

# A Guide to Working Remotely due to COVID-19

This guide has been produced to assist you in working remotely where this has been agreed between you and your line manager due to the current COVID-19 situation. All information is based on current guidance, and may be subject to change.

## Setting up your working environment:

- As far as possible, set yourself up a work space as you would on site. If you need any additional equipment to facilitate this, please speak to your line manager.
- Try to minimise distractions within your work space. It is far too easy to start thinking about hanging out the washing or popping the dishwasher on if you can see these from your work space, so try and get yourself set up ahead of time
- Make sure that you have set up any Display Screen Equipment (DSE) according to the following advice from the Backcare Team:

**IMT TRAINING** Northern Devon Healthcare **NHS**  
NHS Trust

### Correct Posture Checklist

- Is the chair at the right height?
- Is the screen at the right height?
- Are the arms horizontal with the keyboard?
- Are feet flat on the floor or footrest?
- Is the backrest adjusted to support the back?
- Are you sitting in an upright position?

**Eyes:** level with top of screen

**Back:** upright and straight

**Elbow:** 90° angle

**Knee:** 90° angle

**Feet:** flat on floor - or on footrest

- Further DSE guidance can be found [here](#) on BOB.
- Consider the following, and discuss any issues as soon as possible with your line manager:
  - Is your work surface the right height for you?
  - Do you have a comfortable chair at the right height?
  - Can you comfortably type and operate a mouse?
- Workplace / Display Screen Assessments continue whilst maintaining social distancing measures, therefore please contact the Back Care team as you usually would for support . The Back Care teams contact details can be found [here](#) on BOB.

## Planning ahead and staying productive:

- Make sure that you get up, showered and dressed as you would for work normally. This will help you feel that you are set up for a day of work. Besides, no one wants to be the person in their PJs on a surprise group video call!
- Plan your day as you would if you were in work. Putting together a schedule for your day can be really beneficial, especially if you have to move some core hours or have your children at home with you.
- If you were working on site you would allow yourself time to have a cup of tea and a stretch within your working day – make sure that you are still having this downtime. Click [here](#) to access some simple stretches.
- Ensure that your schedule has a designated 'end of the day' so that you can still switch off from your work and enjoy time with your family. Try not to let work/home creep occur.

## Keeping in touch and staying healthy:

- The current situation is unsettling for everyone, and it is important that you continue to prioritise and protect your own health and wellbeing. Try to continue eating healthily, drinking the recommended amount of water each day, and incorporating movement and stretching within your schedule.
- You may come under the Lone Working Policy whilst working at home. You should agree a schedule of contact with your line manager to ensure your wellbeing throughout this time.
- Isolation can be difficult for those people used to working in close teams. If you are missing the company of others, why not consider a group WhatsApp chat or regular check-ins using Microsoft Teams or Zoom to keep in touch.
- Make sure you celebrate your successes! It is a difficult time and everyone is incredibly busy, but make sure you still check-in with your team and celebrate the work that you have achieved, making a difference to your colleagues and our patients.
- Microsoft Teams and Zoom are excellent free tools to enable teams to stay in touch. Full instructions on how to use Microsoft Teams can be found [here](#). Zoom can be used for free for sessions up to 40 minutes. Details on how to use Zoom can be found on their [website](#).

## Additional resources:

LinkedIn Learning is currently offering free access to a number of programmes to help you switch to working at home. You may find the following particularly helpful – these must be opened in google chrome to play the videos.

- [Creating a productive workspace](#)
- [Avoiding distractions](#)
- [Managing interruptions and emergencies](#)
- [Health and wellness](#)
- [Successful remote meetings](#)
- [Learning Zoom](#)