



# Working from home **survival guide.**



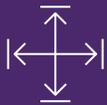
 **TELUS**® Health

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# Create a routine.

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**Get dressed and ready** for the day.

**Go outside**, if not to walk then to pick up a coffee/  
healthy breakfast.

**Wake up early** enough so that you do  
not feel rushed and enjoy a healthy meal  
to start the day.

Use the time that you would have been commuting  
to **do something for you**.

**Stick to your schedule** (start and end times,  
lunch and breaks).

**Set boundaries** with your family.

**Log out, pack up** - whatever you need to do to  
finish for the day. Leave no trace of work that will  
tempt you to return.

# Establish a work zone.

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Dedicate an area to be your home office - ideally an area that is well lit and has natural light.



**Consider keeping a house plant nearby** to add some greenery (spider plants and bamboo palms can filter the air).

Doing **work from the bedroom or on the couch can blur the lines between work and home life** and make it difficult to ‘turn off’ at the end of the day.

**Keep it clean and free from clutter** to minimize distractions.

Make it known to your family that you are **not to be disturbed**.

**Close the door, hand a “do not disturb” sign** or try a traffic light system so your children understand when they can approach you.

When you are done work for the day, **leave that space or pack it up**.

**Have a ritual to end your work day** to replace leaving the office.

# Setting up your space.

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## **Choosing the right location.**

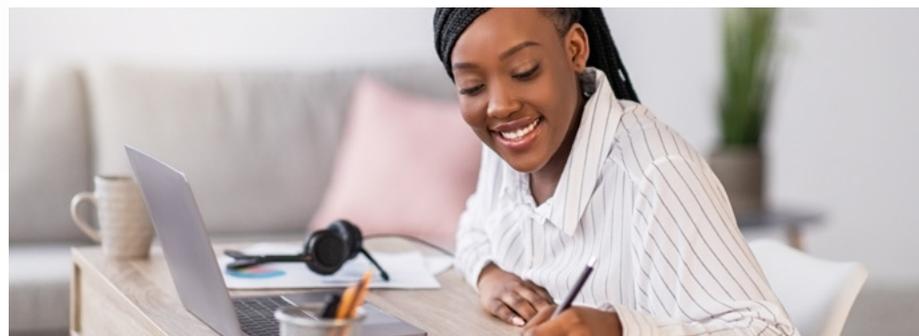
We spend a minimum of 8 hours a day in our office space; over the course of one year that's over 2000 hours. Invest in a space you will enjoy spending time in and that will help keep your body healthy.

Designate an area/room as your home office separate from other living areas such as the kitchen or family room (if possible).

Establish a signal that you are working and not to be disturbed.

- Hang a sign or close the door
- Keep your pets in another room
- Put your personal phone on silent

The space should be well lit and free from clutter and distractions.

