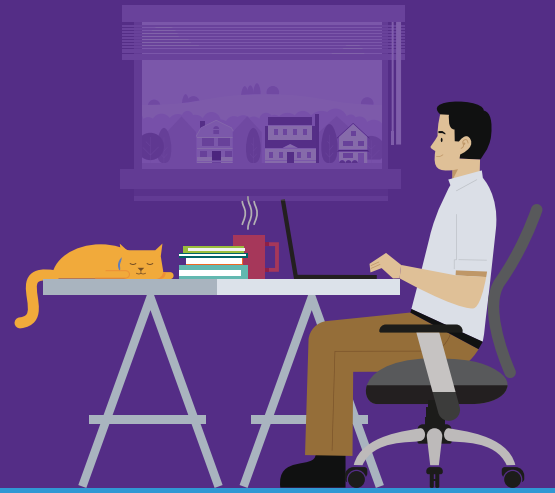


# Teleworking

## Guidelines for Working from Home

Whether you're new to working from home, or have lots of experience, CTrides has some steps you can take to make teleworking more productive, enjoyable, and successful. Take a look at our guidelines and discover the very best practices of working from home.



### Workplace Location

- Dedicated during working hours
- Free of disruptions  
*ex: Separate room, bedroom corner or repurposed closet*
- Adequate lighting
- Good ventilation



### Set-up

- Internet accessible
- Access to power source
- Desk or adequate workspace
- Organize your workspace with some room for office accessories



### Ergonomics

- Chair – Adjust to desk height; good lower back support; feet flat on floor
- Monitor – 18-24 inches away from face; eye level with top or just below top of monitor; free of glare
- Keyboard – positioned to keep wrists flat; shoulders relaxed; elbow at 90 degrees
- Mouse – place close to keyboard; allow for occasional use of arm or wrist rest

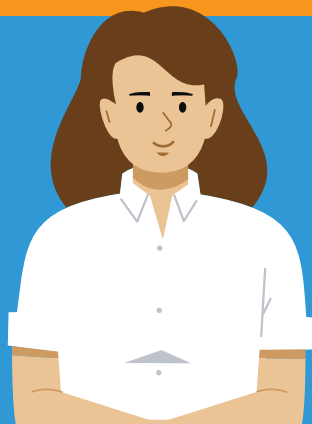
### Safety

- Check for electrical hazards, e.g., overloaded circuits or exposed wires
- Slip and Fall – avoid tripping hazards near workspace by securing cords and removing clutter
- Health Hazards
  - Eye Strain – caused by improper lighting, glare, poor monitor positioning, not taking breaks, etc.
  - Muscle Strain – take regular rest breaks, e.g., a few minutes every hour
  - Back Strain – make sure ergonomics followed for good back support



### General

- Have a morning ritual
- Get dressed but not dressed up
- Eat lunch away from your desk
- Stay away from news and radio while working
- Take regular short breaks away from desk, e.g., 5 minute break every 60 or 90 minutes of desk work
- Have an end of day ritual



### Having trouble logging off at the end of the day?

Try scheduling a socially-distanced walk at the end of the day, during your normal commute time.

