

WORKING FROM HOME?

A guide to support healthy working from home while COVID-19 restrictions are in place.

Get up and move!

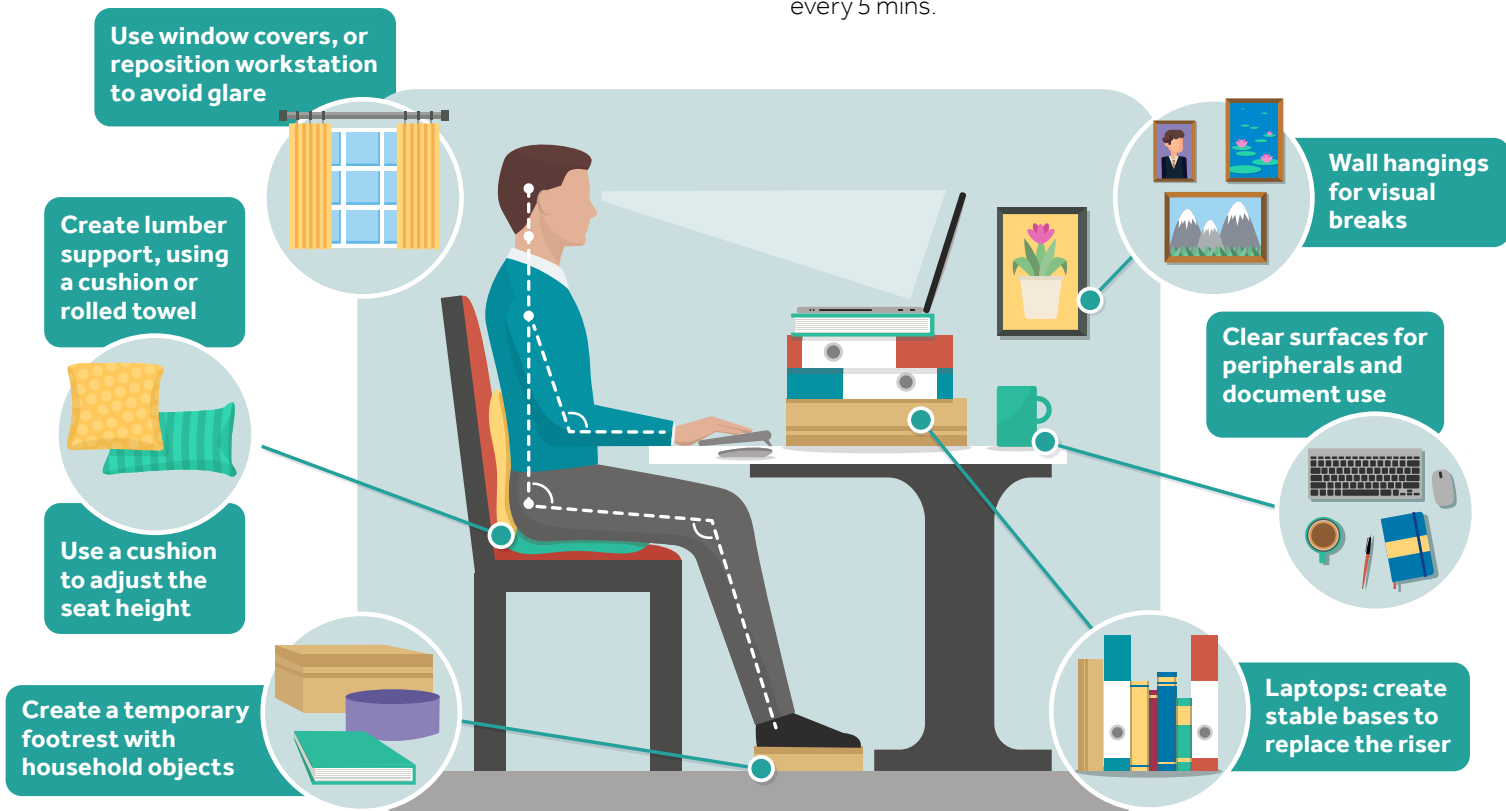
- Use simple stretching exercises throughout the day from our **training materials**.
- Do video calls standing up and move around, turn the camera off if preferred.
- Place drinks, snacks and phones beyond reach.

Take regular breaks

- Follow your normal office daily routine, and take meals away from the workstation.
- Take 10 mins per hour away from the workstation, including microbreaks of 2–3 mins per 20 mins – make hot drinks, walk around the home, visit the garden.
- Use wall hangings for very brief visual fatigue breaks every 5 mins.

Set up and training

- Use the model diagram to set up your workstation.
- Use regular household items to adjust your home workstation.
- Complete your **ergonomics training**, if you haven't do so already.
- Ensure there are no trailing cables and visually check electrical equipment/ cables before use – report issues to your line manager.
- Request access to any additional DSE **items** from your office and log items taken.



Help and information

- Keep regular contact with your manager – report any concerns, pain or feelings of anxiety or stress.
- Contact your local DSE assessor from this **list** for advice, or for additional support from H&S Services or Occupational Health, safety@reading.ac.uk, occupationalhealth@reading.ac.uk
- The University Wellbeing resources are available **here** for ongoing support.