In This Together

Keeping On Task at Home

## As you adjust to working remotely, we want to thank you for your efforts to take care of yourself and your family and reduce the risk of COVID-19 (coronavirus) exposure to others. You might be working from home for the first time or balancing your work with keeping your children busy while schools are closed. We know this is a challenging time.

# Tips for working from home:

* **Make sure your internet connection is secure** so you are protecting sensitive company information
* **Keep your morning routine** to set the tone for your day and put you in “work mode”
* **Have a separate work space** so you can disconnect and relax when your workday is over
* **Don’t forget to take breaks** to stretch your legs, rest your eyes or otherwise refresh yourself
* **Stay connected with your colleagues** through email, instant messaging, calls and/or video chats

# Setting up your home office:

* Your computer monitor should be an arm’s length away, with the top of the screen at eye level
* Your seat height should be so that, with feet flat on the floor, your knees are even with your hips
(use a foot rest if your feet don’t reach the floor)
* Place your keyboard and mouse where your elbows can stay close to your body and your forearms are parallel with the floor
* Sit straight, with your head directly over your shoulders and your arms supported

# Tips for keeping kids engaged:

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| Create predictability by sticking to a schedule* + Use pictures to make the tasks clear and fun
	+ Get your child involved and let them help make choices
	+ Make sure to add time for free play
	+ Don’t forget to include breaks to relax and recharge
 | **Take advantage of learning opportunities*** + Include time for academics in your daily schedule
	+ Keep a separate learning space for schoolwork
	+ Teach them new skills or hobbies, such as cooking, sewing or handiwork
 | **Set them up for success*** + Maintain regular nighttime and morning routines
	+ Use positive reinforcement to encourage good behavior
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