COVID-19 Working from Home
Basic set-up tips

Some of us already work from home (WFH) occasionally, but it'll be a new experience for others.

Here's a few tips to help you get set up properly from the start - we're not sure how long this will last.

Make sure you have the right equipment, technology and resources

- a computer
- internet connection
- access to Citrix workstation (includes your Outlook and folders) and Zoom
- a suitable desk/table and chair
- a phone (and maybe a headset if you often need to talk and type)
- stationery

To note: Data caps have now been removed from all broadband plans, so don't worry about exceeding your current limits. Some functions (e.g. Zoom video) may be limited to optimise priority clinical interfaces. Talk to your manager if you need any equipment or have other queries.

Create a work zone

Think about where you will work. If possible, use a separate room in the house where you can close the door when it's time to stop work. If your desk is in a shared space, think about other ways you can separate 'at work' from 'at home' (put on your work clothes?).

Set up your workspace

It's really important to organise your workspace so that everything you use most often is within easy reach, and that your body is in the best position to use your computer, keyboard, and mouse or trackpad comfortably. Refer to the *Home-based workstation checklist* and check out this video for workspace set-up and some quick and easy stretches: Ergonomics expert explains how to set up your desk

Structure your time

Separate work time from home time.
Use routines and rituals to structure your day. Take short frequent breaks rather than longer more infrequent breaks. Get up, stretch and walk around, go outside if possible.

Connect with your work team

It might feel a bit odd at first not to be there with them, but there are lots of ways you can stay in touch. Pick up the phone, Zoom or email to check in; solve issues; or just to chat with each other (e.g. book in a team coffee Zoom each morning at 10am).
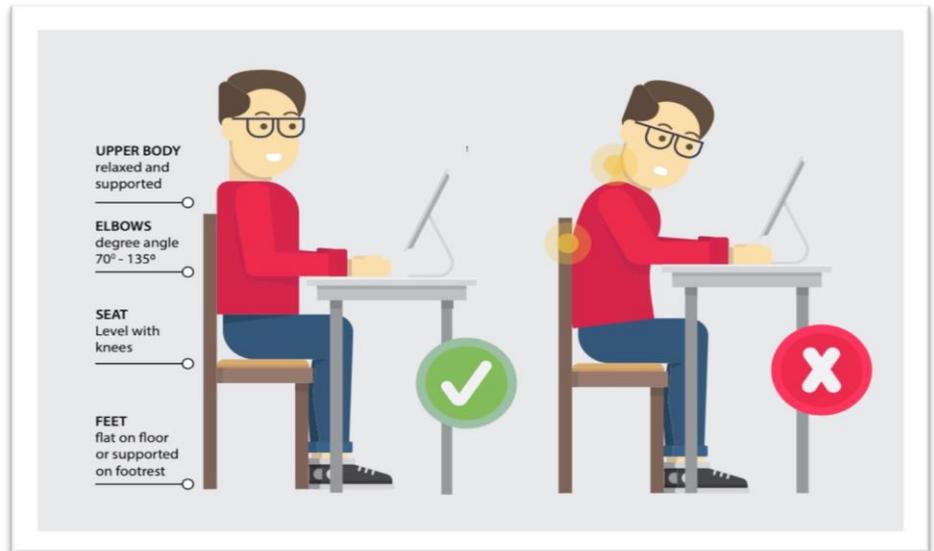
Home-based workstation checklist

The challenges that COVID-19 brings, mean that many of us feel stressed or worried at the moment.

We know that this makes us physically tense and affects our posture.

Please take care of yourself when working from home – starting with your physical work space.

UPPER BODY
relaxed and supported

ELBOWS
degree angle
70° - 135°

SEAT
Level with knees

FEET
flat on floor or supported on footrest

Screen position

Is the screen directly in front of you so you're not twisting? ☐

Is the top of the screen roughly at eye level when you are typing? ☐

Chair

Are you close enough to the desk to type comfortably, with your shoulders relaxed? ☐

Is your chair at the right height? ☐

- ♦ Your forearms should be horizontal, with hands just above the keyboard.
- ♦ Your hips should be slightly above the level of your knees (a cushion/ footrest can support your feet). ☐

Is your back fully supported? ☐

Are your arm and hand relaxed, and is your wrist flat and straight?

Mouse/trackpad and keyboard

Is the mouse or touchpad close enough to be used with your arm relaxed, not extended? ☐

Lighting

Is there enough light? ☐
Can you clearly see the screen?

Is the screen free from glare and reflections? (reposition your screen or where you sit at different times of the day). ☐

☐

Phone

Are you cradling your phone between your neck and shoulder while you type? ☐
Use the speaker on your landline or cellphone, or a headset if you can.

Add something that helps you feel calm and focused. A plant, some music, something colourful…