

## Working from home

# Caring for your health

**While working from home can have its advantages, it is important to be mindful of the impact it can have on your health and wellbeing.**

**The following highlights considerations for your wellbeing.**

To increase your comfort and minimise the risk of physical injury while working from home, it is important to make sure your workspace is set up to suit your individual needs and the type of work being performed. This involves:

### 1. Setting up your workstation

a) Use a work surface where you are looking directly at your laptop or desktop screen, ensuring your eyes are level with the top of your screen.

To achieve this height with your laptop you will need to raise it. This can be easily achieved using some books, an up-turned plastic tub or a laptop riser.

b) If you are using your laptop in this raised position you might need to use a separate keyboard and mouse.

c) Use a stable chair that provides as much back support as possible.

If you don't have an ergonomic chair at home consider using a cushion or a rolled up towel located near lumbar spine i.e. lower back to provide support.

If you feel your chair is too low for your work surface use a solid cushion to sit on to provide extra height.

### 2. Reviewing your work environment to ensure:

- Lighting is adequate and the monitor is free of any glare
- There is no disturbing noise
- Power cords are inserted fully and in good condition

- Air temperature is comfortable
- Floor surfaces, walkways and pathways are free of any slip or trip hazards.

2. Remember to look away from your laptop frequently and ensure you are regularly stretching and moving during your working day.

## Wellbeing

Research has found that building five simple actions into our day to day lives can improve wellbeing in everyday life.



<https://www.mentalhealth.org.nz/home/ways-to-wellbeing/>

### Connect

*Talk and listen. Be there. Feel connected.*

It's important to remain connected to your colleagues while working from home to avoid feelings of isolation

and disconnection. This is a source of support, encouragement and networking.

- Stay connected via Video Calls if possible – continue to have ‘face to face’ meetings with colleagues as possible
- It is important to support one and other as a team and encourage one and other at this time.

### **Give**

*Your time. Your words. Your presence.*

You need to set boundaries so the lines between work and home do not become blurred, making it hard to “switch off”.

Give time to your team, helping others promotes a sense of purpose and produces a positive emotional effect.

Set clear boundaries – structure your day so that you have a defined start and finish time, and put away your work equipment at the end of the day

Define a dedicated workspace – establish a suitable work area (do not work from bed!)

### **Keep Learning**

*Embrace new experiences. See opportunities. Surprise yourself.*

This is an opportunity for learning. Learning about yourself, learning about your family, learning about your learning links families / whanau and children.

Celebrate the new skills you are learning.

Take advantage of the training available to build your professional knowledge and skills.

### **Be active**

*Your time. Your words. Your presence.*

Take breaks - step away from the screen, go for a short walk and be sure to eat and drink

### **Take Notice**

*Appreciate the little things. Savour the moment.*

Make sure your environment works for you and your family. If you need to work during the evenings or set days of the week that is ok.

from home, please contact the management team and /or Directors.

At Learning Links we all endeavor towards:

- That our home workspace is arranged so that it is comfortable and ergonomically sound;
- We take regular breaks;
- Ensuring that our workspace is kept clear and free from obstacles or tripping hazards, and is well lit;
- Ensuring that our work related information and data is kept secure;
- Keeping in regular communication with our managers/directors and proactively discuss any problems that arise from working from home; and
- If there is a risk of harm to us or our teams physical and/or mental health and safety arises, we must escalate and consult with management and directors about ways this harm can be eliminated or minimised.

We encourage you to familiarise yourself with the information from The Ministry of Health <https://covid19.govt.nz/>, the World Health Organization <https://www.who.int/health-topics/coronavirus> and the Centers for Disease Control and Prevention <https://www.cdc.gov>

If at any time you feel that your health and wellbeing, or that of your team is being compromised by working