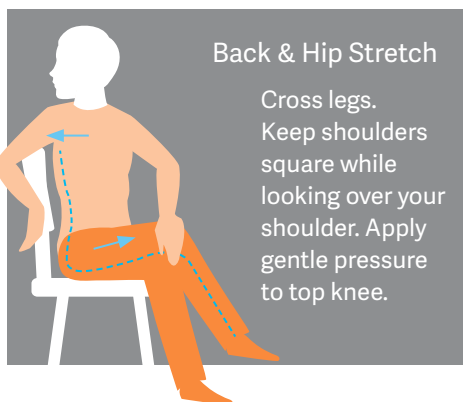
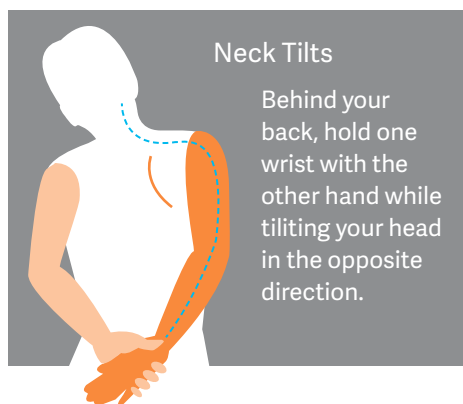
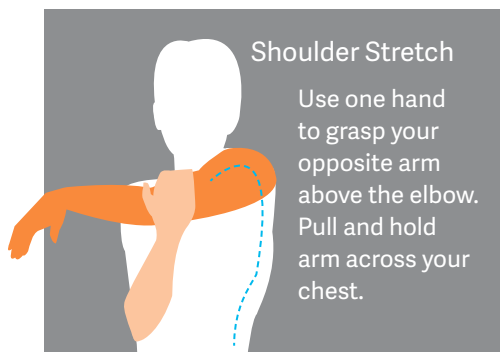


Work From Home Tips



At home stretches

Use these stretches to help avoid muscle strain. Remember-stretch, don't bounce. It is suggested to do these exercises three times per day, using slow controlled motions. Never do a stretch that causes pain or discomfort. If under care, check with your healthcare professional before doing these exercises.

You finally get to work from home, and it is going to be great! But you then realize many aspects in your day are changed. While the work and social environment will be different than if you were in an office, establishing an equivalent workspace at home can be possible with a few considerations.

Telecommuting tips

Designate a specific work area – It is essential to create a dedicated work area that allows you to be comfortable and productive. Prep your space whether it is a desk or dining table with items frequently used in close proximity.

Maintain discipline and a set work schedule – Get ready for the work day. Changing into work clothes can help establish your professional mindset. Make your team and those you live with aware of your schedule.

Be in regular contact with your team – Maintaining an open line of communication allows us to be more productive, efficient, and most importantly more human. Use technology to your advantage and connect with colleagues regularly.

Create boundaries to limit distractions – Distractions come in many forms such as pets, children, TV, and roommates to external distractions such as construction and traffic. Identify blocks of time you are least distracted and plan tasks that require more focus during those times. Turn off notifications and extra sounds and keep the television off till after work.

Take frequent breaks and stretch regularly – Invest in your health and wellbeing. Take micro breaks every 30–60 minutes to allow your body to recover from the repetitive motion of computer work. Phone calls are often a good time to walk and stretch.

General Safety

- Floors are clear and free of hazards. Walkways, aisles, and doorways are unobstructed.
- All electrical plugs, cords, outlets, and panels in good condition with no exposed or damaged wiring. Computer equipment is connected to a grounded surge protector. Electrical cords are secured under a desk or along a wall and away from heat sources.
- Lighting, temperature, and ventilation are adequate.
- All incidents and safety concerns are reported to your supervisor, regardless of severity.

Please contact the Loss Control team at:
losscontrol@bhhc.com for any further questions.