

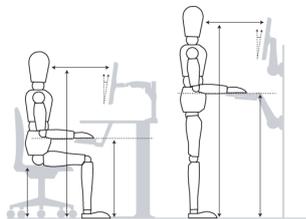
INTRODUCTION

People may be working from home for a variety of reasons. For some it is to assist in managing their caring responsibilities, for others, to manage their health and wellbeing or to protect the health of their colleagues and community. The first step is to review the ANU [Procedure – Home based work](#) with your supervisor and complete the relevant Home Based Work Assessment or approval form.



This information sheet will provide you with some basic guidelines on working from home to ensure that you stay healthy and can continue to get the most benefit and productivity from your working day. For those who are working from home temporarily, following these guidelines will also make it easier for you to transition back to working in the office when the time comes.

PHYSICAL WORKSPACE



Take the time to set up your workstation as you would when in the office. Ensure a supportive chair or use cushions to support your back. Use a desk at a height that allows you to keep your shoulders relaxed and your head and neck upright and neutral. Consider using the ANU self-assessment checklist in addition to reviewing the Working From Home Procedure with your supervisor. (See links over-page). Taking a few minutes to ensure a comfortable physical work environment is critical to maintaining your health, even if it's a short term arrangement.

Where possible, position your workspace away from your living space, eg; a dedicated study, or spare room that you can walk away from or close the door on, when you are not working. If this is not possible, consider packing up your work space each day (or each week) to clear your personal space from “work”. This helps keep a clear line between work time and personal time and will assist you in staying well when working from home.

DAILY ROUTINE

In order to ensure the most positive and productive time when working from home, and to make it as easy as possible to transition back to the workplace when the time comes, sticking to your usual daily schedule is very important. Make sure you go to bed and get up at the same time as you usually would, and start and stop your work activity at the same times. Instead of your usual commute time, consider doing some light exercise such as taking a short walk, or completing exercises at home to mimic the routine time of commuting.

Make sure that you take your usual break/lunch times, we encourage regular movement (every 30 minutes) throughout the work day, so make sure you find a system that allows you to move regularly when working from home.



FOOD



Continue your usual eating patterns. If you usually have lunch at 12, then keep doing that at home. Where possible, have the same types of food for lunch or breaks that you usually would. When we are working from home it is easy to slip into less healthy eating habits, either “comfort eating” and binging on things that we wouldn't usually eat, or the other extreme of forgetting to eat and losing our appetite. Both of these extremes can lead to fatigue, and poor health.

Information Sheet: Working from Home

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Page 1

EXERCISE

As for “Daily Routines” continue your usual exercise routine. If you are unable to attend things like training or a gym, still stick to the times of day or week that you would usually exercise and modify things to do at home. This may include using online resources, at home equipment like an exercise bike, or something as simple as marching on the spot while watching TV. Take into account the reduced movement that comes from not commuting, be that walking to and from a bus stop or riding a bike to work and factor in some additional movement to your day to compensate for this.



STAY CONNECTED

Working from home doesn't have to mean working alone. We have access to a range of technologies that allows us to stay in touch with our team and, outside of work, with our friends and family. But it is important to ensure healthy connections. Stay in touch with colleagues, friends and family, but be diligent in restricting your time watching news and other social commentaries that may encourage negative thoughts or feelings.

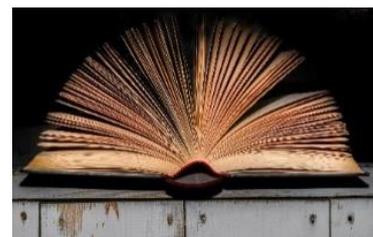
For work, continue to have regular meetings with your supervisor and colleagues through zoom or skype or by phone. Schedule these into your week so that your whole team can participate. This adds to the sense of maintaining your usual work structure and activity and allows a smooth continuity of business during the time spent at home through to returning to an office workspace. Consider enrolling in webinars or reviewing other online learning activities that provide you with contact and communication with your peers. Make sure that you “turn off” from work too and maintain a clear line between work time and home/personal time. Also know that the usual supports are still there for you including EAP services as listed below.



If you are unable to leave home for a period, schedule regular phone calls or online chats with your friends and family. You could arrange a group chat with some friends and all share a “remote meal” and a good conversation – compare the meals that you've prepared for yourselves and decide who's cooking for your next face to face get together! Make the extra effort to call and stay in touch with the people who enrich your life.

FOR MORE INFORMATION

- ANU – Workstation self-assessment checklist - <http://imagedepot.anu.edu.au/whs/3.11%20Manual%20Handling%20and%20Ergonomics%20Safety%20Management/Workstation%20Self%20Assessment%20Checklist.docx>
- ANU working from home procedure - https://policies.anu.edu.au/ppl/document/ANUP_000598
- ANU EAP Services - <https://services.anu.edu.au/human-resources/wellbeing/employee-assistance-program>
- Healthy sleep routines - <https://www.healthdirect.gov.au/10-tips-for-healthy-sleep>



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Page 2