

## Coronavirus: Working from Home - Guidance and Wellbeing.

**Many of us are now working from home and maintaining your wellbeing and working as efficiently as possible is essential. We continue to follow the government and industry guidelines closely and would recommend the following in order to help you maintain the above.**

- ❖ Structure your day as you would normally to allow you maintain a routine. Get up and dressed in plenty of time, have breakfast. Start at the time you would if working in the office.
- ❖ Create a distinct working area. Make sure everything is accessible, and that the seating and desk are comfortable. Everyone will need to complete a work-station assessment for home working. If you haven't already undertaken the iHasco DSE on line programme, please drop Julie Lawrenson an email and she will add this to your learning portal. If this highlights an issue, please consult further with your line managers. Reasonable requests for items to help you work more comfortably will be considered. Please also follow this useful link <https://youtu.be/ZLwIP8cBaWA> on Home working laptop ergonomics: Basic tips
- ❖ You may wish to have the radio on quietly in the background, as dead quiet can actually be as distracting as noise (if that is not what you are used to). This may not work for all but is worth considering.
- ❖ Motivate yourself by having a list of what you wish to achieve each day and prioritise these tasks. Keep the daily list short and manageable
- ❖ Contact colleagues as you would do normally if you need support. Use the full range of communication options to do this.
- ❖ Take regular breaks, get up from your workstation and stretch.
- ❖ Schedule a regular lunch break, switch off your computer and do something else for half an hour.
- ❖ Personal mobile phones can cause a distraction so consider leaving them somewhere else in the house, or switching them to mute while you are working.
- ❖ Call / Skype colleagues, use WhatsApp etc as a means of communication, use conference calls and videoconferencing. Stay in touch and engage with colleagues regularly.

**Current government guidance suggests that the impacts of the Corona virus pandemic are likely to persist for months rather than a few weeks. Therefore, it is essential that everyone understands that we have a collective responsibility to embrace the need for home working, find positivity in the approach and as far as practicable work as normal. Remember that clients will also be needing to adjust the way they work. Everyone will need to be alert to this and modify the way we interact with clients accordingly.**

**Don't forget to you can visit the Bell webpage [www.bellgroup.co.uk/togetherbell](http://www.bellgroup.co.uk/togetherbell) which is updated daily with all kinds of information including current guidance and advice from the government.**

**For further support you can contact  
Bell helpdesk at [coronavirus@bellgroup.co.uk](mailto:coronavirus@bellgroup.co.uk)**