



HOMEWORRING GUIDANCE MARCH 2020

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WELCOME TO THE PRESENTATION

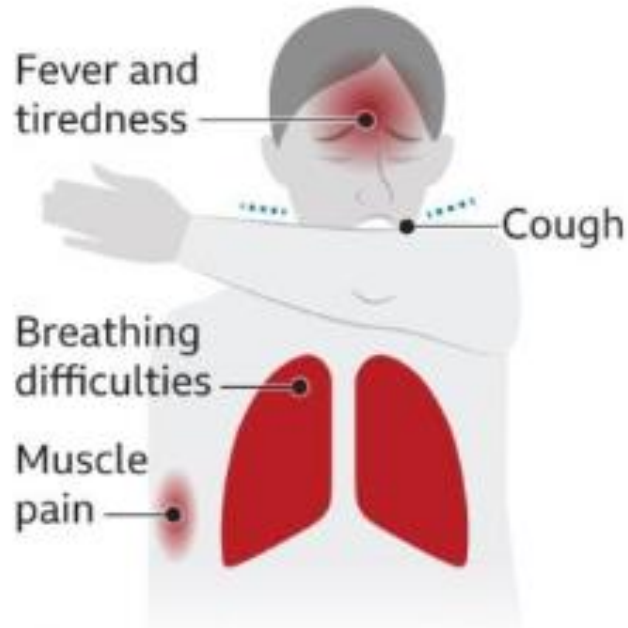
- ◉ Thank you for your time - lets be POSITIVE, be CARING and be RESPECTFUL of our families, our friends and others needs and concerns. *We will get through this!!!!*
- ◉ This presentation emanates from various sources, both private and governmental, to help everyone understand ways to positively work from home and keep healthy, mentally, socially and physically
- ◉ The presentation takes around 15 minutes to go through and digest
- ◉ If you have any question please email me on steve@sphererhsm.co.uk for more information



WHAT ARE THE SYMPTOMS OF CORONAVIRUS?

Coronavirus

The
Symptoms



If you think you might have the virus, these are the symptoms to look out for

Stay at home if you have either:

a high temperature - this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

a new, continuous cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

[NHS Website](https://www.nhs.uk/conditions/coronavirus-covid-19/)

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WHY WORK FROM HOME?

- ◉ There is very sound evidence that the Coronavirus will affect everyone
- ◉ 80% of us will have minor effects similar to a bad dose of the flu (I say “us” because we are all in this together)
- ◉ 20% of us will have major and life threatening effects which will need medical intervention
- ◉ Those persons with low immune systems or lung based illness are at very high risk
- ◉ The governments effect is to stall the spread by using social distancing - home working is a major part of stalling the spread of this virus



WHAT IF I CANT WORK FROM HOME?

- ◉ Then use a distance of 2m to keep your self separate from those persons who you do not live with or work closely with everyday (closely = due to the essential job itself needing close working practices by two or more persons)
- ◉ There are teams that closely work together everyday in critical jobs eg maintenance, railways, etc
- ◉ Don't go around the elderlys or those at greater risk and have a chat - do this by phone, facebook or another video type system.
- ◉ You can talk through a closed window if you want face to face type meetings



DUTY OF CARE

- ◉ Employers owe their staff a duty of care and those with a lower immune system or an at risk group a greater duty of care
- ◉ Look through your workforce and allow those in a “greater duty of care” group to have 14 days self isolation
- ◉ Your team might not be able to work from home - use the guidance from the previous slide
- ◉ Use the safe systems - 2m distancing (even in the office), washing hands for 20 seconds and catch it, bin it, kill it - to reduce spread and aid improved hygiene



RISK ASSESS YOUR TEAM

- Those at greater risk include:
 - are 70 or over
 - have a long-term condition
 - are pregnant
 - have a weakened immune system
- These persons need to be self isolating for 14 days or working from home if you have the technology
- As of today 22nd March 2020 - 1.5million people have been identified by their GPs to stay at home for the next 12 weeks.



HOW DO YOU WORK FROM HOME AND KEEP HEALTHY?

- ◉ Set up your work area at home as you would at work with a dedicated space where you work everyday. (You will need to get agreement from your family to do this just as you would your colleagues at work, this helps your family to understand that when you are at your work area you are at work)
- ◉ Use a proper table and chair, good lighting and no trailing leads - this is a short term fix
- ◉ Get up everyday and set yourself a daily work programme including breaks, exercise and communication with work colleagues and your family
- ◉ The next five slides go through these points



YOUR WORKSTATION

Are You Sitting Comfortably?

This is a perfect set up, you may be able to get 90-95% at home

1. Adjust chair height so that arms are horizontal when using the keyboard.
2. Ensure there is room between the tops of the legs and the table.
3. Relocate PC tower unit if this is restricting movement of legs under the table.
4. If feet are dangling off the floor then use a footrest to take the pressure off the back of the legs.
5. Adjust chair back to ensure an upright posture is maintained. Good lumbar support is essential.

