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Teleworking

Guidelines for Working from Home

Whether you're new to working from home, or have lots of experience, CT*rides* 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 res

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.



