

STAFF HEALTH & WELLBEING SUPPORT - COVID-19 WORKING FROM HOME TIPS



Set up a work space

As far as possible set up a work space as you would have at work. Try and find an area you can just use for working. Check if your work surface is the right height and you have a comfortable chair at the right height.



Have a routine

Get up and get ready for work as you would normally. Start and finish at your normal time if possible.

Try to minimise distractions. At the end of the day – close the PC, switch off from work and get into relax mode.



Compile a to do list

Make a plan at the beginning of the day and tick off completed tasks. Celebrate successes and achievements.



Check in

Schedule regular check ins with your line manager and /or your colleagues using Microsoft teams or a whats app group. Its what we all need to keep us going!



Remember to move

It is essential that you move and stretch regularly – don't sit on your pc for hours! Keep the body as physically active as possible, take a walk at the end of the day if you can.



Eat healthily

Ensure you have regular breaks and eat as healthily as you can – try and avoid the crisps and biscuits!



Keep Hydrated

Remember to also have regular water / tea breaks throughout the day.



Be optimistic

It's important that we all keep each other's spirits up. Share uplifting stories with your colleagues. We will get through this together!



More working from home resources, including tips on setting up your workstation, simple stretches and how to keep connected via tools such as Microsoft teams can be found on our staff Health and Wellbeing COVID-19 resources area, which can be accessed via the homepage on [BOB](#).