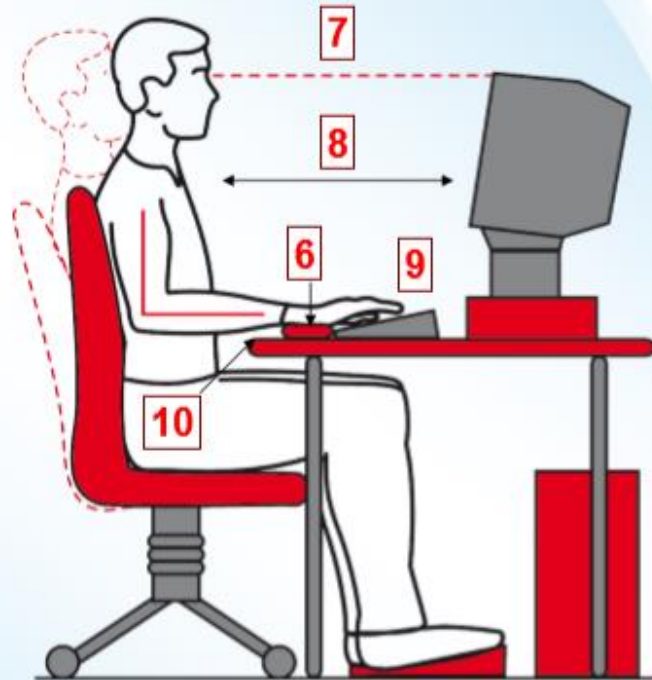


YOUR WORKSTATION

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6. Avoid flexing wrists too much when using keyboard or mouse. Use a wrist rest if this helps.
7. The top of the screen should roughly be in line with your eyes. Square up the front of the screen so that it is not tilted, this will reduce any glare. Raise the monitor if necessary.
8. The screen distance should be one arms length from your normal sitting position.
9. Keep mouse and keyboard within easy reach. Avoid using with arms outstretched.
10. Keep a clear area in front of the keyboard to rest the wrists when not typing.



Remember you need good lighting and to remove trip hazards

HEALTHY WORKING AT HOME

Use the information on this graphic to get your work home balance

MONITORING AS A MANAGER Think about the nature of the job, the individual and your culture. Establish whether you need to measure and monitor hours, or output or both.

ROUTINE Start and close the day with a routine. Get dressed, go for a walk, prioritise your jobs.

COMMUNICATE Managers don't be too task focused, ask how someone is and be really interested in the answer. Life is messy (especially right now) and we need to embrace this.

WORKSTATION You may not have the perfect work place or equipment, but get a supportive chair, or consider a stand-up desk. Get up regularly (every 25 minutes) to stretch.

FOOD Think about food prep for the week. Can you batch cook on Sunday? Have healthy snacks in otherwise you will eat the chocolate!

WORK ENVIRONMENT Find a space away from the main home area if possible and definitely not in your bedroom (bedrooms are for two things only!). A plant helps.

FRESH AIR Get out at least once, ideally twice a day for a walk, run or cycle.

REGULAR BREAKS & EXERCISE Every 25 minutes get up and stretch, breathe, go outside, go up and down the stairs anything to move your poor sedentary body! Remind yourself by drinking a lot of water (so you have to get up!) or setting an alarm.

SOCIALISATION This is the big one. We all need to talk to others. If physical contact isn't possible, use technology like Zoom or Skype (do this rather than phone - it is easier to see how someone is).

MINIMISE DISTRACTION We produce much better work when we are focused on one thing. Move your phone out of the way, get rid of all the apps which distract you. Get that big thing done early in the morning.



SAFEGUARD YOUR MENTAL HEALTH

Use the information on this graphic to safeguard your mental health

How to keep yourself healthy & strong DURING THE GLOBAL CORONA CRISIS

based on our 3 principles of positivity



THE 3 Principles OF POSITIVITY

1. POSITIVE THOUGHT



2. POSITIVE ACTION



3. POSITIVE INTERACTION



For more helpful advice & tips, follow:

www.facebook.com/Mentalhealthintheworkplace/

1 Recognise that how you feel is normal, valid & okay

2 Prioritise getting quality restorative sleep – sleep helps to alleviate stress

3 Keep connected to people by phone & messenger & use facetime

4 Limit your news consumption to the highlights

5 Eat whole foods, avoid sugar & stimulants & drink lots of water

6 Be kind to everyone; smile & share some words of comfort

7 Source & consume positive & uplifting material

8 Get out in nature & really notice the trees, the birds & the weather

9. Have a date night at home & reconnect with your spouse

10 Actively seek the opportunities within the current situation (they do exist)

11 Stay active: move & stretch your body every day

12 Play games with your kids, partner or house mates

13 List all the people in your support network

14 Practice some self-care: have a bubble bath, face pack or foot spa

15 Host a virtual hang out with your mates on Zoom: wine & nibbles too!

16 Practice gratitude: list 3 things you're grateful for each day

17 Complete that project that you never seemed to get time to do

18 Contact someone you've thought about but not connected with

19 Start every day off by watching or listening to some comedy

20 Immerse yourself in a compelling book, podcast or TV show

21 Do something kind or helpful for someone just because you can

22 Actively look for the strengths in others

23 Make a plan of things you'll do when this is all over

24 Stroke the cat, dog, hamster or budgie

25 Share positive stories on social media: your own & other peoples

26 Put on your favourite feel-good music & turn it up loud!

27 Ask for & accept offers of help – it helps you & makes others feel good

28 Remind yourself of the knowledge, skills & value you bring to the world

29 Learn a new skill, do something creative, or take up a new hobby

30 Make plans now to connect up in person later in the year



<https://www.mentalhealthintheworkplace.co.uk/>

BUSINESS RESILIENCE

- This is a concerning time for lots of reasons:
- Health - yours, your families and your friends
- Business - your business, your friends business and those businesses that you use and that use you
- People - people you know, people you don't know, people from around the world that appear on our TV's and in the press.
- *We will get through this - we all have to work together*



LET'S HELP OUR NHS HEROES!



THANK YOU

My personal thanks for the information on this presentation go to:

- ◉ NHS England
- ◉ Healthy Work Company
- ◉ Mental Health in the Workplace
<https://www.mentalhealthintheworkplace.co.uk/>
- ◉ If you have any questions?
- ◉ Then email me on steve@sphererhsm.co.uk for more information

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