

## RCSC's Staff Engagement Plan

With the announcement of Nationwide lockdown on August 11, 2020, the RCSC is mandated to continue the delivery of the critical services at the same time ensure staff are engaged in the productive manner. Therefore, the RCSC Secretariat had developed the following staff engagement plan to be implemented during the lockdown. The Plan has been bifurcated in three phases of pre-Lockdown, during-Lockdown and post-Lockdown period with the following objective

### Objective:

- Continue critical service delivery
- Meaningfully engage employees
- Support well-being of the staff with work-life balance
- Identify staff for redeployment during the lockdown

<b>Template of RCSC's STAFF ENGAGEMENT PLAN</b>	
<b>1. PRE-LOCKDOWN</b>	
1.1	<b>Identifying critical services</b> , which needs to continue during lockdown including <i>WFH (Annexure 1)</i>
1.2	<b>Staff Categorization (Annexure 2):</b> <i>Category 1:</i> Staff working from home with assigned task <i>Category 2:</i> Staff who cannot be engaged but be deployed for Covid activities. E.g Drivers, PA, Dispatcher, Telephone Operator etc. <i>Used for Hotline. Manning the desk</i> <i>Category 3:</i> Staff engaged in COVID-19 activities such as Frontline duties. E.g Dessup, Kidu, etc
1.3.	<b>Overall WFH Schedule</b> by Divisions/Services <i>(Annexure 3)</i>
1.4	<b>Basic Operational Plan Do and Don't:</b> <ul style="list-style-type: none"> <li>● Take laptop and charger home every single day</li> <li>● Desktop- Identify people to assign laptop</li> <li>● Identify different levels of tech skills and gaps in experience. MISD to provide them basic training.</li> <li>● Digital Signature training for head of Divisions/Services</li> </ul>
1.5	<b>Develop Protocol for the Wellbeing/support of Essential Good/others for vulnerable staff during the lockdown</b>
<b>2. DURING LOCKDOWN</b>	
2.1	<b>WFH Schedule by staff</b> of Divisions/Services
2.2	<b>Common To do activities (Annexure 4).</b>

2.3	<b>Wellbeing/support of Essential Good and others for vulnerable staff as per protocol developed (<i>Annexure 5</i>)</b>
2.4	<b>Weekly virtual meetings</b> within the Divisions/Services. Review work assigned and render support for wellbeing of staff ( <i>Annexure 6</i> )
2.5	<b>Professional and Self Development (<i>Annexure 7</i>)</b> <ul style="list-style-type: none"> <li>● Sign up for online courses</li> <li>● Reading work related and others. <i>Focal Person: Jigme Norbu, ESMD</i></li> </ul>
2.6	<b>Virtual Team building Activities</b> E.g Complete X no. of steps, online games etc.
<b>3. POST LOCKDOWN</b>	
3.1	<b>WFH Timetable on fortnightly basis (<i>Annexure 8</i>).</b>
3.2	<b>Weekly virtual meetings</b> within the Divisions/Services. Review work assigned
3.3	<b>Standards of hygiene at RCSC (<i>Annexure 9</i>)</b> <ul style="list-style-type: none"> <li>● Provide a “welcome back” kit, consisting of Facemask and Hand Sanitizer</li> <li>● Hand washing basin to be kept outside</li> </ul>