

## Checklist to support the IGLOO for working with long COVID

Actions for IGLOO level	Do I...? Yes, No, Sometimes	I need to... If you answered 'sometimes' or 'no', what else would be helpful?	I can make this happen by... Need help and advice? Ask friends and family, HR, occupational health, colleagues, charity/support groups, union reps and so on.
<b>Individual level</b>			
Do I... help my colleague to pace themselves and encourage them to rest when they need to?			
Do I... encourage my colleague to share with me (where they feel comfortable) how their symptoms impact their ability to complete certain work tasks?			
Do I... know where and how to signpost information about their <u>employment rights</u> in relation to their condition?			
<b>Group actions by colleague's level</b>			
Do I... understand what long COVID is and how it might impact my colleague at work?			
Do I... offer practical support, such as offering to help with challenging tasks?			
Do I... treat my colleague in the same way as I did before, not as someone who is different or damaged?			
Do I... encourage our whole team to prioritise and talk openly about our health and wellbeing?			
<b>Line manager level</b>			
Do I... think that my line manager is aware of what long COVID is and how it can impact on my colleague's health and work?			
Do I... accept that my line manager may have made individualised work adjustments for my colleague to help them manage their health and work?			
Do I... check in with my line manager about what my colleague wants me to know about how long COVID impacts them?			
Do I... look out to make sure my colleague is having regular wellbeing checks with my line manager?			
<b>Organisational level</b>			
Do I... know what the absence management policy and processes are and how they can accommodate fluctuating conditions like long COVID?			
Do I... support my colleague to access flexible and creative work adjustments to support their health and work?			
Do I... see that my colleague receives support and adjustments based on their symptoms, not their diagnosis (which may take some time)?			
Do I... work in a company where inclusion and wellbeing are prioritised? If not, could I share information on the benefits of <u>wellbeing at work</u> to start the conversation in my organisation?			
<b>Outside level</b>			
Do I... know where my colleague can access support outside of the organisation, for example: access to occupational health, occupational therapy, physiotherapy, long COVID clinics, vocational support, psychological therapies, charities, for example the Long Covid Support group?			