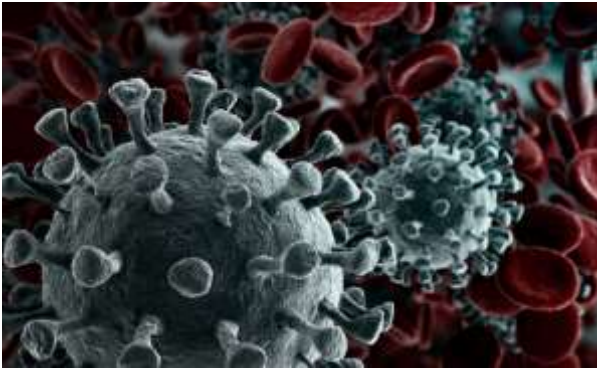


## COVID-19: Tips for Home Working



Sometimes common sense goes out of the window in a crisis. Hopefully, frequent home workers will have already discovered many of the tips below and incorporated them into their daily work routine. For those who are new to the experience (and those who need reminding), here are lots of ideas to keep you healthy (physically and mentally).

- ❁ Try to replicate your office setup as far as possible.
- ❁ If you are using a laptop, ideally you should be using a [laptop kit](#) consisting of a separate keyboard, mouse and stand.
- ❁ In the short term and at the short notice created by the pandemic, a laptop kit and suitable desk/chair may not be an option. Take a look at our animated [Posture Guidance](#) to see how to achieve the ideal setup and then use our [Agile Working](#) guide to see how to make the best of any compromise.
- ❁ If you do have a study desk or you can use a kitchen or dining table, you will probably have a chair that is roughly the right height. If your chair is too low, use cushions to raise yourself up and/or support your back. A footrest (or box) may be required to support your feet.
- ❁ Whatever table/desk you work at, aim to get the screen roughly at arm's length and the screen top just below eye level. However, if you are using a small laptop or a tablet, you will probably want to bring it closer.
- ❁ Try to sit at the correct height with your elbows level with the top of the work surface and your forearms horizontal. If you have a mouse, keep it close to your keyboard.
- ❁ If you really have to use the sofa, don't do it for too long. Vary it with other postures. Don't use the bed!
- ❁ Place your equipment at right angles to a window. Do not sit facing a window unless you have no other option. Studies and spare bedrooms are often quite dark so an [LED lamp](#) on the desk may help both your mood and your vision.
- ❁ When making telephone/video calls, stand up and move around whenever possible. Movement is key to reducing fatigue and maintaining productivity.



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- A man with a beard and mustache, wearing a blue denim shirt over a white t-shirt, is sitting at a wooden table. He is smiling broadly while looking at a white smartphone held in his hands. He is wearing white earbuds and several bracelets on his left wrist. The background is a blurred interior space with wooden shelves holding various items, suggesting a cafe or a modern home setting.