



# COVID-19

## Coronavirus health alert

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# Important Tips For Anyone Who's Working From Home During The COVID-19 Pandemic

*ASCOT Consulting is the trusted partner to prominent organizations assisting them with their most challenging and valuable asset:*

***Their People***

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1. First, get changed out of your pajamas every morning. It'll help get you in the right mood for work and allow you to take video calls on the fly.
2. Keep a Dedicated Office Space. In an ideal world, remote employees would have not only a dedicated office, but also two computers, one for work and one for personal use. However, not everyone has a separate office in their home and keeping two machines isn't always realistic. Instead, dedicate a desk for work use. For example, when your laptop is hooked up to the monitor and external keyboard, it's work time. When it's on your lap, that's personal time. You may want to go as far as partitioning your hard drive and creating a separate user account for work.
3. Your physical wellbeing is equally important with your psychological. If you do not have an anatomic chair be cautious about body posture.
4. Try to keep your bedroom only for sleeping and relaxing where work is banned. It'll help make the work-life divide a little clearer.
5. Wake up more than five minutes before your workday starts. You need time to prepare for the day, both mentally and physically.
6. Try wearing shoes, it is important to feel as active as possible. It might seem silly but shoes help!
7. Listen to music or put the TV on quietly, since working from home can sometimes be a little too quiet, which makes it difficult to focus.

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8. Overworking can be a real issue, so clearly define what hours you will be working and stick to it.

9. Take Breaks. Don't short-change yourself during breaks, especially your lunch hour. You can use an app, such as TimeOut for Mac and Smart Break for Windows, to lock yourself out of your computer for 60 minutes. Or you can just launch a simple clock or timer on the screen when you take a break. If you return to your desk after only 40 minutes, walk away for another 20. Frequent breaks will help you from burning out.

10. Bear in mind that studies have shown that your productivity is greater while you are at home than in the office. In the office you are usually interrupted by colleagues. It has been shown that while working from home we are feeling that we are not productive and we usually working longer hours without breaks. DON'T!

11. Have lunch breaks where you don't look at anything work-related.

12. Be sure to socialize after work, even if it's just a video call, to keep the loneliness at bay.

13. Don't do household work randomly throughout the day, since it can get distracting. Instead, schedule a specific time for them.

14. Communicate to people you live with that you're working, like if you have a video call with your coworkers and need everyone to be quiet.

15. Use headphones and mute your microphone during conference calls (unless you're speaking) to minimize the amount of audio feedback and times that random sounds interrupt the conversation.

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16. Be in regular contact with your team, in part to make sure that you're actually ~working~ from home.

17. Go outside if permitted! Even if it's just a quick walk around your block, the fresh air will do wonders. Unfortunately, the situation with the COVID-19 does not allow us to go for walks and interact with friends, BUT even to go on our balcony and to the garden of our building for some time for some fresh air and sun can be extremely soothing for our psychology. IMPORTANT NOTICE: Stay up-to-date with the latest health instructions of your region and country!!

18. Working remotely requires you to overcommunicate. Tell everyone who needs to know about your schedule and availability often. When you finish a project or important task, say so. Overcommunicating doesn't necessarily mean you have to write a five-paragraph essay to explain your every move, but it does mean repeating yourself. Joke about how you must have mentioned your upcoming vacation six times already, then mention it again.

19. Be Positive. You should know that the less time you spend with people face-to-face, the less they know how to interpret your tone in written documents. When you work remotely full-time, you must be positive, to the point where it may feel like you're being overly positive. When appropriate use emojis. Find your favourite emoji :D. You're going to need them.

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20. **Socialize With Colleagues.** Loneliness, disconnect and isolation are common problems in remote work life, especially for extroverts. Companies with a remote work culture usually offer ways to socialize. For example, they might have chat channels where remote employees can talk about common interests, meetups for people in the same region, and in-person retreats. It's important to figure out how much interaction you need to feel connected and included. Even if you're highly introverted and don't like socialising, give a few interactive experiences a try so that you're familiar with them if you ever decide you want them. If you're not at a company with a strong remote culture, you may need to be more proactive about nurturing relationships.

21. **Finally, stay active,** there are plenty of effective workouts you can do at home, or just walk around while you are on a telephone call.

22. **End Your Day With a Routine** that calms and is pleasurable to you. Just as you should start your day with a routine, create a habit that signals the close of the workday. It can be something simple like shutting down your computer and turning on a favourite podcast will do. Whatever you choose, do it consistently to mark the end of working hours.

## **Remember:**

These are challenging and very peculiar times. Our way of life has changed significantly and unfortunately we can only hope that it will not be for long. The truth is that we do not know for how long though. The most important is to stay safe and productive.

*Safe* for us and our loved ones.

*Productive* in order to have a purpose and to maintain some concepts of our everyday life.

Always have in mind that in these difficult times you are NOT alone. To people who are living alone, please always have in mind that you have friends, colleagues and an organisation that cares for you.

Even if they are not physically close to you due to current the restrictions, you are a team that supports and cares about its members. Speak with your friends via social media or via any of the vast variety of communication applications that are widely available.

This is after all the foundation of our society, to care and support its members with any way possible.

These are difficult times but at the end we will prevail



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is the trusted partner  
to prominent organizations;  
provides the necessary tools and  
services in order to ensure long-term  
employee retention, sustainability and safety.

# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Clean and disinfect frequently touched objects and surfaces.



Avoid touching your eyes, nose, and mouth.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.

