



# ADVISABLE TIPS FOR WORKING FROM HOME

As we try to prevent the spread of COVID-19, employees are now working from home. While working from home has clear advantages, it's important to remember that new work spaces can pose concerns.

**Where you work and how you work is important to your health and safety.**



## Check your posture regularly.

Maintain proper posture, paying careful attention to positioning of head, neck, spine, arms, wrists, hips, thighs and feet. Basically, ensure the small of your back is supported, your shoulders are relaxed (not slumped and not elevated), and that there is no pressure under your thighs. Sure, you can do everything from your laptop while sitting on the wooden chair at your kitchen table, but you can't do it without putting yourself at risk.



## Don't ignore discomfort!

There are many reasons why computer users experience discomfort. At best, discomfort is an annoyance and can inhibit productivity. At worst, it can lead to injuries and/or disabilities. It's important to address discomfort and the possible causes of it as soon as possible. Contact the Health and Safety Manager at [gbenoit@laurentian.ca](mailto:gbenoit@laurentian.ca) or **705-923-7250** to discuss options.



## Take your breaks in full.

Take frequent mini-breaks throughout the day to give muscles and joints a chance to rest and recover. Your body wants you to move! Also be sure to take breaks in their entirety. Don't short-change yourself, take your full lunch break. You can use a simple clock or timer on the screen when you take a break. If you return to your desk after only 40 minutes, walk for another 20.



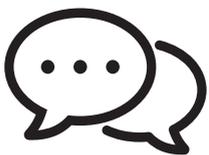
## Avoid distractions.

If possible, work in a quiet room with the door closed. If there are distracting noises, try headphones, ear plugs, soft music or a quiet fan to reduce or mask the sounds.



## Avoid glare.

Reduce or eliminate glare by using window shades, diffusers on overhead lighting and anti-glare filters for computers.



## Continue to socialize.

Don't forget that not all stress is physical. To help fill the socializing gap while working remotely, find a colleague you can call when you're feeling the need to chat. Alternatively, buddy up with a friend who works elsewhere and is going through the same experience. Hopping on a social video call instead isn't a bad idea, either.



## Exercise.

We all know that exercise is essential for overall health. You might be getting less of it when working at home. You may be walking less because you are not commuting to and from an office, going to meetings, and so on. Make sure that you make time to exercise when working at home.

## USEFUL LINKS



[Prevent Injury With Ergonomic Home Office](#)



[Ergonomics Tips for Working at Home](#)



[Why Videoconferencing Leaves You Feeling Tired](#)



[Tips to Alleviate "Zoom Fatigue" During Meetings](#)



[How to Combat "Zoom Fatigue"](#)

With a little planning, we can ensure our health and wellness when working away from the office.



**Laurentian University**  
**Université Laurentienne**

For any Occupational Health and Safety concerns, contact Gail Cowper Benoit at [gbenoit@laurentian.ca](mailto:gbenoit@laurentian.ca) or **705-923-7250**.