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Introduction

In life things are not always well and good, we may face some difficulties especially in the workplace with the pandemic situation. This might be because of a previous situation or a new one for this reason this report will contain recognised problem-solving tools and techniques to identify and propose solutions to a work-related problem. We face different issues today at work due to the pandemic, many of these issues have no set solutions, this report will contain different solutions to the problems faced in a working environment.

Communication

There are a lot of communication issues in the workplace in today's day and age. Workers may not get on with fellow workers, this can be several reasons such as not liking each other due to the way they act and show themselves, also could be just shyness and not being able to approach someone in confidence. This could lead up to be a major issue, conflicts may arise, and arguments will occur within the workplace therefore it will not be a positive

working environment. Especially in this pandemic people will not like to get close to each other being over paranoid because they may think it's not safe getting close to others and communicating. Communication is the exchanging of information and the ability to process and take in ideas on board. This could be done by speaking and writing. In regard to the workplace, being good at communicating at requires everyone to be get along otherwise you will fail as a team. Some jobs require contact with fellow colleagues to make sure everyone is on board and up to date at all times. As teamwork is the running fuel of many line or work, we have been taught to communicate at all times.

With various line of work comes with the ability of excellent communication skills that are taught during practice, on field and off field. We learn to listen, hear and understand each other as if one of us falls, we all fall. According to Kristina L (2005) Communication is important in developing and keeping a strong relationship at the workplace. Without communication there will be a huge amount of chaos and disruptions therefore having a good communication base is a strong tool to have at the workplace. According to Kashya V (2019) 57% of employees report they are not given clear instructions at the workplace and 69% of managers are not comfortable communicating with their employees. According to the statistics there is a lot of room regarding communication improvements at workplaces.

Communication solutions

At work communication is vital, without it nothing will get done. If communication is lacking within the workplace for different reasons, then solutions should be implemented in order for the workplace to succeed. Workplace get togethers should be made mandatory so each staff will sit down together and have conversations about each of their lives, if this is done staff will begin to know each other even outside work for this reason it will enable them to get along in the workplace. These get togethers should be once a month, at the start or at the end of each month so that the new staff could get involved with the get togethers.

Stress and anxiety

Stress and anxiety are a huge factor within the workplace place. People are going into work stressed over the pandemic. It will affect everyone in different ways. A worker might know someone with Covid and this could affect them mentally. They might not want to come into work and if they do decide to come into work then they will have all sorts in their mind which can lead to a lot of stress and anxiety. When staff is stressed it will lower the performance level at work for this reason minimum work will be completed and task will not be accomplished in set deadlines. Sometimes people do not just wake up in the morning being stressed, stress can be a build up as the day goes on. People can be affected in various ways such as family issues, friends issues, financial difficulties, seeing bad news and for this reason times of stress and anxiety will always vary.

Stress and anxiety solutions within work

Stress and anxiety are a massive challenge at work due to the pandemic. People are coming into work in panic mode and stressing a lot more than they should. Training could be

implemented in terms of having someone to speak to like a therapist at work. Stressed staff and staff with anxiety issues will be able to set a date with the work therapist and discuss personal issues with full privacy. This should be an hour-long meeting once or twice a week depending on how severe the stress or anxiety is. This can be monitored by the therapist keeping files on each staff, which can be reviewed on a weekly basis. The therapist will gather overtime the main reasons for the stress and anxiety for this reason will be able to give important advices to the staff judging on his or her progress.

Not feeling so good

People come into work not feeling the greatest because they need to pay the bills at home. Workers are advised to stay at home if they are not feeling the best on the day. We are in a pandemic and it is not worth going into work if you're not feeling good for this reason the staff might take out frustration on fellow co workers. A worker might not be feeling the best not knowing they are infected with the Covid and decide to still go into to work, next thing you know others are infected with the Covid.

Not feeling so good (solutions)

Training could be done in terms of getting someone to analyse staff's behaviour during work hours. Sometimes staff are not in the best of state especially in this pandemic, but they will force themselves to still go into work without their heads not being in work mode. The role of this analyser is to look out for any behaviour that is strange, this could be lashing out at co-workers or different mood swings. The analyser will note down any abnormal behaviour with the staff within the workplace. After working hours, the analyser will pull aside the staff and have a one to one discussion about the event with or without the manager at presence. Once this conversation has taking place and the analyser has learned the main reason of this behaviour then it will be consulted with the manager if the manager is not presence. Depending on how severe the situation is the staff will be giving some time off to get his or her head back in the game or if the manager does not see it as a massive problem then the staff could be given a warning and go back to work the following day.

Training to meet new challenges

Temperature check raining could be implemented at the workplace every morning before work. One of Covid's main symptoms is a high temperature. Implementing this training procedure will ensure that workers that has got abnormal temperatures will be sent home or to the hospital. A trained nurse or medical professional should be hired on-site, the trained personnel should be taking temperatures or training non-medical personnel to do so. In the event the nurse or medical professional is providing training to others, the training should be documented in writing (Kaplan,Hoffman,Parsons, 2020). This plan should be taking first and foremost to the stakeholders at the workplace. Once giving the green light this plan could be them implemented and used at the workplace. At the end of each

month the documented files of each staff should be reviewed and staffs with the highest temperature rate at the end of that current month should be asked to quarantine for a period of 2 weeks, after the two week mark as long temperatures is checked again and has reduced it will enable them to get back to work with no problems.

An alternate solution

People might feel ashamed and not comfortable with the temperature checks within the workplace. An alternate solution could be made for these staff that are not willing to take the test within the workplace. Dates could be arranged so that the trained medical personnel could come to the homes of the staff. The staff will feel less ashamed and more comfortable doing the test at home without over thinking situations. Questions and queries that the staff does not feel comfortable asking at the workplace could be asked from home, Everybody is different in their own way , people may feel like their asking questions that does not make any sense or invalid question , because of this reason the staff might not want to take the temperature checks at the workplace and will always feel more comfortable doing so at home . Staff may feel embarrassed if their temperature checks is over high at the workplace for this reason the home temperature checks will take away the embarrassment factor that some of the staff has. If the staff passes the temperature check then it will enable them to get back to work without difficulties, if the they do not pass the check then he or she will have to quarantine at home for the next two weeks. After the two weeks mark the staff will then be examined and tested again, if the test is failed again then the medical personnel will advise he or she to go to book a urgent appointment with the doctors. If the test is passed, then the staff will be able to get back to work sooner rather than later. This plan will be taking to the stake holders in order for it to be fully implemented and successful. Plans like this are not easy, it will need to go through Proper channels with the stakeholder for it to be up and running.

Conclusion

In this report Primary and secondary research was used in order to find different information relating to issues and difficulties at the workplace because of the present pandemic. Solutions was stated and discussed so that the workplace could move forwards effectively without any major problems. The pandemic as a whole has been extremely hard for a lot of people to cope in their day to day life also at work. A huge amount of people is stressed day to day not knowing what tomorrow brings, each day seems worse than the previous for this reason people are panicking which is leading to high amount of stress and anxiety. Staff are coming in to work not knowing they have high temperatures which is not healthy for the workplace because it might just be a minor issue also could lead up to be Covid and can spread at work. This report shows and explains different solutions and outcomes that could be implemented in order to have a safe working environment.

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