

# HUB

Advocacy. Tailored Insurance Solutions. Peace of Mind

# Work From Home Strategies

Monday, December 7<sup>th</sup> 2020

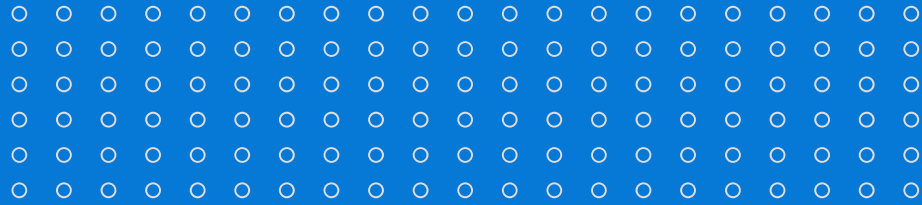


# Agenda

- 1 | “New” Work Environment
- 2 | Ergonomic Principles
- 3 | Work-at-Home Strategies
- 4 | Maintaining Productivity



# 1



## “New” Work Environment

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# Key Workplace Changes for COVID-19

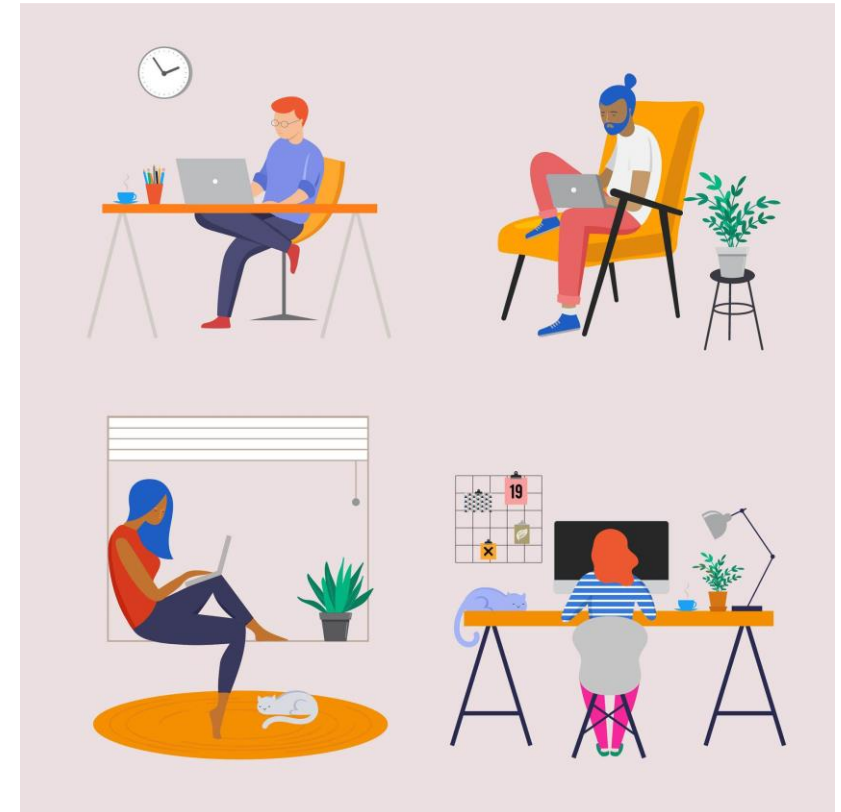


- The pandemic has drastically changed how work is performed for everyone:
  - Workplace Re-design
  - Where Work is Being Done
  - Staggered Work Hours
  - Working From Home
  - New Safety Measures
    - Additional PPE
    - Signage & Barriers
    - Workspace Physical Distancing



# Why Are You More Productive?

- Less Time Commuting
- Better Time Management with Family Demands
- Control of your Own Schedule
- More Focused/Less Distractions/Quieter
- Improved Work Life Balance
- Increased Feeling of Responsibility
- Less Distractions from Co-workers
- More Relaxing Environment

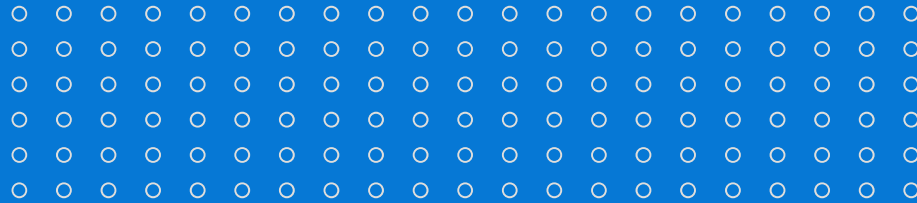


# Why Are You Less Productive at Home?

- Childcare (Home-Schooling/Young children)
- Longer Workdays
- Too many Zoom Meetings
- Technological Issues
- Distracted & No Social Interaction
- Uncertainty
- Stress & Anxiety
- Extended Family Concerns
- Blurring Lines Between Work & Family Life



