

Many companies are switching to working from home, especially during a pandemic outbreak

Follow recommendations outlined below to make your new working space safe

Designate a working area:

- ✓ Separate work space from the living space- this is vital for both ergonomics and stress reduction.
- ✓ Explain to your family members that during certain hours of the day you are working and should not be disturbed.

Work safely in front of a computer:

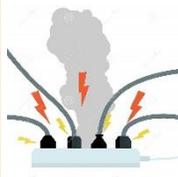
- ✓ Position the screen at your eye level. If you are using a laptop, use a separate keyboard, elevate the laptop on the eye level using a stand or books.
- ✓ Screen should be bright/sharp and should not flicker or reflect light.
- ✓ Place your wrists close to your body, sit up straight, you're your knees on 90-110 degree, your feet should be touching the floor.

Create a comfortable work environment:

- ✓ Control the temperature- recommended 20° – 24.5 °
- ✓ Control humidity- recommended 30-60 %
- ✓ Control the noise levels - disturbing noise can lead to 60% decrease of your productivity.
- ✓ Make sure to have proper lighting. Natural light is the best option, use a nightstand during evening hours.

Electric Appliance Safety:

- ✓ Do not overload electrical sockets (one appliance per socket).
- ✓ After use, always turn off all appliances and disconnect them from the socket.
- ✓ Never use damaged and unsuitable electric appliances.



Breaks and Time Management

- ✓ Try to maintain same routine and schedule as you had during your normal workplace. When working from home, people often get distracted, this can lead to stress and increase working hours.
- ✓ Do not overwork. Try to stay within normal working hours. When working from home, time management can be problematic.
- ✓ Take frequent breaks, as you would in your normal workplace.

Psychological Health and Work Efficiency

Substantial changes have happened in all our lives due to a global pandemic.

Stress levels have increased for millions of individuals worldwide.

Following recommendations are good to be taken into consideration in order to manage our stress and be efficient:

- ✓ Organize regular online meetings for your subordinates / management and other employees who are working from home. Online facetime meetings increases productivity and keeps people in touch with reality.
- ✓ Make sure that the information needed for the work is easily accessible for everyone and the communication is uninterrupted. Information like work documents, files, internal contact directories should be readily accessible for everyone. Broken communication can be very frustrating for workers, which leads to stress.
- ✓ Maintain regular contact with your subordinates / managers and other employees. Provide them with frequent updates on the current situation and the company policy.
- ✓ Take frequent breaks, walk around the house, go to the balcony, exercise during your breaks. Working from home decreases people's physical activity levels, which is bad for immunity and health.
- ✓ Plan to have recreational activities during the evening time. Working from home does not mean that you should be on call 24/7. Relax and enjoy your evenings to be recharged for the next day. Try to change the scenery a little.
- ✓ Make sure that all employees have information on who to contact in case of an emergency or in case of need. (Safety Officer, IT, HR, etc.)