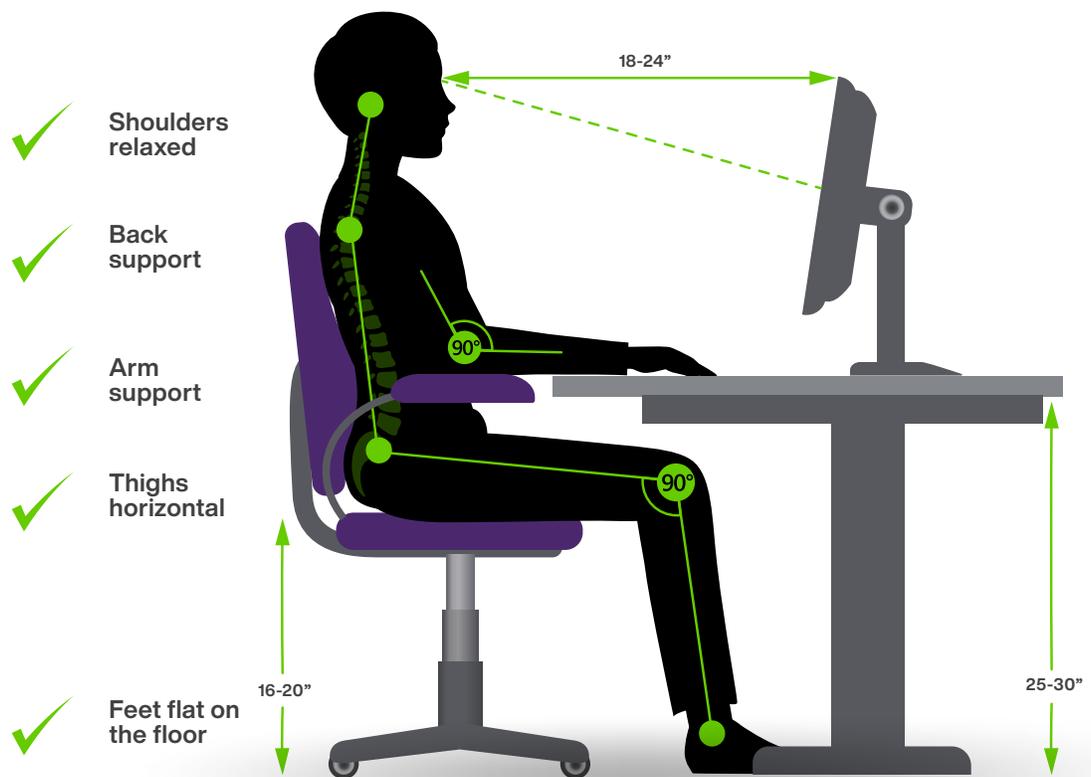


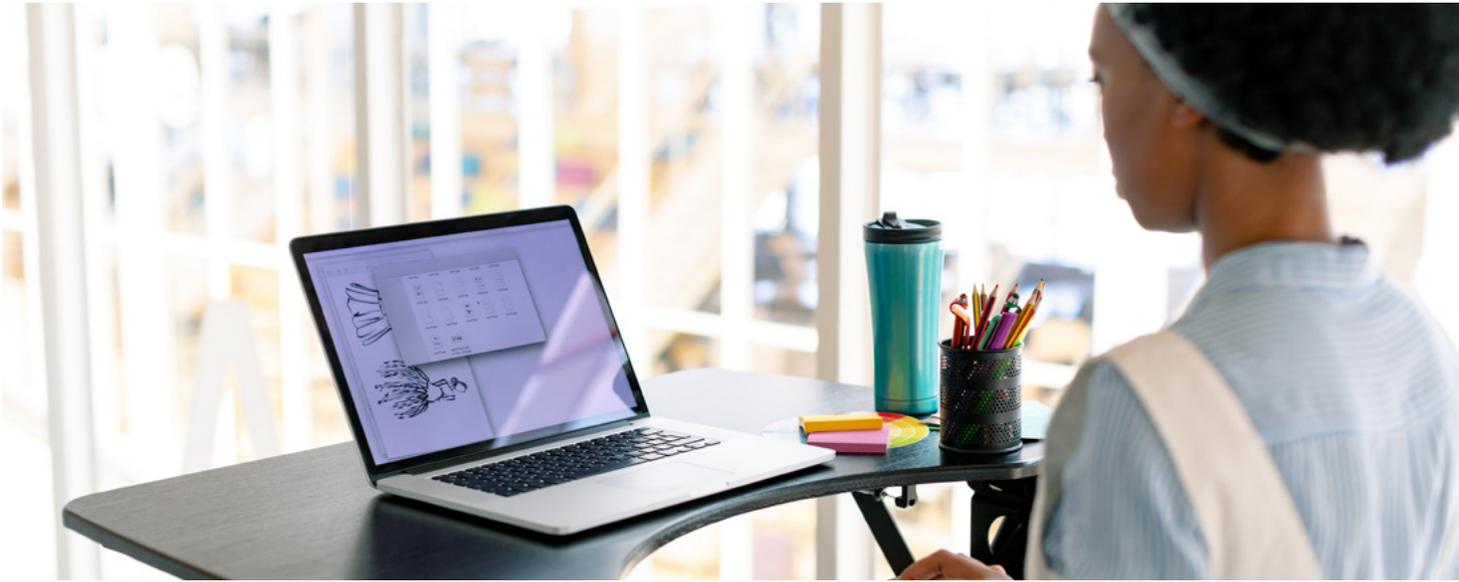


## Ergonomics are key.

The same principles of ergonomics apply at home as they do in the office.

Having good posture and the right support is key to preventing injuries.





### **Laptop and monitor height.**

Top 2-3” of the screen should be at eye level.