# 2



## Ergonomics Principles

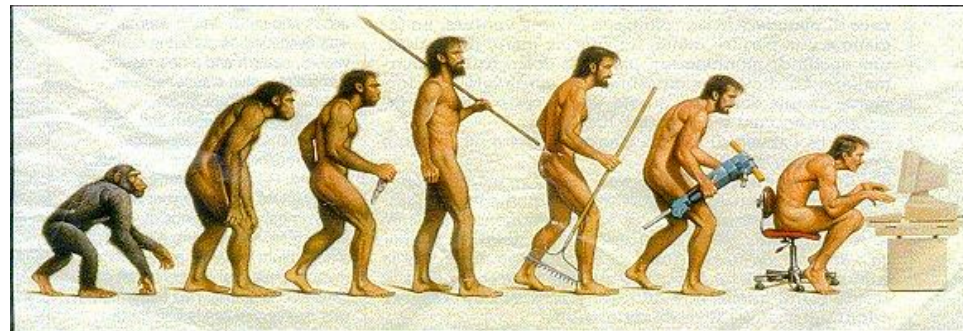
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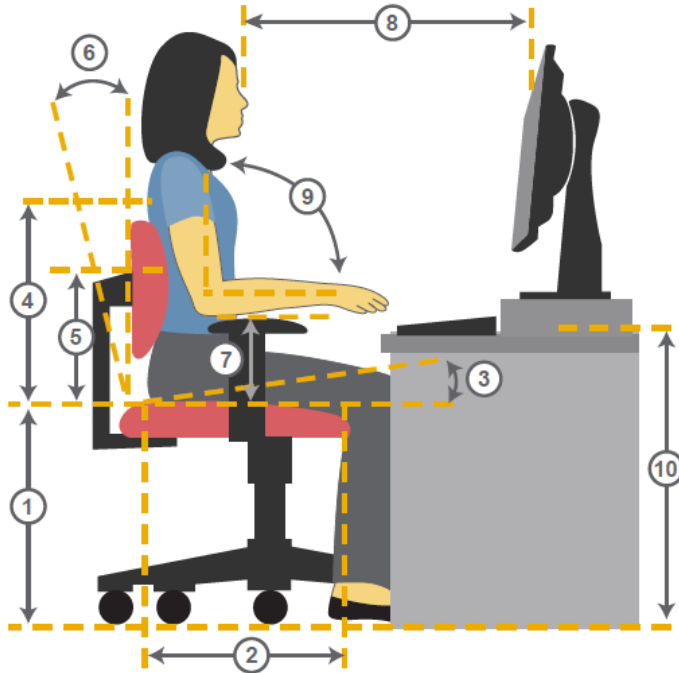
# What is Ergonomics?

- Design the job and the tools to fit the worker, not the worker to the job and tools.
  - Improved safety and quality of life
  - Increased comfort
  - Reduce stress and fatigue
  - Enhance performance
  - Increased job satisfaction
  - Reduce musculoskeletal disorders
    - Sprains, strains, inflammation
    - Pain, swelling, stiffness or numbness





# Neutral Posture

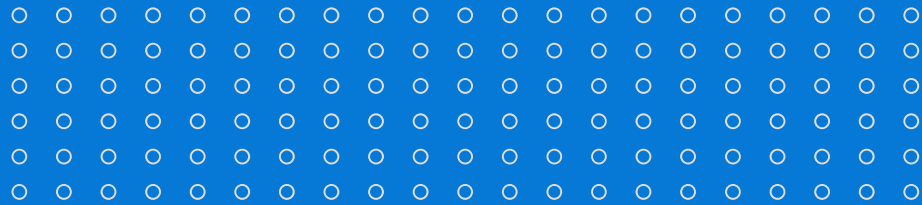


**Figure 1.**  
Seating and Viewing Considerations

- Reduces strain on the muscles, tendons and skeletal system
- Places the body in a position of greatest strength for less fatigue
- Minimal pressure on muscles and tendons

Maintain Neutral Posture  
&  
Movement.

