movement to feel yourself in your body and reconnect with what matters in the present.

Kelsang Jampa Guided Meditation

<https://www.youtube.com/watch?v=fz57mdSPgMI&t=1s>

A 15 minute minimally guided meditation which can be done sat down or laid on your back.

Free yoga nidra app

<https://apps.apple.com/gb/app/yoga-nidra-relaxation-lite/id444707986>

This app is very simple, it has a single button you can push for a ten minute body scan meditation that can be done laying down in bed or on the floor. I recommend doing this just before you sleep and/or when you first wake up. Even one use is enough to feel deeply relaxed but daily practise is where the lasting benefits are found.

Mental health:

Big White Wall

Categories: Mental health, Online community

Free Big White Wall is an online community for people who are stressed, anxious or feeling low. The service has an active forum with round-the-clock support from trained professionals. You can talk anonymously to other members and take part in group or one-to-one therapy with therapists. This app has been updated and is currently under reassessment.

Catch It

Category: Mental health

Free

Learn how to manage feelings like anxiety and depression with Catch It. The app will teach you how to look at problems in a different way, turn negative thoughts into positive ones and improve your mental wellbeing. This app is currently under reassessment for Data Protection following changes introduced by GDPR.

Sleepio

Categories: Sleep, Mental health

Free in some areas

Sleepio is an online sleep improvement programme for people living in Oxfordshire, Berkshire and Buckinghamshire. It has been clinically proven to help you fall asleep faster, stay asleep through the night, and give you more energy during the day if you follow the programme correctly.

The programme is based on Cognitive Behavioural Therapy for insomnia (CBTi). You can use it to learn cognitive techniques to help tackle the racing mind and behavioural strategies to help reset sleeping patterns naturally, without relying on sleeping pills.

Student Health App

Categories: Healthy living, Mental health

Free

The Student Health App provides easy access to more than 900 pages of reliable health information all in one place. The content has been created for university students by NHS doctors and is regularly updated.

Use the app to reduce your worries, feel more confident and get the support you need at what can be a challenging time for any student.

USA

<https://www.suicidepreventionapp.com/>

The Suicide Prevention App is provided and operated by ISD Innovations, Inc., a California based federally recognized 501(c)(3) nonprofit organization dedicated to influencing, supporting, developing and designing projects and programs to advance social, physical and mental wellness. Apps updated, free for everyone, and without annoying adds that interrupt the experience.

Social

Twitter

Instagram

Boring self care - cartoons and tips

<https://www.instagram.com/makedaisychains/?hl=en>