

# Temporary Working From Home Guidance.

Dear Colleague,

Working from home is not a normal practise for most people and as such we have produced this guidance to help people adjust during this time.

If at present you are working from home, it is imperative that you manage your worktime, workstation and wellbeing effectively. Below are some points for you to consider during this period.

1. Worktime;

Try to keep any work hours similar to those you work at your normal workplace, have or make yourself a daily agenda, what you need to achieve and when. Try to avoid working extended hours, which can cause anxiety and stress. During this period of working at home, it is probable that other members of family will be at the home and as such where possible workstations should be remote from others. If necessary and possible arrange worktime around other situations you may be faced with.

2. Workstation;

Unlike being within your normal office environment, your workstation will be completely different. Try to organize an area from which you can work effectively and comfortably. You will not have access to a range of different aids, Desks, Chairs, etc. There are some home adjustments that can be made to alleviate some of these issues. If you only have access to a normal kitchen style chair, use cushions or pillows to provide support to the body to affect a better posture and position. Even though the name suggests this, try not to work with laptops on your lap, place on a flat surface.

3. Wellbeing;

Attached to this advice is an ergonomic guide which has some examples of stretches that can prevent ergonomic problems. The guide also has a workstation set up guide,

as previously mentioned although you do not have access to certain aids, try to get as close to the requirement as you can. Also take regular breaks from your workstation, 5-10 minutes every hour and arrange your lunch time away from your workstation. The impact of not being with colleagues can cause confusion and stress, keep in contact with your line manager/staff to ensure all are aware of what is required of them during this time.

4. Conclusion;

During this time, things will be far from normal and physical changes to where you work are not the only issue facing some. Mental wellbeing is another area that should not be ignored, if you are feeling anxious or depressed, in the first instance speak to your line manager. Team's should consider conference/video calling to help with staff's feeling of isolation. Above all do not sit quietly, talking will help.

EAP Counselling Line 0800 030 5182

Kind Regards;

Colin Muddle  
Group Facilities Risk Manager

Contact [colin.muddle@cambiagroup.com](mailto:colin.muddle@cambiagroup.com) Tel 07585 790817