Screen should be approximately an arms length away.

If you invest in an external keyboard, stack your monitor up so it hits the proper eye level. Use a pile of books, or purchase a monitor stand – but make sure it will support your docking station.

### **What to look for in a chair.**

Feet are flat on the floor, partially supporting the weight of your legs.

Thighs are about parallel to the floor and partially supporting the weight of your legs.

Hips are slightly higher than the knees.



## **Desk, table or keyboard tray?**

Work at the proper height to help reduce your chance of shoulder, upper back or wrist injuries.

### **Elbows should be at about 90 degrees.**

If your arm rests are at the right height, then your working surface should be at the same height.

#### **If your desk/tray/table is too high:**

- Use a footrest, box or stool to put your feet on and raise your chair up until it's at the correct height for your wrists

#### **If it's too low:**

- Use a box or some books to raise up your keyboard to the correct height

# Fuel up with healthy meals and snacks.

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It's easy to become a grazer while working remotely. If you can't resist visits to the kitchen, hide the snacks and chocolate and ensure there are healthy options like fruits, nuts or veggies out on the counter.

- Audit your pantry and fridge and make sure you have healthy snacks and lunch options
- Start the day off with a healthy breakfast
- Eat lunch away from your desk
- Drink plenty of water throughout the day

# Stay in touch.

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Staying connected with colleagues can help prevent feelings of isolation:

**Set up a “coffee break”** video call with co-workers to enjoy some small talk or remind each other to get up and move.

**Check in with co-workers** and your manager throughout the day and don't hesitate to ask for their input or help with a project.

**Communicate with colleagues** before ending the day:

- Is there anything else you can do
- Is there anything they need
- Ensure nothing is left to chance before you log off for the day



# Take breaks, get moving, get outside.

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Pain and stiffness are signs you have been sitting for too long. Take your breaks before you get to this point. Get up and get moving for a minimum 30-60 seconds at least once each hour - ideally every 20 minutes if you are up to the challenge.



- Take a walk outside, up the stairs, in the hallway – a little movement goes a long way
- Stretch
- Take a deep breath
- Stand up between calls

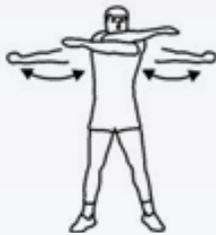
Choose to go for a walk on your lunch break. Being outdoors is great for the mind, body and soul.

- Sunshine provides us with vitamin D
- Studies have also shown that being out in nature can help boost health and decrease stress

Give your eyes a break with the 20/20/20 rule.

- Every 20 minutes, look 20 feet away for 20 seconds

# Stretch it out.



## Arm swing

Take arms straight out to the side. In a controlled motion, swing arms forward across the chest and back, squeezing the shoulder blades together. Repeat 5 times.



## Shoulder lifts

Lift one shoulder towards the ear and push the other shoulder down towards the floor. Hold and repeat on other side.



## Shoulder/arm stretch

Place one arm overhead and bend elbow. Bend elbow of other arm and reach behind, stretching hand up the back reaching for the other. Hold each side for 15 sec.



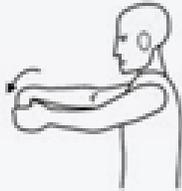
## Hug

Wrap arms around the body and round the back. Open arms out to the side and squeeze shoulder blades back and together. Hold each position for 15 sec.



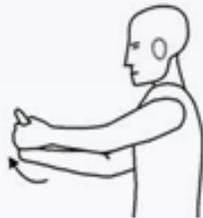
### **Head drop**

Push shoulders down and gently drop chin forward towards the chest. Hold each side for 15 sec.



### **Wrist stretch**

Extend one arm out in front. Bend wrist and point fingers down. Place the free hand on the back of the hand and gently push. Hold each side for 15 sec.



### **Talk to the hand**

Extend one arm out in front. Flex wrist and point fingers up. Place the free hand on the palm and gently pull the hand back. Hold each side for 15 sec.



### **Calf stretch**

Step forward with one leg, knee bent and stretch the other leg behind with heel flat on the floor. Hold each side for 15 sec.



### **Quadriceps**

Keeping the supporting leg slightly bent, hold the same hand to foot. Point the knee towards the ground and gently push the right hip forward. Hold each side for 15 sec.



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