

Working from Home Guidance for Staff

March 2020



Working from home can be a challenge and a big adjustment

This is a guide to help employees and supervisors who are working from home with tips and guidance.



Stay Healthy

- Maintain a healthy diet and stay hydrated
- Take short breaks
- Exercise and stretch regularly
- Keep work area separated
- Maintain a good posture, avoid working from bed or the couch



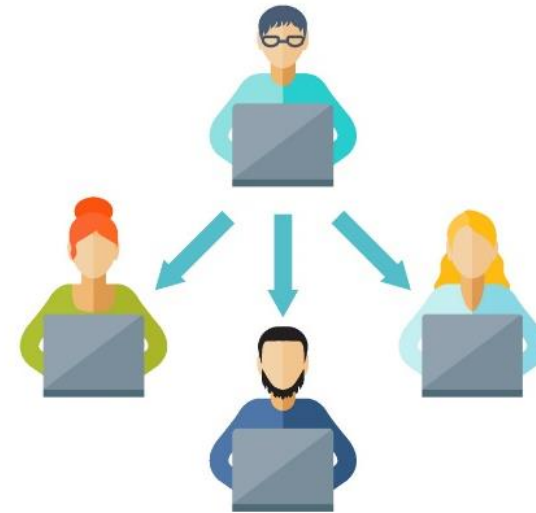
Stay Productive

- Maintain regular hours
- Create a morning routine
- Keep a dedicated and quiet office space
- Dedicate time slots for different tasks

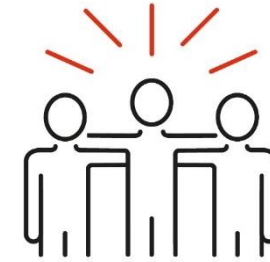


Stay Connected

- Stay connected with peers using technology
- Ask for help and support when you need it
- Offer help and support if your colleague is struggling



Tips for Supervisors



Physical Health

- Be mindful that this is a new working environment for team members & working environment may not be conducive
- Encourage stretches & breaks during long meetings

Mental Health

- Encourage the team to focus on what they can influence, no matter how small
- Create a supportive team environment virtually that helps in creating an environment of psychological safety where trust is built and bonds are formed

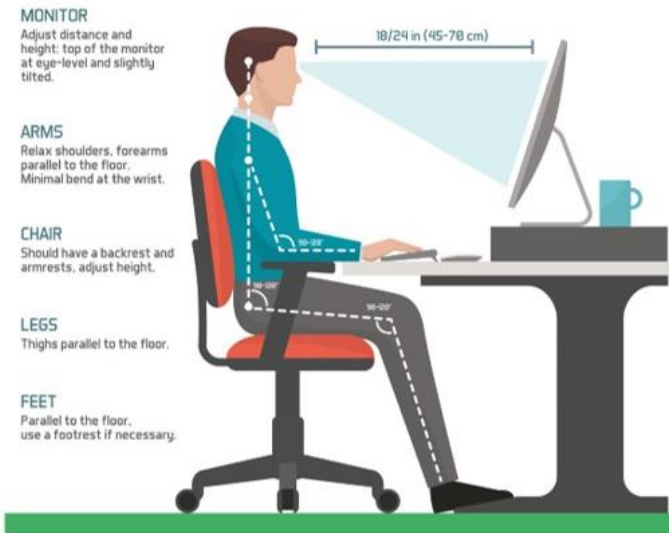
Social Health

- Focus on building the sense of community between team members aiming for peer to peer support
- Practice more proactive communication and checking in on the team as it is easy for members to feel isolated

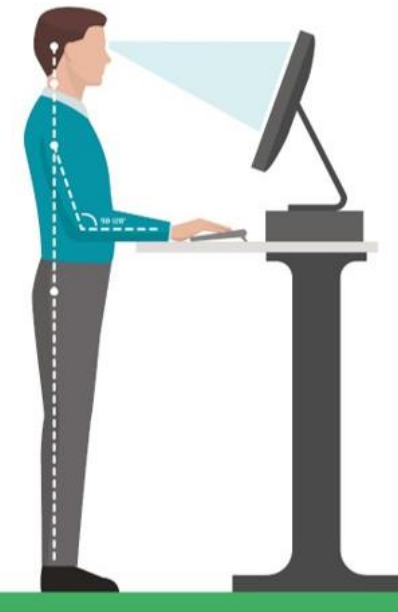
Ergonomics Tips



WRONG SITTING POSTURE



CORRECT SITTING POSITION



CORRECT STANDING POSITION