McLACHLAN THORPE PARTNERS

Guidelines for employees working from home during COVID-19 outbreak

MTP is committed to ensuring the health and safety of all of those in the workplace. To this end, these Guidelines set out MTP's expectations for all workplace employees who have chosen to or have been directed to work from home during the COVID-19 outbreak, especially during a mandatory government shutdown.

WORKSTATION AND EQUIPMENT

CHAIR 	➢ Ensure you have an appropriate chair. If the government orders a mandated shut down for a period of 2 weeks or more, you may need to take home an office chair from work, subject to the partners' approval. ➢ Make sure the chair is positioned to support your lumbar curve of the lower spine. ➢ Keep the seat height at a height to ensure your arms and forearms and hands for straight lines when resting on the keyboard. ➢ Keep your feet flat on the ground (or on a footrest if you have one), so that your knees are bent at right angles.
DESK 	➢ Make sure your desk is at a suitable height and size. ➢ Ensure you have sufficient space on your desk for the equipment required eg, computer, phone, printer, sufficient leg space under the desk.
KEYBOARD AND MOUSE 	➢ If you are using a laptop and are more comfortable using a stand alone keyboard and mouse, ensure you take home a keyboard and mouse from the office to attach to your laptop. ➢ Ensure that the keyboard is positioned directly in front of you and is flat (ie not using the risers) ➢ Ensure that your mouse is directly next to your keyboard so you are not reaching for it.

COMPUTER (PC OR LAPTOP) 	➢ The distance between you and the monitor should be approximately an arms length approximately 35 to 75 cms ➢ The top of your screen should be eyelevel. If you are using a laptop and it is not eyelevel, place a ream of paper or computer riser under the laptop to raise the height of the laptop.