# 3



## Work-at-Home Strategies

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# The Reality of Work-At-Home Strategies





# At-Home Environment & Routine



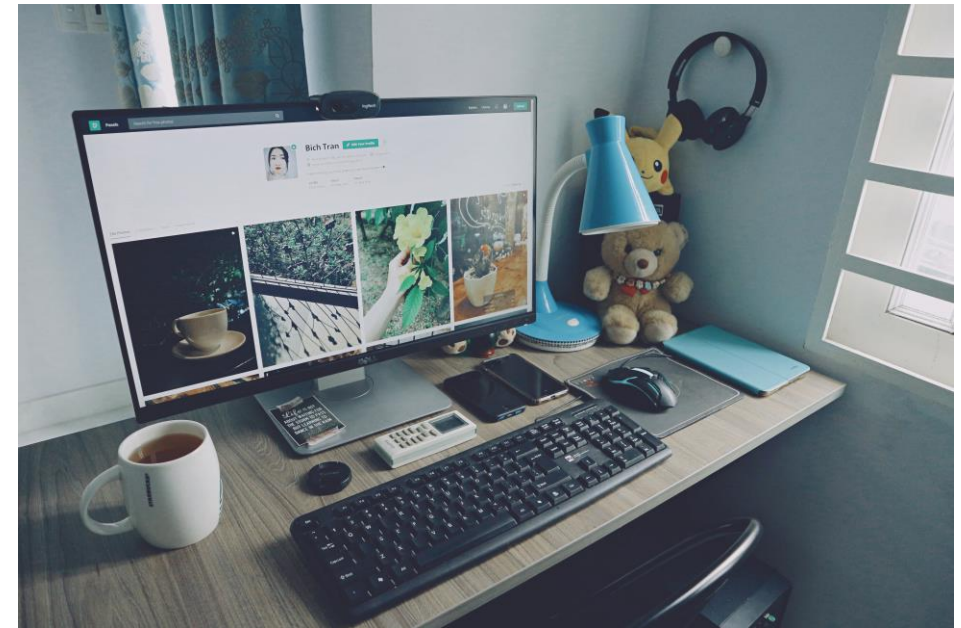
- Find a quiet and bright place to work
- An area where distractions can be minimized
- Try to maintain regular start/end times, lunch and breaks
- Increase use of communication software and platforms
- Maintain regular contact with managers and colleagues
- Dress the workday with success!



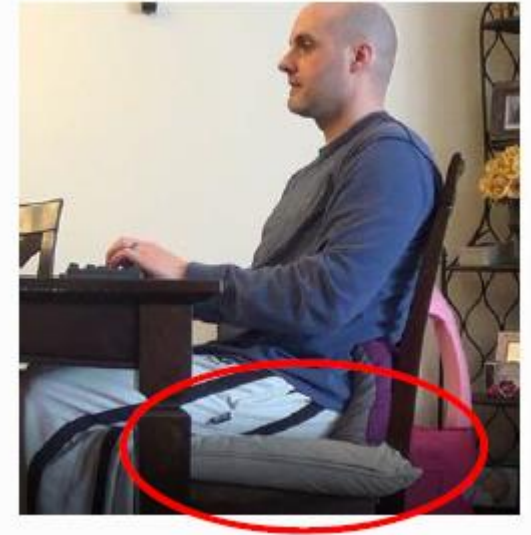
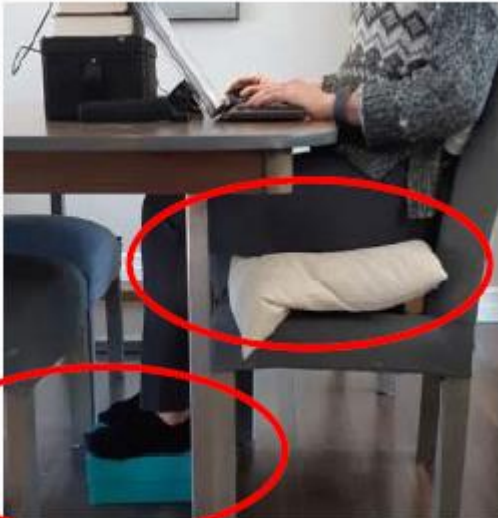
# At-Home Workstation Set-up



