

Procedures for Self-Quarantine & Working From Home



Home Office & Video Conferencing

Location

- Take video calls away from others to minimize interruptions
- Set up in a room with a door that shuts to avoid foot traffic



Ergonomics & equipment

- Invest in quality desk and chair
- Use noise cancelling headphones, a microphone, and a laptop stand
- Practice correct sitting posture



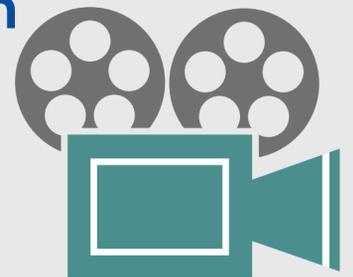
Lighting

- Face a spot with natural light
- Avoid overhead lamps or lighting behind you
- If outdoors, avoid direct sunlight



Camera position

Position your webcam or laptop camera at eye-level so it's not too low or too high



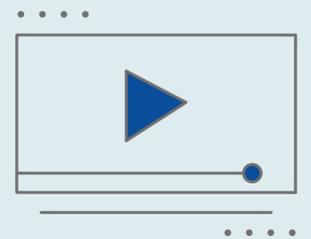
Designate your work space

- Separate from the rest of your home activities
- Decorate with photos & plants to make it aesthetically pleasing



Be aware of your background

- Ensure your background is free of distractions and objects
- Sit in front of a wall, or utilize the virtual background feature provided by the video service



Procedures for Self-Quarantine & Working From Home



Productivity & Mental Health

Concentration strategies

- Background music/white noise
- Light a candle
- Dress casual but not too comfy
- Stretch out of your seat periodically
- Wear blue-light glasses
- Avoid too much caffeine



Avoid distractions

- Close your door
- Use a Do Not Disturb sign
- Set phone on silent
- Calendar reminders for "break" times



One task at a time

Focus on completing one priority task, then move on to the next to maintain efficiency



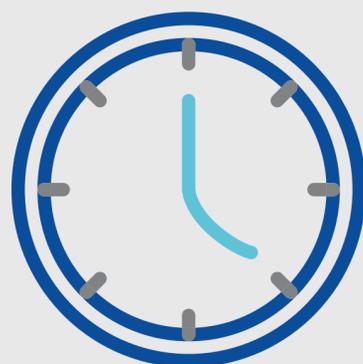
Create a morning routine

Act as though you're "going to work". Some routine suggestions include making your bed, shower, coffee, and wearing normal work clothes



Set a schedule

- Plan out your work day
- Time block for to-dos, meetings, and breaks



Stay physically & mentally healthy

- Focus on the positives and things that matter to you
- Do activities you enjoy and are good at
- Exercise at home
- Eat and sleep well



Connect with others

- Call, text, and video chat daily with family, friends, and colleagues
- Share how you feel, but also listen to how they're feeling

