

# Information Sheet: Working from home

## INTRODUCTION

This information sheet will provide you with some basic guidelines on working from home, based on the document [Protocol: Working from Home for Managers/Heads and Staff specifically in relation to COVID-19](#).

LinkedIn Learning has a range of [Remote Working online courses](#) which may be of use to you during this time.

## PHYSICAL WORKSPACE

Staff are encouraged to complete the [UC online ergonomic self-assessment](#) or [Habit At Work](#) (ACC) to ensure you have the right set up at home. Please note that WorkSafe specify that working from home requires a specific area set up to do so. Taking a few minutes to ensure a comfortable physical work environment is critical to maintaining your health.

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
- Make sure you have enough light to work without straining your eyes.



## DAILY ROUTINE

To help have a positive time when working from home, and to make it as easy as possible to transition back to the workplace when the time comes, try sticking to a daily schedule. 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 (only if possible).



Set clear expectations with the people around you to help avoid interruptions while you are working.

Create a routine around your designated space and working hours, including time for meals or breaks. Ensure your Manager/Head and colleagues are aware of your routine.

## FOOD



Continue your usual eating patterns and, 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.

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## EXERCISE

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.



## 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 colleagues and, outside of work, with our friends and family.



For work, continue to have regular meetings with your Manager/Head and colleagues through Zoom or Skype or by phone. Schedule these into your week so whole teams 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.

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.

## FOR MORE INFORMATION

- UC working from home during COVID-19 protocol - [https://www.canterbury.ac.nz/media/documents/human-resources/bf\\_gdl09.pdf](https://www.canterbury.ac.nz/media/documents/human-resources/bf_gdl09.pdf)
- LinkedIn Learning - <https://www.linkedin.com/learning/paths/remote-working-setting-yourself-and-your-teams-up-for-success>
- UC online ergonomic assessment - <https://www.canterbury.ac.nz/hr/hs/ergonomic/index.html>
- Habit At Work (ACC) - <http://habitatwork.co.nz/index.html>
- Working Remotely learning activities – [https://intranet.canterbury.ac.nz/ld/dev\\_plan/remote\\_working/index.shtml](https://intranet.canterbury.ac.nz/ld/dev_plan/remote_working/index.shtml)
- UC EAP Services 0800 327 669 - <https://intranet.canterbury.ac.nz/hr/wellbeing/minds/index.shtml#eap>
- Looking after mental health and wellbeing during COVID-19 - <https://www.mentalhealth.org.nz/get-help/covid-19/>
- NZ Government COVID-19 website - <https://covid19.govt.nz/>
- UC COVID-19 Staff Updates website - <https://www.canterbury.ac.nz/covid19-staff-updates/>
- UC Health & Safety website - <https://www.canterbury.ac.nz/about/health-and-safety/>
- Guide for Managers: Effectively Manage Remote Teams - [https://www.canterbury.ac.nz/media/documents/human-resources/bf\\_msc14.pdf](https://www.canterbury.ac.nz/media/documents/human-resources/bf_msc14.pdf)