



TIPS FOR STAYING HEALTHY WHILE WORKING FROM HOME

- Try to maintain a similar routine as you did before to help you be physically and mentally prepared for your day, such as wake up around the same time each day, have a shower, get dressed, eat breakfast, etc.
- Practice self-care:
 - make sure you get a proper sleep each night ([see sleep hygiene tips](#))
 - eat balanced meals and snacks throughout the day
 - stay hydrated by drinking plenty of water
 - take work breaks and use this time to stretch or go for a brisk walk – remembering to keep a safe physical distance from others (people in self-isolation who are experiencing symptoms of COVID-19 should stay indoors)
- Have a dedicated workspace, if possible, that minimizes distractions and helps create boundaries between your work and home life. If doable, work in an area with lots of natural sunlight.
- Set regular work hours and build in time for breaks and self-care between different tasks. Resist the temptation to keep working beyond your established work schedule.
- Stay socially connected by checking in regularly with your manager and coworkers. Share successes and challenges using video chat platforms or even a phone call to hear a friendly voice. Try to be positive and supportive of one another.
- Be realistic with yourself about what you can manage in a day. Make a plan or to-do list to help you stay on track and help you feel productive when you accomplish tasks.
- If you have children at home, some helpful strategies could include:
 - Schedule blocks of time for when you are working and when you are engaging with your kids. When it's kid time, be in the moment and put your laptop and phone away.
 - Talk with your kids about what types of interruptions are okay.
 - Take advantage of the time when kids may be asleep.
 - Take turns looking after the kids if you have a partner.
- Talk to your manager, someone else that you trust and/or a mental health professional if you are feeling exhausted, overly stressed, or experiencing symptoms of a stress disorder (fatigue, fear, withdrawal, etc.). Take advantage of your company's EFAP services if they are offered. Other mental health resources can be found at SuperiorMentalWellness@Work.com.
- Last, but not least, remember to practice important infection prevention and control! Proper handwashing, cough etiquette, environmental cleaning, physical distancing, and self-monitoring are all critical ways that you can help stop the spread of illness. Visit tbdhu.com/stopgerms# for a full list of helpful measures.