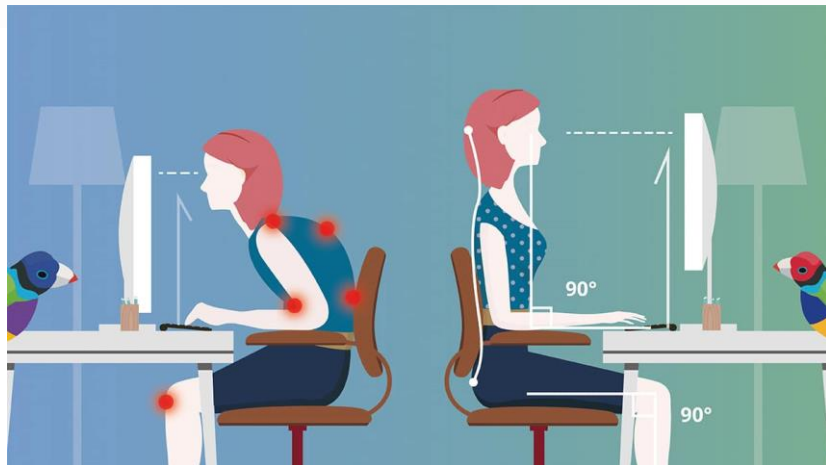
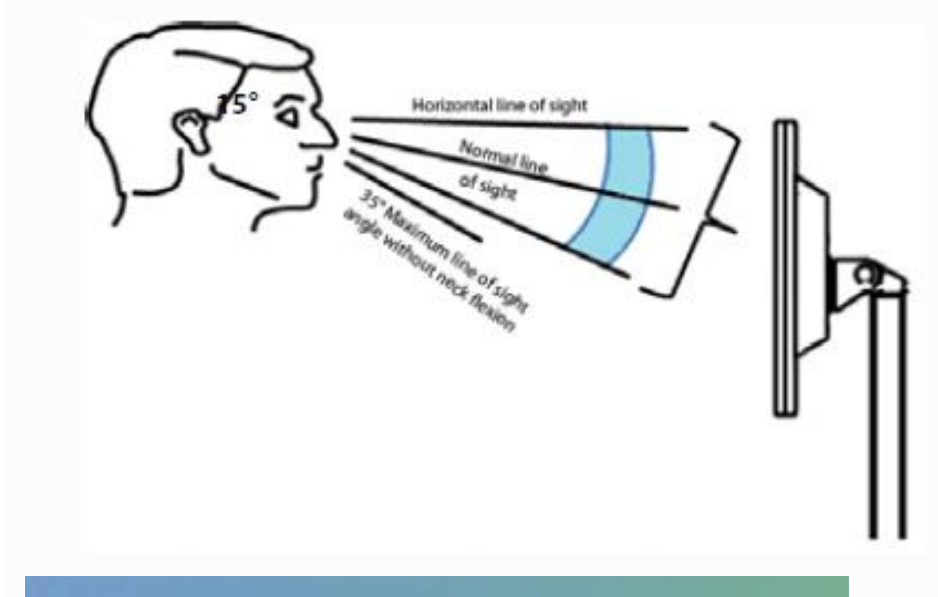
- Keyboard & Mouse
  - Should be positioned at elbow height
- Computer Monitor or Laptop Monitor
  - Aligned at eye level (sitting or standing)
  - Placed an arm's length away from you
- Feet & Legs
  - Should be supported
  - Place workstation at arm's length away



# Work At-Home Strategies







- Monitor Height = Eye Level
- Top of Screen at Eye Level
- Distance – At Arm's Length
- Location of Accessories
  - Keyboard lined up with monitor
  - Phone, Mouse, Docking Station
- Using Multiple Screens
  - Main Screen, Sit Between, Raise Laptop

## Keyboard - side view



This view from the side shows how your wrist should be aligned with your hand.



- Elbow Height = Desk Height
- Within Arm's Reach
- Minimize pressure or contact on the desk/table surface
- Neutral position of hands and wrists

## Mouse - side view



This side view shows how your wrist should line up with your hand.

## Mouse - aerial view



This view from the top shows how your wrist should be aligned with your hand.



