

TIPS FOR REMOTE OFFICE SAFETY AND COMFORT

Many of us are going from walking around classrooms and buildings to sitting in front of a computer for extended periods of time. Here are some resources for safety and comfort while working remotely.

Kaiser Permanente has assembled [10 tips to enhance your well-being while working remotely](#):

1. Get dressed and ready to transition into your workday each morning.
2. Set aside a designated work area to help you focus. Pay attention to your body position (more ergonomic information below).
3. Schedule walking meetings. This can be done remotely using a video conference - you can even share a picture of where you walk.
4. Take a virtual coffee break with a teammate.
5. Open virtual meetings with a Community Builder - "What was the last book you read?"
6. Take regular breaks. Sometimes remote work can lead to overworking, which can lead to injury. Taking short, active breaks can help increase productivity and creativity levels.
7. Stay connected within your team.
8. Set and keep regular office hours.
9. Eat a healthy lunch or snack. Research shows that healthy eating has a direct link to overall productivity levels.
10. Pick a definitive finishing time each day.

Watch this 49-second [video](#) for 6 quick and valuable tips for home office safety.

[6 QUICK TIPS FOR HOME OFFICE SAFETY](#)

- Place your computer screen at arm's length away with the top third at eye level.
- Adjust your chair so your feet are flat on the floor and your lower back is supported.
- Use extra lighting for close-up tasks.
- If you use a laptop as your primary work computer, consider adding a separate monitor, keyboard and mouse.
- Clear away tripping hazards, such as loose cords.
- Take regular breaks to walk, stretch, and rest your eyes.

This [12-minute video](#) is packed with ergonomic information as well as helpful and **creative** tips for setting up your remote workspace.

There are more resources - including PDF's on maximizing comfort, ergonomic self-assessment, arranging your work area, neutral posture, and office stretches - at this [LINK](#).

Here is a helpful article titled "[Cheap ways to make your work-from-home space more ergonomic and better for your back](#)".

And here's another article about how to [make a lumbar support out of items in your home](#).

If you have additional questions about how to get more comfortable at home, please contact HSD Risk Manager, Leah McCarthy, mccarhl@hsd.k12.or.us.