



COVID-19 CRISIS

HR MEASURES & PRECAUTIONS

03.26.2020

Solutions are applicable as of Monday 16th of March until 5th of April

**PARTICIPATE TO THE COLLECTIVE
EFFORT TO REDUCE TRANSMISSION**

**& SUPPORT OUR CLIENTS TO GO
THROUGH THE CRISIS**



HR ORGANIZATION



General rules

- Homeworking for all employees!
- No meetings with clients/volunteers
- Same rules for volunteers/interns/consultants
- → All our services available online

Employees with young children and impossibility to work

- Holidays or Possibility for support team to work in alternative hours (*Case by case*)

HOMWORKING AND TEAM ORGANISATION



Homeworking

- Chair + desk
- Isolated in a room
- No children around
- Available by phone
- Classic time table (except exceptions)



Team organisation

Start of the day

- Daily warm up team meeting organise by managers (call)
- Daily organization
 - Manage homeworking
 - Daily objectives

End of the day

- Daily bullet points report to the manger



Share information

Tools

- Google drive
- Hangout
- Slack
- Whatsapp (fun)

Back up

- Put your binomial in cc (in case your are sick)

WHAT IF YOU FEEL SICK



Do you have fever and/or respiratory problems (such as coughing and breathing difficulties)?

1. Stay home
2. Call your doctor and report your symptoms. Do not go to the waiting room or the emergency department.
3. Inform microStart (HR and manager)
4. microStart will inform people from work you get in contact with

CRISIS MANAGEMENT TEAM



- **Crisis team**
 - Directors, HR manager, partnership managers, risk managers, IT manager
 - 30 minutes call everyday
 - Communication to team when important decision are made
- **microStart's HR hotline:**
 - HR manager
 - Directors in support