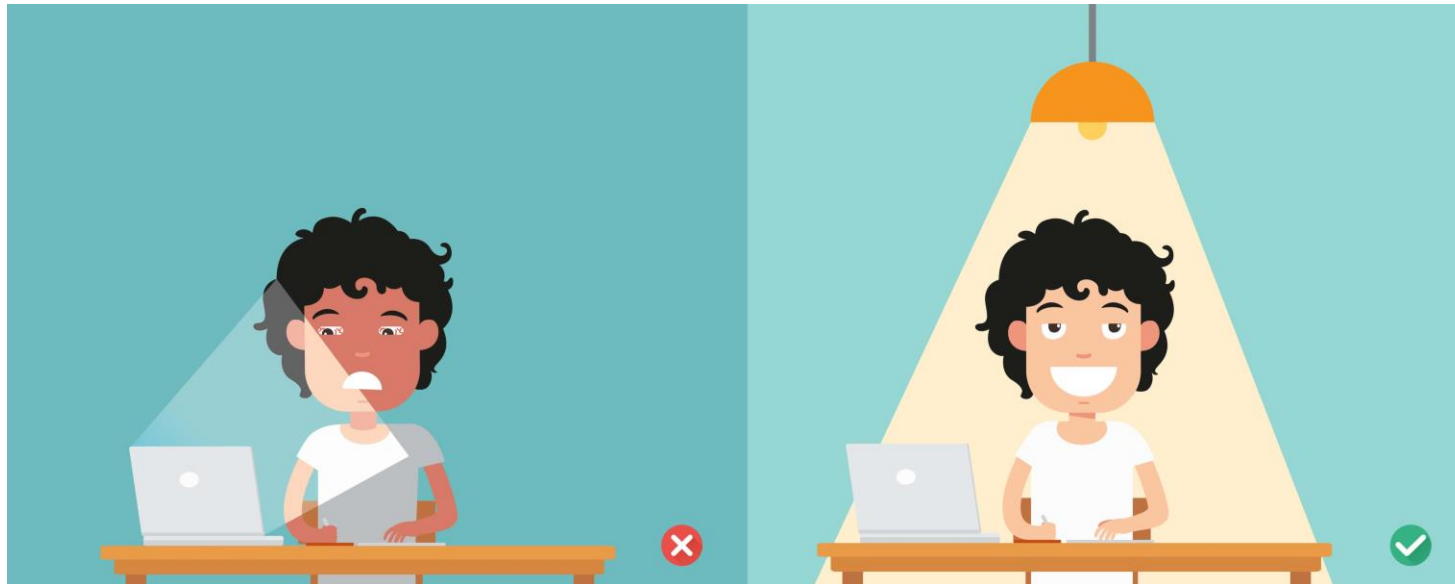
# Screen Time Management

- Screen Controls - Brightness & Contrast
- Size & *type* of Font
- Rest eyes: 20-20-20 rule
- Improve Work Habits
- Stand up on Calls & Meetings
- Turn off Monitors Not in Use



# Lighting

- Angle of Screen
- Perpendicular to the Window/Sunlight
- No Direct Light
- Clean Screen
- Desk Lamp/Additional Light
- Adjust Lighting for Options



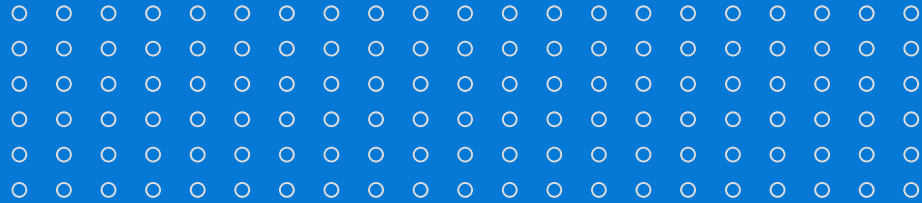
# Employee Prevention Strategies

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- Interrupt periods of static posture and repetitive motion
  - Introduce recovery time periods
  - 5 Minutes per Hour
  - Incorporate task variety throughout workday
  - Micro-movements
- Get Active – Walks, Stand-up and Lunch Break
- Get Enough Sleep
- Healthy Eating & Drinking Habits
- Create a Routine – Stick to it!
- De-Stress – Meditation, Breathing Exercises, Stretching, Fresh Air

# 4



## Maintaining Productivity

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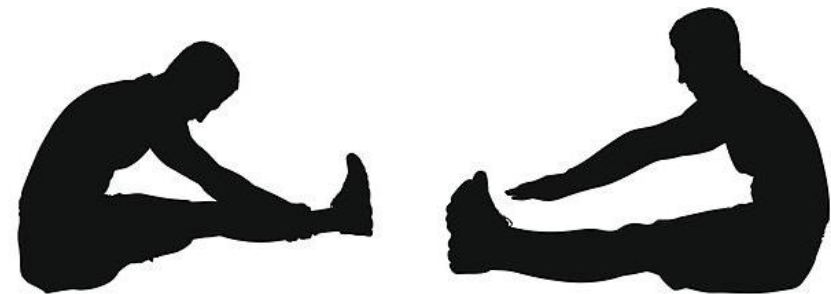
# Changes to the “Everyday” Workday Workforce



