

Working From Home Tips:

- Consider lighting and space when setting up your workstation: Make sure you have enough lighting and space to work comfortably.
- Ensure walking paths and doorways are unobstructed: This will help prevent slips, trips or falls and keep paths clear in case of an emergency.
- Don't place computers near heat sources: Computers and other hardware can overheat which could lead to malfunction and could even start a fire.
- Maintain a clean and clutter-free workspace: While you are home and sharing space with your family members, be sure to sanitize your workstation and continue frequent handwashing. You should also keep your space free of trash and other hazards that could cause you to slip, trip or fall.
- Use power cord ties: Cord ties can help you keep your cords organized, preventing trip and fire hazards.
- Utilize surge protectors: Without a surge protector, a power surge can easily damage your computer, effecting your data or your system.
- Keep liquids away from electrical equipment: This includes on the ground and on your desk. You can also keep a coaster on your desk and a lid on your cup to help prevent any spills.
- Prevent cybersecurity risks: You can practice good computer security by utilizing a secured VPN and Wi-Fi, keeping up with company-approved computer updates and being vigilant of phishing scams.
- Stay hydrated and remember to give yourself a lunch break: Keep these things in mind as working remotely affects your normal office routine.

Safety Tools at Home:

- Locate and utilize the following safety tools in your home:
 - Smoke alarms and carbon monoxide detectors: It's likely that you will already have these in your home so be sure to check their batteries and test them regularly.
 - First-aid kit: Accidents can happen at any time so be sure you can quickly find first-aid essentials in your home.
 - Fire extinguisher: Familiarize yourself with the fire extinguisher in your home so that if a fire occurs you are prepared to react quickly.
- Prevent awkward postures and eye strain by making your workstation setup more ergonomic:
 - Eliminate sources of glare behind the monitor and try not to face directly into a window.
 - Follow the 20-20-20 rule by looking at an object at least 20 feet away for 20 seconds every 20 minutes.
 - Keep your shoulders relaxed with your elbows at your side.
 - Do not overreach for your keyboard or writing tools.
 - When in seated position, your hips should be level-to-slightly-higher than your knees.
 - If your feet don't touch the floor, use a box or footrest to prop them up.
 - Your elbows should be even or slightly lower than your keyboard.
 - If possible, use an external monitor, keyboard and mouse.
 - Take regular stretch breaks throughout the day.

COVID Safety Practices:

To keep you and your family safe during this time, here are a few things to keep in mind:

- Wash and sanitize your hands often.
- Clean and disinfect frequently touched surfaces every day.
- Don't share personal items, like dishes, towels or bedding.
- Make sure your clothing and linens are washed thoroughly.
- If you go out into the community, use a face cover or mask, maintain social distance, and wash or sanitize your hands frequently.