

Working at home during COVID-19 Pandemic

As the Council works through the COVID-19 pandemic many colleagues will be home working and some of us for the first time.

Here are some thoughts / tips to keep you working safely:

Access to the office computer systems can be in various ways but whether using your own computer with Office 365 or one of Ealing's Surface or laptop, wherever possible use a firm surface or table and link the device to a computer monitor, separate keyboard and mouse. Then use an upright chair or office style chair if you have one.



If you cannot do this then use your device on a firm surface and with an upright chair like a dining one. Also limit your use to an hour or so before taking a break or moving to another position. Try standing at a kitchen work surface for a period and then perhaps using a cushion on your lap as you sit in an armchair









You should take breaks as you would in the office but be sure to lock your screen especially if you have children or pets that could disturb your work.

Try and work regular hours, so your manager and colleagues know when you will be available – perhaps send an opening greeting and a closing one.

Keep documents together and have a place to keep your work stuff.

If you need to make a phone call, find a quiet place and use your head set rather than holding your mobile to your ear for a long time – this also frees up your hand to look at documents on your screen or type notes.

Do... 	Do not... 
<ul style="list-style-type: none"> ○ Take time to get yourself set up comfortably before starting work ○ As far as possible find a place at home that is away from household distractions.  ○ Set yourself some daily goals, perhaps a weekly work plan agreed by your manager. ○ Let your manager know of any issues, just as you would if you're in the office and particularly if you are ill or unable to work. ○ Keep in touch with your team, just because you are not physically with them, you are still working together, and some social contact will break up your day.  	<ul style="list-style-type: none"> ○ Forget to take exercise! with no daily commute your muscle tone may drop and/or the kilos climb  ○ Invite clients or contractors into your home or use your private contact details 

If you have any queries contact [Corporate Health and Safety@ealing.gov.uk](mailto:Corporate_Health_and_Safety@ealing.gov.uk)