

Tips on working from home

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Public Health Workplace Health Team

Introduction

Many employees have been asked to work from home to control the spread of the Coronavirus.

Here are a few tips to help you to work at home effectively whilst keeping your spirits up.

Working well means looking after your wellbeing

Please observe the **Staying alert and stay safe (social distancing) [Government's guidance](#)**

Mental Wellbeing

It is normal to feel vulnerable and overwhelmed with news about the current Coronavirus (COVID-19) outbreak.

It's important to acknowledge these feelings and remind each other to look after our physical and mental health.

There are things we can do to support and manage our wellbeing during such times.

- Maintain normal routines
- Connect with family and friends
- Eat well and stay active
- Get adequate rest
- Do enjoyable activities
- Employ coping skills that nurture your spirit, like [mindfulness](#) exercises or prayer

[The 5 ways to wellbeing](#) are a set of evidence-based actions which promote wellbeing.

<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing>

10 Tips on home working

1. **Try to have a daily routine.** Set alarms if your routine has changed to help you stick to it. Make sure you get sufficient sleep even if your routine has changed.
2. **Follow your usual morning routine.** Washing and getting dressed will psychologically prepare you to start work. Also useful if you need to dial into a video call!
3. **Keep in touch digitally.** Video chat with people instead of meeting face to face.
4. **Think about how you'll spend time by yourself.** Keep the TV or radio on in the background if your home feels too quiet.
5. **Respect other people.** If you live with other people, agree on a household routine and try to respect each other's working preferences if they are also working from home.
6. **Start and finish work on time,** switching off your laptop and work phone at the end of your working day.
7. **Tidy away your work papers** at the end of the working day or, space allowing, work in a different area of your house to separate your working and home life.
8. **Follow the [NHS advice](#)** when setting up a comfortable work station and work in a warm, well-lit space.
9. **Take regular breaks and get some exercise.** Exercising once a day outdoors will lift your spirits.
10. **Stay in regular contact with your team** by e mail, phone, chat group or video conferencing.