WORKING FROM HOME

8 steps to healthy and productive teleworking

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1 Ensure that the work space is separate/isolated
- Work in a **separate room** or create a separate area by making a cardboard partition

2 Ensure that the workplace is peaceful and pleasant
- Think about **lighting**: desk is best placed perpendicular to the window. If necessary, place an additional desk lamp
- **Ventilate**: open windows, maintain ventilation or filtering
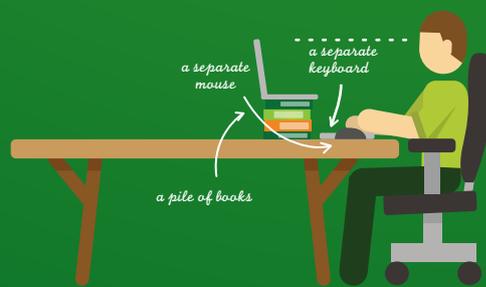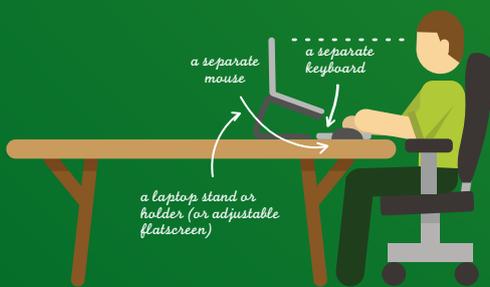- Get rid of **ambient noise**: close the door, use earbuds, a headset, or ear plugs

3 Create a work schedule to suit your rhythm
- Work during **defined hours** that suit your rhythm
- Develop a **routine**: maintain the structure of a normal working day as much as possible
- Allocate your tasks according to importance and priority
- **Children** at home: show clearly when you are working and when you do not wish to be disturbed (e.g. using a bike light), take turns with your partner to work and care for the children, work while they nap

4 Use ergonomic equipment
- Make sure you have a **comfortable chair**
  - ⊘ Office chair: set it up correctly
  - ⊘ No office chair: put a cushion under your bottom and a cushion against the backrest to support your lower back
- **Adapt table height** to elbow height (if possible)
  - ⊘ Raise it by e.g. placing bricks under the legs
  - ⊘ Table too high? Raise your chair a little (e.g. with cushions) and use a footrest (e.g. a plastic storage box) to support your feet
- Ensure your **laptop** is **placed ergonomically**
  - ⊘ 1 book under the back of the laptop, slight angle = compromise for viewing height and pulse position
  - ⊘ Replace book with several books or something else when also using external keyboard and mouse
  - ⊘ Use a laptop holder rather than books to raise the height
  - ⊘ Use an external monitor, keyboard, and mouse

a separate mouse
a separate keyboard
a laptop stand or holder (or adjustable flatscreen)

a separate mouse
a separate keyboard
a pile of books

5 Vary your position and stand up regularly

- **Vary your position** regularly
  - ⊘ The best position is as follows
- **Stand up** briefly every 30 minutes
  - ⊘ Put your laptop on a chair/stool/step or higher cupboard
  - ⊘ Stand up during online meetings
  - ⊘ Walk around during phone calls
  - ⊘ Get up to fetch a glass of water, go to the toilet, throw something into the bin, etc.
  - ⊘ While standing up, perform some stretching exercises

6 Take healthy breaks

- Drink at least **1.5 l water** = 6 large glasses
- Eat **healthy snacks**: a piece of fruit, vegetable snacks, nuts, raisins, yoghurt, etc.
- **Exercise**
  - ⊘ Go outside for a walk, jog, bike ride, etc.
  - ⊘ Do simple (stretching) exercises
  - ⊘ Go to the toilet on another floor, but keep it safe
  - ⊘ Play an active game with your child(ren)

7 Consider the safety of your surroundings

- **Prevent obstacles**: tidy up, keep passageways clear, attach computer and electricity cables to the wall, table, table leg, with a cable duct, etc.
- **Fire-safe environment**: place smoke detectors, check the condition of electric material and devices
- Prevent discussion in the event of an accident at work: make clear agreements with your employer about your work schedule, be aware of the procedure for occupational health and safety accidents.

8 Stay in touch with yourself and others

- **Keep in contact** with colleagues even if this is only digital: start and end the week together, celebrate successes, continue giving and requesting feedback, get your manager involved
- Be kind to yourself and others
- Make the effort to **look after yourself**: what can you do for yourself? (e.g. digital detox)
- Approach your sources of help: family, friends, assistance providers, Mensura