Tips for working from home safely

As COVID-19 continues to evolve and requires us to adapt and work from home, we should be mindful of tips on how to work from home in the most efficient and safe manner. With this in mind, one should consider a couple key aspects of working from home: 1) the design of your workstation and 2) general safety concerns while working from home. Please take a moment to read through the suggestions outlined below and hopefully you will find it useful.

HOME WORKSTATION DESIGN

Sometimes all it takes is small changes to your workstations to have a large impact on how comfortable you will be while working. For example, a simple change to your posture that reduces sustained forward reaching to type can really help. We understand that your home office may not look like or feel like your office at CU but hopefully, if needed, minor changes can greatly improve your comfort.

Take a moment to assess your workspace and consider the following:

1. The layout of your home workspace

    - Place items used most often closest to you and then expand out accordingly
    - Position workstation items to minimize reaching and stretching
    - Vary tasks/postures throughout the day

2. The setup of your workspace

    - Your desk, chair and other accessories should be comfortable and supportive similar to that in the office.
    - Your work space should permit you to position the keyboard at the correct height (wrists in a neutral position).
    - Lighting is properly arranged: there should not be reflections on or glare from the computer monitor.

3. Take the time to stretch and move

Taking micro breaks throughout the day is an important part of working in an office space (at home or at CU). Micro breaks (short breaks approximately 2 minutes in length) to stretch, move about, or stand is a great way to relieve physical stress from sustained sitting. Whatever your micro break is just make sure it is the opposite of what you've been doing. That is the key. It is not about sustained sitting, or standing or walking while your work. It is about taking the time and doing something different and changing it up throughout your day.

If you find yourself hunched over your laptop, then take a moment stand and stretch your back and shoulders. Hold these stretches for 3-5 seconds and repeat 3 times. Examples of office stretches can be found on Canadian Centre for Occupational Health & Safety (CCOHS) website https://www.ccohs.ca/products/posters/pdfs/stretching.pdf .

HOME OFFICE SAFETY

Lastly, when we work from home, it would be beneficial to be mindful of the following:

- Are extension cords in good condition and positioned properly?
- Are cords and cables causing a tripping hazard?
- Are outlets grounded and not overloaded?
- Is there surge protection for electrical equipment?
- Is there sufficient ventilation for electrical equipment?

As always CU community,

WORK SAFE. BE SAFE. STAY SAFE.