

# HEALTH NEWS

## COVID-19 | Working From Home | Staying Connected

### Stay Home

Working from home during the coronavirus pandemic is important to help reduce the spread of the virus. By reducing shared workspaces, companies can help protect their employees from COVID-19

### Prevention

To help reduce your risk of COVID-19 from work, be sure to clean your devices before they come home. Before you leave work, wash your hands, avoid touching your face and once you're home, stay home.

### Staying Connected

To help reduce the feeling of isolation and keep motivation high, plan virtual meetings with your team, coworkers and supervisors. Try to check in by phone instead of email more often to stay connected. Practice healthy stress management tools that you would normally use at work, such as going for a short walk, stretching and staying organized.



### Working Remotely

Working from home creates challenges. If you are not use to working in that environment, it can be difficult to adjust. If you are use to working from home and live with others, you may have new challenges and distractions you are trying to navigate. Below are some ways to help the transition during the COVID-19 quarantine.

### Home Office

- Have a designated work space, such as a kitchen table. Working from your bed or the couch can impact motivation, because those areas should be for sleeping or relaxing.
- Test your equipment before your day starts, making sure your computer, phone, headset, etc., are all properly working. Have the numbers of those who can help troubleshoot written down in case you can't look them up on your device.
- Get dressed like you're going to work. You may not need to put on a dress or a tie, but what we wear can have a psychological impact and therefore impact our performance.
- Limiting distractions can be difficult right now if you have multiple people in your home. It may mean you need to work together on building a schedule to keep kids occupied and work on track for adults.
- Stay organized by creating a prioritized to do list. Try writing it out the night before and communicating it to other people at home with you.
- Take breaks when you need to. Be sure to not spend more time at your workstation than you normally would. Take time to move around and stretch.

For more information on COVID-19 visit [CDC.gov](https://www.cdc.gov)