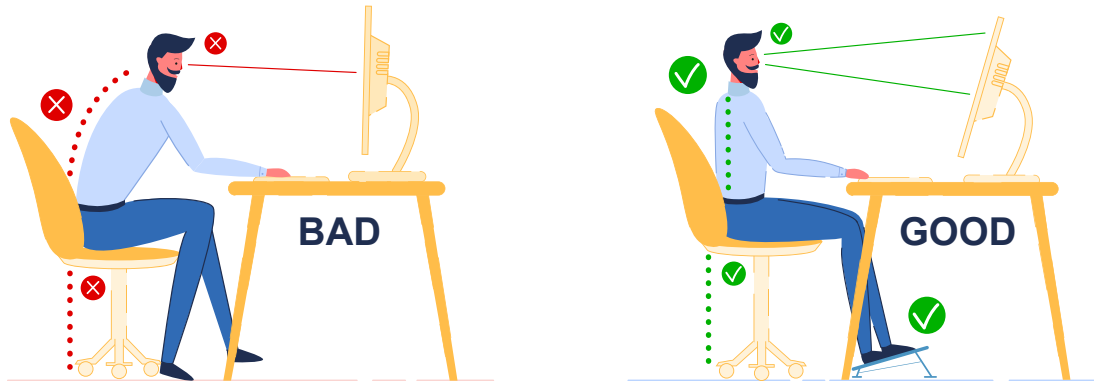# WORKING FROM HOME DURING A PANDEMIC
FAST FACTS

BAD

GOOD

In an effort to slow the spread of coronavirus disease 2019 (COVID-19), employees are required or have chosen to stay at home to limit close contact with others. While many employees may be accustomed to teleworking 1–2 days per week, full-time teleworking has become a temporary lifestyle and poses many challenges. Here are six tips to help with adjusting to your new workspace while maintaining your productivity:

1 LOCATION

Create a workspace in your home that you can associate with your job and leave when you are off the clock. This workspace can be the corner of your kitchen table or a home office. Make sure your workspace is as comfortable as possible and include potted plants, family photos, candles, an ergonomic chair, etc.[1]

2 SET A SCHEDULE AND MAKE A LIST

Structure is extremely important during this time. Your list can include tasks you would like to accomplish for the day, breaks that you need to take, your log-off time, and bedtime. Make time for physical and creative activities (i.e., taking a walk, virtual exercise classes, crafts, home projects, cleaning, cooking, etc.). If you have children, try to replicate their school schedule and maintain a consistent routine.[1]

3 ERGONOMICS

Using an improper workstation for an extended period of time can increase the risks of ergonomic-related injuries or cause awkward posture. It is suggested that you use a table or a desk instead of a couch or a bed as your workspace. Use a good chair if possible, and add pillows for back support. Raise your monitor or laptop to eye level to prevent damage to neck muscles. The laptop can be raised to eye level by using a laptop stand or everyday items such as hardcover books or sturdy boxes—as long as they provide a secure base. If your laptop is raised to eye level, you will need to use an external mouse and keyboard. The images here are examples of proper and improper workstation setups.[2]

4 THE NEW "COMMUTE"

Transition into your workday. Start your day with a shower, getting dressed, yoga, or a morning walk. Incorporating an activity into your morning routine can take the place of your normal commute to work. The activity sends a similar message to the brain that it is time to go to work.[3]

5 FIND A BUDDY OR A COLLEAGUE

Social interactions can alleviate feelings of loneliness and isolation. Video calling your colleagues, friends, and/or family members is not a bad idea. It may even increase your productivity.[4]

6 MANAGE EXPECTATIONS

More communication is necessary during this time. Discuss what your team's priorities are, and how tasks will be completed. How are teams going to track the projects they are working on? How will they meet to discuss this? Will there be standing meetings at a certain day and time to coordinate with everyone? Be honest about what is not working or cannot get done in these circumstances.[5]

REFERENCES:

[1] https://www.forbes.com/sites/carolinecastrillon/2020/04/05/10-tips-for-working-remotely-during-coronavirus/#52f6fbe19cc9

[2] https://source.colostate.edu/ergonomic-tips-for-working-from-home/

[3] https://www.everydayhealth.com/healthy-living/your-work-from-home-survival-guide-for-self-care/

[4] https://time.com/5801725/work-from-home-remote-tips/

[5] https://www.npr.org/2020/03/15/815549926/8-tips-to-make-working-from-home-work-for-you