

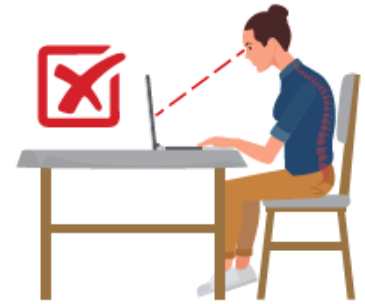
STAYING SAFE AND HEALTHY WHILE WORKING FROM HOME

Much of the Yale community has transitioned into working from home in order to practice social distancing to help prevent the spread of COVID-19. For some, the transition may include working long hours using a laptop as part of the home office setup, moving less with virtual meetings and calls replacing in-person meetings and managing other variables within the home. Below are some tips to help improve health and safety when working from home.

Ergonomic Assessment

Conduct an ergonomic assessment of the home office and make improvements based on the assessment. Yale EHS offers tools for office ergonomics [online](#) including an [Office Ergonomics Self-Assessment](#) and tips for [Ergonomics at Your Home Office](#).

Does the home office have a computer with a low or high screen height, a keyboard which is too low or high, a low or high seat, or a seat without lumbar support? For ideas on how to address poor ergonomics when working from home, review [Ergonomic Improvement Tips for the Temporary Office](#).



Additional Factors

Here are some additional important factors to keep in mind when setting up the home office:

- **Lighting:** Provide appropriate lighting, without glare or shadows, to help reduce eye fatigue and headaches.
- **Temperature and Ventilation:** Locate the home office in a space or room where you can maintain a comfortable temperature and some airflow/ventilation.
- **Dedicated Workspace:** Locate the home office in a space or room where it is easy to concentrate. The space should be away from distractions such as the television. Clarify expectations with other household members when they should avoid creating disruptions. Depending on the nature of the work, privacy and security may also be a factor.
- **Fire Prevention and Emergency Preparedness:** Assess the home office for fire hazards and develop plans for responding to emergencies. Here are some online resources.
 - [Yale's Emergency Response Guide \(Personal Preparedness\)](#)
 - [Yale's Office Fire Safety](#)
 - [NFPA Safety Tip Sheets](#)
- **Other Physical Hazards:** Identify and address other physical hazards in the home office created from poor housekeeping and improper equipment. Avoid conditions that create electrical hazards (example: computers and other equipment plugged into extension cords), trip hazards (example: electrical cords in walking paths), blocked exit/egress paths, and falling object hazards (examples: unsecured and overloaded shelves).
- **Work Routine/Schedule.**
 - Try to establish reasonable boundaries between work and personal life by developing a work routine. Avoid unnecessary work-related communication outside of regular work hours and during personal time.
 - Pre-plan and build variations into the work routine to prevent prolonged sitting. Take breaks for water and meals away from the computer, and go outside at least once a day for fresh air and exercise. Consider doing calls and virtual meetings while standing.
 - Prepare healthy meals and snacks ahead of time. Visit [Yale Health's Nutrition and Healthy Eating Page](#) for resources.
 - Consider substituting exercise for what was commute time.
 - Visit [Yale Health's COVID-19 Managing Stress Page](#) or [Being Well at Yale](#) for other resources.