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| SAFETY  TIP OF THE MONTH | physical wellness ideas  * Ensure your home workstation is set up ergonomically ask your HR team for assistance * Incorporate ergonomic training into your daily schedule, e.g. head rolls, wrist rolls, finger extensions, hand grips, exercise ball * Go outside every day for fresh air and sunlight * Eat healthy foods and snacks such as fruits, nuts and vegetables * Drink lots of water (set a reminder if necessary) * Stand up and move around frequently, e.g. during calls, during breaks * Set exercise goals and consider new routines, like stretching, yoga, walking and biking * Learn something new, e.g. cooking, language, coding, industry designation. Explore websites like: MasterClass.com, Lynda.com * Maintain regular sleep schedules, targeting 7 – 8 hours a night * Maintain or create a schedule for children. Engage in new family learning lessons, e.g. STEM exercises and experiments * Ensure family understands and respects your workspace |
| **Work Frome home WEllness**  Never before have workers telecommuted on such a large scale. Millions of people are trying to work from home — if possible and it is important that this new WFH workforce is adequately prepared. Here are a few tips and wellness ideas to help optimize your WFH career.  **Work From Home Tips:**   1. Get your Tech in order (e.g. workstation equipment, including webcam and apps such Zoom, Google Hangouts, Microsoft Teams, Slack 2. Ensure your internet bandwidth is sufficient 3. Create a schedule for kids 4. Communicate and manage expectations to family and colleagues 5. Stay connected   **Emotional work from home wellness ideas, include**   * Take breaks throughout the day * Utilize free meditation and yoga apps |
| Use your normal commuting time to prepare healthy foods, pre-work walk, read a new book or learn something new. To prevent isolation anxiety, stay connected with colleagues, customers and friends using video calls. | home office wellness ideas  * Create a space dedicated for work only and that has some privacy * De-clutter your workspace * Use your normal commuting time to prepare healthy foods, pre-work walk, read a new book or learn something new * Incorporate normal going to the office morning routines. E.g. get up, get ready and dress appropriately for video calls * Take a lunch break * Keep regular work hours and office routines * Share work from home ideas and resources with colleagues to keep engaged |

*Training Attendance Form*

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| **Company Name:** |  | |
| **Date / Time:** |  |  |
| **Instructor:** |  | |
| **Training:** | **Work from home wellness** | |
| **Training**  **Objectives:** | * Review work from home tips * Review physical well-being tips * Review home office wellness ideas * Discuss resources available and healthy WFH strategies | |

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| **Print Name** | **Signature** |
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