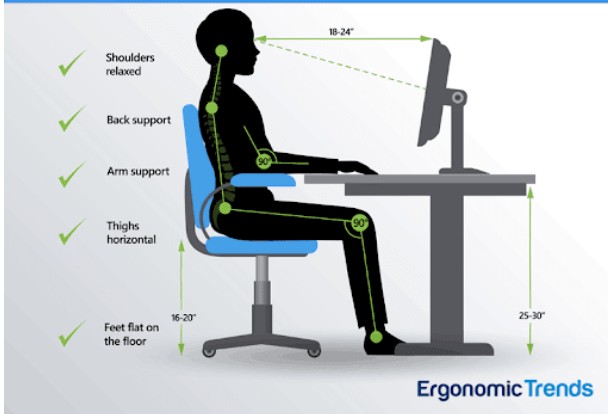


**Working from home-** It is important to look after your physical and mental health whilst maintaining productivity.

If possible, try and find a dedicated workspace; think about your posture, lighting, ventilation and noise distraction.

### Proper Sitting Posture/ Distances



- Feet flat on the floor
- Thighs parallel to the floor, or angled slightly down
- Arms at right angles, or angled slightly down
- Eyes roughly level with the top of the screen
- ✓ Cross check- if you extend your arm horizontally whilst seated you should touch the centre of your screen.

- Get dressed and avoid the temptation to work in pyjamas
- Take regular breaks, but resist going into the kitchen too often!
- Walk around to get your blood circulating, and take in some fresh air
- Eat healthy and remember to keep drinking water.
- Timetable a proper lunchbreak and be disciplined to log off at the end of your normal working day
- Stay connected through social media, Teams and WhatsApp; but keep in mind it can consume a lot of your time and energy, so be selective and give yourself a break
- Consider having a buddy who you check in with daily
- Consider virtual walks, team lunches etc to keep morale up and the sense of belonging.