

Health and Wellbeing Tips and Hints

when working from home

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If you are a Team Manager

- Recognise that your people will need your extra attention and care at this time.
- Arrange a daily check-in with your team via Teams.
- Check how people are feeling and what is working well or not.
- Offer team members 1:1s to discuss any concerns they may have.



If you are a Team Member

- Regularly catch up with colleagues via Teams or phone.
- Have a virtual coffee break with colleagues morning and afternoon.
- Support colleagues if they have concerns. Buddy up and check on each other daily.
- If you are worried about colleagues, contact your team leader.
- If you have questions about IT or your equipment, get in touch with your team manager.



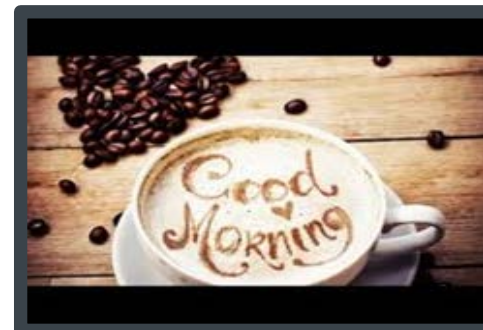
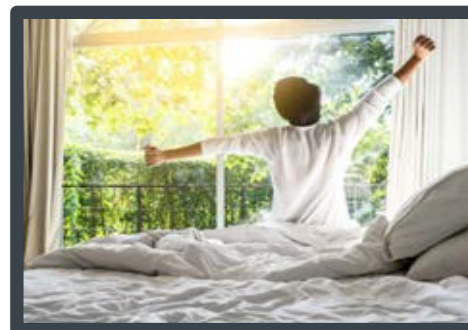
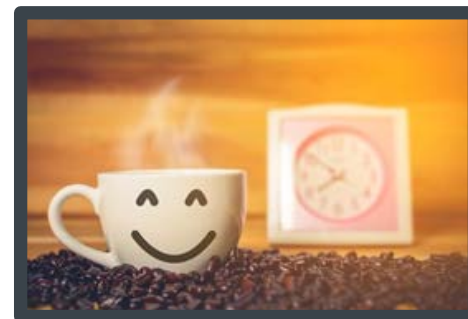
Maintain Regular Hours

- **Set a schedule and stick to it...**most of the time. Having clear guidelines for when to work and when to call it a day helps many people maintain work-life balance. Maintaining your normal working pattern is advisable as it supports your health and wellbeing.



Create a morning routine

- Deciding you'll sit down at your desk and start work at a certain time is one thing. Creating a routine that guides you into the chair is another. **What in your morning routine delineates the start of work?** It might be making a cup of coffee or eating your breakfast.
- Try to **get yourself ready as if you are setting off to work** – have a shower, get dressed. Feeling like you have made an effort will set you up for the day ... and prepare you for any impromptu Teams video calls!



Ergonomics

Not everyone has an office at home ... most of us are having to make do working at the kitchen table. Wherever you are working, try to make sure you create a **good working environment** for yourself.

- If possible, work at a table with a **chair that supports your** back.
- If you have a **mouse and a keyboard**, use them.
- Perhaps use a pile of books to get your **laptop to the right level** so you aren't tempted to slouch.
- **Work near a window** if you can.
- Be **safety conscious** at all times ... don't leave a hot laptop running on top of a pile of books!
- **Talk to your line manager** if you require any help with making sure you are working safely or follow the guidance at the end of this presentation or FAQs regularly sent to all staff.
- All staff can also **claim up to £100** for any computer equipment to work from home.
- More tips and hints can be found in this document



Microsoft
PowerPoint Presentation



Schedule breaks

- **Breaks are important** when working at home.
- Take regular 10-minute breaks to grab a snack, walk around or say “hi” to your family. Perhaps **consider doing something different** in a break and do yoga session, take a hot shower or take a wander round the outside space.
- **Let your team know you are going for a break** and indicate what time you think you will be back online.



Get some fresh air

- Your body needs to move. **Try to get outside**, even if it is only in your own outside space, to **get some fresh air and natural light**. Or get the window open!



Exercise

- Try **to exercise every day**. Outside in the fresh air is good, or open a window and follow an exercise routine [on-line](#).
- Why not try the [NHS Strength and Flex exercise plan](#)?
- Quick stretch ideas at your desk are in the attached document



Microsoft Word
Document



Socialise with colleagues

- Loneliness, disconnect, and isolation are common problems in remote work life, especially if it is for an extended period of time. **Use technology to connect** with colleagues and friends.
- **Try connecting each day** with someone who you usually talk to in the office or someone you haven't seen for a while.
- **Try to use Teams video facility** so you can see each other. Make a coffee and have a virtual break with them. Make each other smile!
- If appropriate, set up a team social WhatsApp so you can keep in contact in a social way. **Share your feelings** if you feel it is appropriate.



Overcommunicate

Working remotely requires you to overcommunicate.

- **Tell everyone** who needs to know about your **schedule and availability often**.
- **When you finish a project or an important task, say so**.
- Keep up **your team meetings and 1-2-1s** using technology.
- If you have a **question or a problem, just ask your team**.



Take advantage of the perks

The good thing is you don't have to travel to work ... no bus or train fares.

