Resource guide

Working within the confines of Covid-19
Introduction

The Covid-19 pandemic presents new and urgent challenges for the operations and activities of not-for-profit organisations – including our own grantee partners. Oak staff have brought together a collection of key organisational resources, tools and ideas that have recently materialised in an effort to support not-for-profit organisations during these unprecedented times. In this collection of resources you will find;

1. Remote working
2. Employee wellness
3. Child Safeguarding
4. Health, safety and security
5. Funding and financial management
6. Leadership and management; and
7. Communications

These resources are organised by organisational challenges, resources and tools (i.e, approaches that can be directly applied), or prompts and ideas (i.e., accessible and clear thought-pieces). Each link is accompanied by a short summary. We aim to update, curate and enhance this list regularly, not just simply to add more content. We want to share the most useful resources and relevant approaches as they become available.

Happy reading and stay safe and healthy,

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Questions? / Get in touch
If you have questions about this guide, please contact Adriana Craciun at adriana.craciun@oakfnd.ch

We appreciate your hard work and commitment and look forward to supporting your efforts
1. Remote working

**Resources and tools**

**Not-for-profit resources for remote work:** TechSoup equips change-makers with transformative technology solutions and the skills they need to improve lives globally and locally. Currently limited numbers of free licenses are being offered in many different countries. [Visit the website](#)

**Coronavirus tech handbook:** A google doc that is being continuously updated by a large community of technologists, civil society groups and others. It has all kinds of resources, including guides on home working, volunteering and updates on global responses. [Access the document](#)

**Remote working tools:** This blog provides advice about remote working, based on the experience of our partner the Engine Room. It provides support on selecting tools that fit new – or old – remote working needs. [Visit the blog](#)

**Tips on virtual meetings:** The extensive tips and resources found at this link were developed by the Sierra Club’s distributed organising team and based on years of experience. [Access the document](#)

**Prompts and ideas**

**Managing home working:** This article considers what issues Human Resources departments and leaders need to understand about staff working from home. [Read the article](#)

**Virtual work skills:** This Harvard Business Review article covers useful ideas on remote working. The key issue is for colleagues to work from a position of trust. [Read the article](#)

**Five tips for managing remotely:** A quick guide to the five main considerations. [Access the guide](#)
2. Employee wellness

Resources and tools


Prompts and ideas

People priorities in response to Covid-19: A Boston Consulting Group paper that provides a comprehensive people-centric list of management priorities. [Access the document]

Supporting working mothers during Covid-19 – and beyond: A short blog that outlines the main issues and offers four recommendations for what organisations can do to support all working parents, particularly mothers. [Visit the blog]
3. Child safeguarding

**Resources and tools**

In line with Oak Foundation’s commitment to child safeguarding, we bring you helpful tools and resources to keep children safe through your work.

**Remote and online safety for school staff: UK charity NSPCC has published a webpage with resources to help schools keep children and young people safe while teaching in a remote or unusual setting. Topics covered include: consent; contacting children at home; child protection concerns; online safety and mental health and wellbeing.**

[Visit the website](#)

**Prevention essentials for emergency childcare: For those organisations providing emergency childcare services, please refer to this guide by our US partner Praesidium.**

[Access the guide](#)

**Prompts and ideas**

**Minimising opportunity:** A few ideas in a blog by our US-based partner Darkness to Light that can help you protect the children around you while schools are closed and risks for children facing abuse and neglect are significant. [Visit the blog](#)
4. Health, safety and security

**Resources and tools**

**Protecting your staff, volunteers and beneficiaries:** These NCVO webpages provide information on a variety of issues, including: preventing the spread of Covid-19, protecting staff, volunteers and visitors, and how to manage events, board meetings and annual general meetings. [Visit the website]

**Frontline defenders: physical, emotional and digital protection while using home as office:** Ideas and tips on how human rights defenders can stay safe during the pandemic. This includes physical, emotional and digital protection. [Visit the blog]

**Covid-19 rapid crisis response checklist:** While covering global organisational issues, this Boston Consulting Group check-list provides a valuable team health and safety overview (page 4). [Access the checklist]

**Prompts and ideas**

**Security awareness work-from-home deployment kit:** Everything you need to know to create secure work-from-home environments during the Covid-19 pandemic and beyond. [Access the kit]

**Psychological resources for coronavirus:** This page collates links targeted for mental health practitioners but might help general population as well. [Visit the website]
5. Funding and financial management

**Resources and tools**

FREE Fundraising Online conference (29-30 April 2020): As the impact of Covid-19 forces much of our activity online, #FRO2020 offers valuable insight, tools and ideas on how individuals and organisations can innovate and accelerate their social change efforts in the digital world. [Visit the website](#)

Contingency planning and financial implications: National Council for Voluntary Organisations (NCVO) webpages that focus on dealing with the potential financial impact on organisations. It includes: developing a contingency plan; insurance issues; immediate actions to manage finances; what to expect from funders, and more. [Visit the website](#)

Accountancy support: Despite Covid-19, Accounting for International Development (AFID) continues to provide support to not-for-profit organisations in: completing reconciliations and preparing for grant audits; analysing cashflow and operational capacity; and completing year-end accounts and finalising budgets. [Visit the website](#)

Emergency funding for not-for-profit organisations (UK mainly): The Charity Bank has brought together a list of emergency funds for charities and social enterprises that are experiencing difficulties. [Visit the website](#)

**Prompts and ideas**

Eight steps for managing through tough times: Considering it takes the not-for-profit sector 1.5 times longer than the for-profit sector to recover from a recession, Bridgespan usefully highlights good financial planning steps. [Visit the blog](#)
6. Leadership and management

Resources and tools

FREE coaching support: During the whole month of April, The Kairos Project offers two “spaces for listening” where not-for-profit staff can benefit from one-to-one coaching and four facilitated conversations on mindfulness, leadership, resilience and remote work. Visit the website (Note: the one-to-one coaching is available in English, Spanish, Mandarin, French, German, Dutch, Bahasa, Russian and Arabic. The facilitated conversations are in English).

FREE Online Conference on Crisis Management - 6th & 7th of April (India): This is an online conference to create knowledge amongst the social sector about what crisis response is, and the actions to take. Free one-to-one mentorship will be available after the conference. More information and registration here

Prompts and ideas

Leadership in a crisis: A McKinsey thought-piece that covers five noteworthy leadership practices to help you respond effectively. Read the article

When leadership matters most: This Boston Consulting Group article offers a synthesis of the traps for managing in a crisis, and then presents six guiding principles for leaders need to consider. Visit the blog

Past leadership lessons for the Coronavirus pandemic: Three leaders give their lessons on leading in a crisis situation, notably the importance to resist the desire to centralise control. Read the article

Leading in times of trauma: This Harvard Business Review article is useful for leaders to understand the need to foster organisational compassion. Read the article
7. Communications

Resources and tools

Covid-19 messaging document: A practical guide on messaging which addresses insidious rhetoric. Access the guide

Framing C19 – We’re in this together: A guide from our partner Frameworks Institute for effective and inclusive communication during a time of genuine crisis. Access the guide