

Tips for working from home



The Pacific Blue Cross Work & Wellness continuum of care includes a “healthy at work” phase — which applies even if the work environment shifts to one’s home.

Our philosophy is this: Providing healthy employees with access to supports and resources to help them stay healthy encourages them to create and maintain these habits no matter where they work. This should reduce or prevent illnesses that may lead to a drop in productivity or an absence related to a disability.

We’ve compiled some healthy “work from home” tips for you and your employees.

Routine



Support a normal working day by creating a routine similar to the one you had when you commuted to work, including a regular wake-up time.



Go through the normal preparations. Make a good breakfast and change into work-related attire (try not to stay in your pajamas all day).



Schedule regular breaks and lunches. When taking a break, leave your working area and take a walk (physically distancing of course), read, or catch up with your colleagues or friends via video chat.



End your day on time. When working from home, we can easily work well beyond our normal day. If you do not have a dedicated workspace in your home, be sure to close up your laptop, remove it from the area you were working in, and shift to an end-of-day mind set. Take a deep breath and enjoy your evening.

Dedicated work space



Ideally, it’s preferred that you have a dedicated work space within your home that isn’t generally used often, like a spare bedroom, office, or an isolated area in your home.



If this isn’t possible, select area that doesn’t see a lot of walking traffic and has surfaces that are conducive to setting up writing and computer equipment. If possible, don’t use your bedroom. Most experts agree that using your bedroom for work purposes should only be used as a last resort.



If the space that is being used for work is also used for other activities in your home, it's important to set up and take down work equipment each day to create the separation of work and home.



Like our regular office spaces, natural light is key to our workspaces. Often we use lamps to help lighten up office spaces during winter, as dark spaces create a feeling of tiredness and even contribute to symptoms of depression. Setting up your workspace in a naturally lit area will help contribute to an elevated mood and will aid in maintaining a good level of productivity.

Healthy dietary habits



Not unlike being in your regular workplace, it's important to maintain healthy eating habits. Try to eat healthy snacks periodically throughout the day, eat a healthy lunch consisting, in part, of vegetables and fruits, and always keep hydrated!



It's easy to snack on sweet and salty treats at home. While rewarding ourselves is generally a good idea, in times where physical activity is limited, save these treats for another time.

Managing your mental health and wellness



It's easy to feel isolated and on an island by yourself in these unique times. Ironically, you're not alone. It's important to acknowledge that it is NOT business as usual and that you need to maintain social connections now more than ever.



You should remain active and engaged with your friends and colleagues via text group chats, conference calls, and video conferences. These mediums are important, not only for you but to ensure that your friends and colleagues are doing well too.



We're here to help

Pacific Blue Cross has developed an online resource to help you and your family stay safe, healthy, and informed. It will be updated regularly. Please visit pac.blucross.ca/covid19

For employer obligations and direction, please visit <https://www.worksafefbc.com/en/about-us/covid-19-updates/health-and-safety/what-employers-should-do>