- Why **not save that money** and put it towards a treat for yourself or the family?
- Why not use that time you would spend commuting to **do something you love**?



Don't be too hard on yourself

- The most successful remote employees have a reputation for being extremely disciplined. After all, it takes serious focus to get a full-time office job done from an unconventional space.
- That said, everyone lets their attention drift sometimes. If you find yourself working one minute and loading the dishwasher the next, don't feel guilty. **Cut yourself some slack and then get back to work.**



Feeling all alone

- Working alone in your home can be a lonely existence. **Try popping on some music to keep you company, or put the TV on and mute it**, so that it feels like there is another human being at your home. Limit how often you watch or listen to news broadcasts though, particularly about Covid-19.
- Guidance for NHSE&I Staff can be found [here](#).



Taking sick days

- If you are feeling ill, **take sick leave**. Just because you are working from home, it doesn't mean you have to try to work through it. Let your team know if you are poorly so they can help support you.
- Record your absence on [online absence tracking tool](#) if you are self-isolating or have a positive diagnosis of Covid-19.



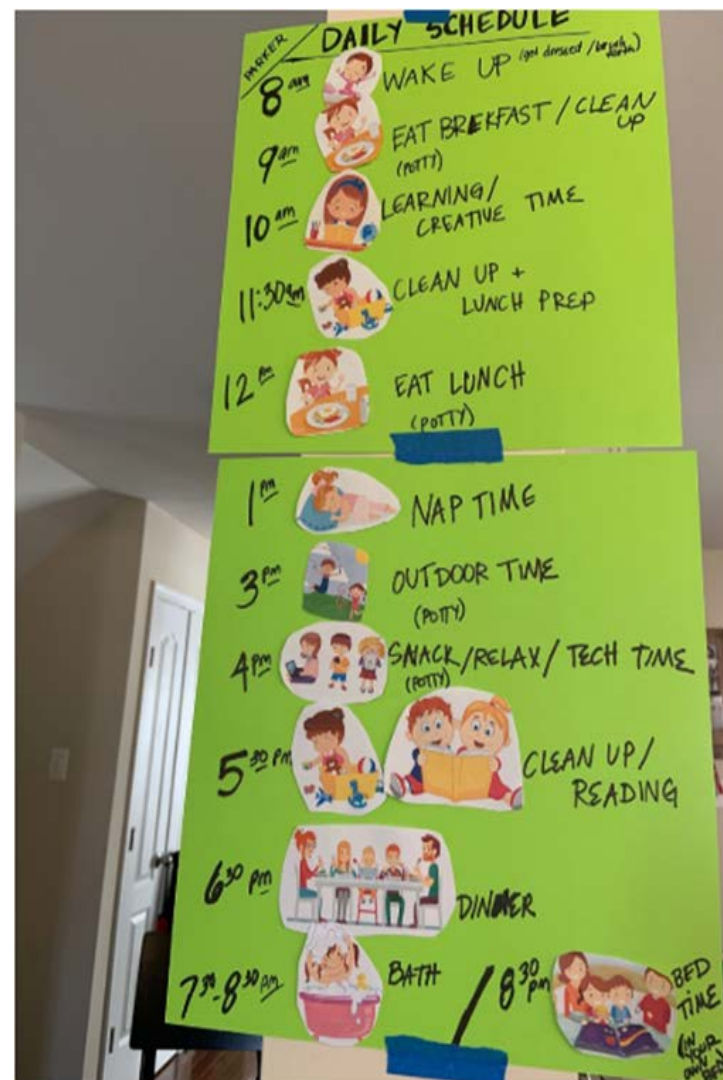
Mental Health

- There are various resources to help us deal with the mental health issues around the Coronavirus and working from home.
 - [Mental Health during outbreak](#)
 - [Managing stress and anxiety during outbreak](#)
 - [Mental health and wellbeing audio guides](#)
 - [NHS Self Help Apps for your phone](#)
 - [Employee Assistance Programme](#) or contact your Mental Health First Aider.



Working at home when your children are there

- Create a schedule for you and your kids. Let them know when mum/dad or carer are going to spend time with them.
- Set expectations about when they can interrupt you ... and when they can't. Perhaps they could make signs for you ... come in ... don't come in!
- Don't worry that you have to entertain them all the time – switch on the TV – make the most of all those channels you pay for! This won't be for ever – they won't come to any harm.
- Communicate with your colleagues. It's OK to be transparent about the fact that you're also juggling the needs of your kids - E.g. if you're on a Teams call, it's OK to sometimes say, "Just to warn you, I might have a kid walk into this room, and I will handle it and get right back to you."
- Let your team know if you need a break or extra support. Offer support to other members of the team who may need a break. We are all in this together.



End your day with a routine

- Just as you should start your day with a routine, create a habit that signals the close of the workday.
- Perhaps, send your team a WhatsApp message to say you are signing off.
- Perhaps let them know on Teams. Tell them about something that you feel you have achieved during the day ... even if it is having kept the kids quiet for a while. Whatever you choose, do it consistently to mark the end of working hours and the start of your evening ...





**AND MOST IMPORTANTLY... REMEMBER
WHY WE ARE DOING THIS!**

Further NHS England and Improvement guidance

Health and Safety
Employee Assistance Programme
Mental Health Support
Stress Management
Financial wellbeing
Health Risk Assessment