

## Top Ten Tips for your Health and Wellbeing while working from home:

A large proportion of our staff are now working from home, many for the first time. Some of these tips may sound obvious, but it's really important to check in with each and every one of these while home-working continues during the Coronavirus pandemic. Also, you should still report Health and Safety incidents even though you may be predominately home-based. Ensure you still report incidents on the [Support Portal](#).

1. Aim to wake up around the same time each day to maintain your internal body clock.
2. Keep to a morning routine ensuring you get showered and dressed as if you were going into the office.
3. Agree your working hours and stick to them.
4. Try to work away from your sleeping space if possible; consider dividing the room with a screen if that is not possible.
5. Try to set-up your workspace as far as possible in line with the training and guidance. [Ideal workstation set up](#) and see the [HSE Video](#) and [Vodaphone video](#) which help people who don't have an office set up at home
6. Make sure you move and stretch regularly during the day. In addition make sure you break up long spells of screen work with rest breaks (at least 5 minutes every half hour) or changes in activity that take you away from your screen. Have a clearly defined break for lunch of at least half an hour. [Workstation exercises](#)
7. Try to take a walk or run outside every day if possible or try some exercises indoors - See also [Chair based exercises](#)
8. Try to eat healthily and stay hydrated throughout the day.
9. Stay in regular contact with your manager and colleagues, for example through video calls, telephone catch ups, virtual coffee breaks and team meetings via Google Hangouts Meet.
10. Seek support when necessary

See also the existing guide for managers on [Managing home worker health and safety](#).