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GUIDELINES FOR WORKING FROM HOME

These guidelines are to assist employers and workers as they navigate the changes and challenges associated with working remotely, in efforts to minimize the risk of exposure to COVID-19.

For Supervisors

- Depending on the demands of the work, hold daily or weekly check-ins with your workers:
  - Help deal with loneliness and isolation;
  - Promote a sense of belonging to the team; and
  - Promote information sharing and productivity.
- Provide work-related feedback and resources through one-on-one calls or a team call, depending on the collaborative nature of your team's work.
- Communicate regularly with workers to:
  - Encourage workers to communicate with each other, discuss priorities, share challenges, provide support in their roles, or to have a virtual break together;
  - Remember worker capacity to fully participate may be lessened due to current circumstances. Be flexible, understanding and supportive.

For Workers

- Begin and finish at the same time every day.
- Just like when you work in the office, set a schedule and stick to it (including breaks). Make a 'to do' list and check your progress at the end of the day.
- To help balance interactions with others who are also at home, establish with your friends and family which distractions are okay and which are not.
- Be careful not to overwork.

Workspace

Having a designated workspace can help create a balance and separation between work and home life. It is also important to have an ergonomic arrangement that will not cause you to strain.

Workspace Ergonomics

A home office should meet the same health and safety standards as those available at work. For example, you should make sure that:

- Your desk, chair and other accessories are of similar quality and setup, as in the office. For example, the desk should be at an appropriate height and sturdy enough to hold the weight of any office equipment.
- Your workstation should be appropriately adjusted:
  - Keyboard is at a comfortable height, arms are at a 90-degree angle, and your wrists are straight.
- Arrange lighting so that there are no reflections or glare on the computer monitor.

For more information on how to set up a workstation, see Sitting at Work, and visit the Ergonomics section of the Canadian Centre for Occupational Health and Safety.

GUIDELINES FOR WORKING FROM HOME

Create a routine

Working from home allows you the flexibility to manage your day according to your personal and family needs, such as managing childcare. Start your day as you would normally—getting up at your regular time, taking a shower, eating breakfast, and making a tea or coffee. This can help you adjust to a daily work routine from home, and it will help you set boundaries between your work and home life. Throughout the day, ensure you take appropriate breaks, as you usually would in the regular office environment, and try and create a consistent schedule that works for you and your family.

You may not be able to work standard work hours while at home. Coordinate communications and expectations with work team members so they know the best times to reach you and when to expect responses.

Stay active and keep in touch with your team

Working from home can be isolating. Make time to connect with others:

- Take coffee breaks with your coworkers through phone calls or video chats.
- Take breaks where possible, and though you are working from home and physically distancing, this does not mean you have to stay inside all the time. Take walks or coffee breaks with family or a friend, as long as you can keep a safe distance of 2-metres.

Keeping your body and mind active will help with both your physical and mental wellbeing. Notify and remain in touch with your supervisor and your work team and stay at home if you become sick.

Follow Public Health instructions

NT: https://www.hss.gov.nt.ca/en
NU: https://livehealthy.gov.nu.ca/