- Physical Deconditioning
  - Changes to the body as a result of NO physical activity
  - No commuting or walking around in an office setting
  - Reduced range of motion and physical movement

# 5 Stretching Benefits

1. Greater Strength
2. More Flexibility
3. Good for Circulation
4. Reduced Stress
5. Increased Range of Motion



# Why We Stretch

- Stretching keeps the muscles flexible, strong, and healthy.
- We need flexibility to maintain a range of motion in the joints. Without it, the muscles shorten and become tight.
- If your muscles are tight, when you call on them for activity, they are weak and unable to extend all the way.



## Office Ergonomics Stretch and Flex Program

Stretching can be beneficial in reducing the potential for injury at work. It improves flexibility, enhances your range of motion and increases the blood flow to muscles. Additional benefits are better balance, improved coordination and the promotion of proper posture. Flexible muscles can improve your daily work tasks such as lifting and bending. Frequent stretching keeps your muscles from getting tight, allowing you to maintain proper posture and minimize aches and pains. Stretching can also reduce stress by relaxing tense muscles. Stretching periodically throughout the day and before performing work tasks will help you focus on working safely.

### Stretching Guidelines

- Stretch only to the point of mild tension, never to the point of pain.
- Breathe comfortably and never hold your breath during the stretch.
- Hold each stretch for approximately 10 seconds.
- Always follow any instructions from your medical care provider.
- Stay within your comfort range.
- You can expect to feel some tension when stretching but STOP if you feel any pain.
- Maintain proper posture while stretching:
  - Move slowly and support your body.
  - Stand with feet hip-width apart.
  - Keep knees slightly bent.
  - Keep shoulders relaxed.

### Basics of Stretching

- Focus on the major muscle groups: chest, back, quadriceps, hamstrings, shoulders, calves, neck and forearm.
- Stretch muscles and joints that you specifically use during the workday.
- If you have a chronic condition or an injury, you may need to alter the stretching routine.
- If you have a strained muscle or a medical condition, stretching may cause further harm. Discuss the best way to stretch with your medical provider.

Neck	 <p>Tilt head to one side toward your shoulder. Hold for 15 seconds. Repeat 3x on each side.</p>	 <p>Turn head to one side until chin is parallel to shoulder. Hold for 3 seconds. Repeat on other side. Turn head to one side until chin is parallel to shoulder. Hold for 3 seconds. Repeat on other side.</p>	 <p>Pull chin to chest then chin to the ceiling. Repeat 3x.</p>
Shoulders	 <p>Lace fingers together. Turn palms facing out. Straighten arms. Hold for 15 seconds.</p>	 <p>Reach behind head and place hand on back. Hold elbow until you feel a stretch. Hold for 15 seconds. Repeat on other side.</p>	 <p>Bring arm across chest. Hold with opposite arm. Hold for 15 seconds. Repeat on other side.</p>
Back	 <p>Lift arm overhead and bend sideways at the waist. Hold for 10 seconds and repeat on other side.</p>	 <p>While seated, cross right leg, put left hand on right leg, and twist facing right wall. Hold for 15 seconds. Switch to left side.</p>	 <p>While seated, bend at the waist and touch toes. Hold for 10 second. Repeat.</p>
Legs	 <p>While seated, lift one knee toward your body and lace fingers around knee. Hold for 15 seconds and repeat on other side.</p>	 <p>Place one leg on the seat of a chair. Bend at the waist and reach for toes. Hold for 15 seconds. Repeat on other leg.</p>	 <p>Stand with feet hip width apart. Reach back and grab right foot. Keep leg in line with hip. Hold for 15 seconds. Repeat on opposite side.</p>

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# Future Educational Webinars – Next Steps

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- At-Home Teaching Environment Practices – Staff & Teachers
- Education & Learning At-Home – Parents & Students
  - Best Practices: Set-up, Breaks, Healthy Activities etc.
  - Integrated Teaching Practices: Work-at-Home Strategies for Teachers



# Questions, Answers and Feedback

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# Thank you.

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