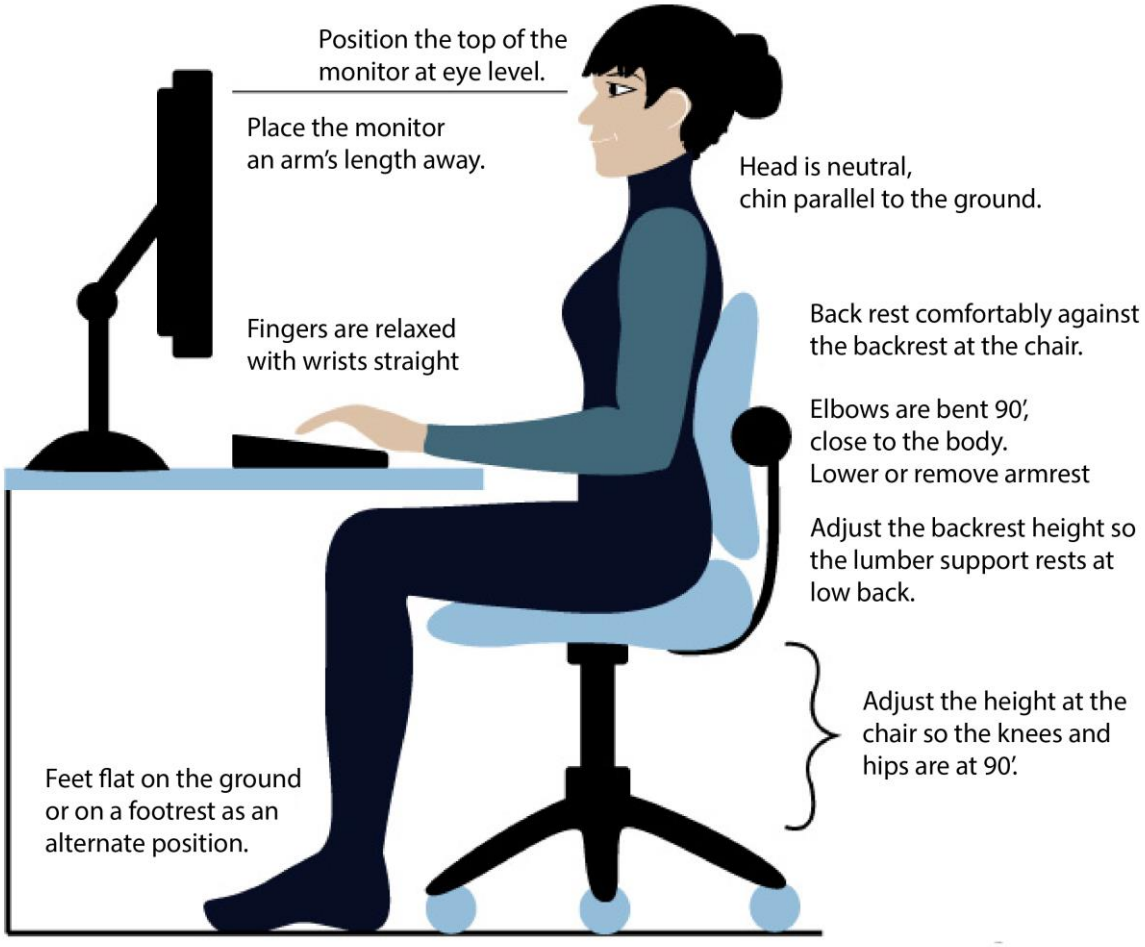
WORK PRACTICES, PHYISCAL ACTIVITY AND WELLBEING

BREAKS – COFFEE/LUNCH 	➢ Remember to take a meal break of not less than 30 minutes for every 5 hours worked. ➢ Take regular stretching breaks to reduce intense periods of repetitive movement (every 30 to 40 minutes) and stand up at least once every hour. ➢ Please see exercises **attached** to this document.
PHYSICAL WELLBENG 	➢ When typing ensure your wrists remain straight and are not supported by any surface. ➢ When using the phone ensure you use speaker phone or earphones. Do not cradle the phone between your ear and shoulder. ➢ Keep your workspace well ventilated and at an appropriate temperature ➢ Make sure that you have appropriate lighting in your home office.
HAZARDS AND SAFETY COMPLIANCE 	➢ Keep your workspace free of hazards and separate from other household hazards such as hot cooking surfaces in the kitchen. ➢ Keep walkways clear of clutter and trip hazards. ➢ Ensure your path to an exit is free from trip hazards such as power cords. ➢ Any incident or injury must be reported promptly to Susan/Yvette and an incident report must be completed.

CONFIDENTAIL INFORMATION 	➢ If you have taken confidential documents home with including client files and papers, ensure that you store them somewhere secure. ➢ All confidential documents and files must be brought back to the office, when the firm reopens.
COMMUNICATION 	➢ Make sure that you regularly check in with your supervisor and other members of your team. ➢ If you receive an email from your supervisor or other team members, **you are expected to acknowledge receipt of this email so that they know you are aware of it**. ➢ If you are feeling concerned about any aspect of working from home, speak with Susan/Yvette or your supervisor as soon as possible.

Maintaining a Neutral Posture

1. When sitting maintain an erect position of back and neck with shoulders relaxed.

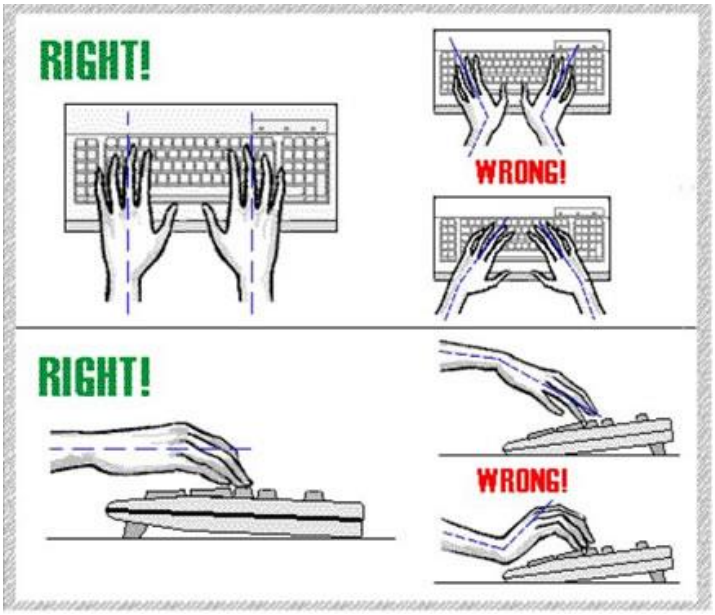


2. Position your equipment close at hand for example, place your mouse close to you to ensure that you do not have to over reach for it.

3. Keep your upper arms close to your body with your elbows at 90-120 degrees (see above diagram).

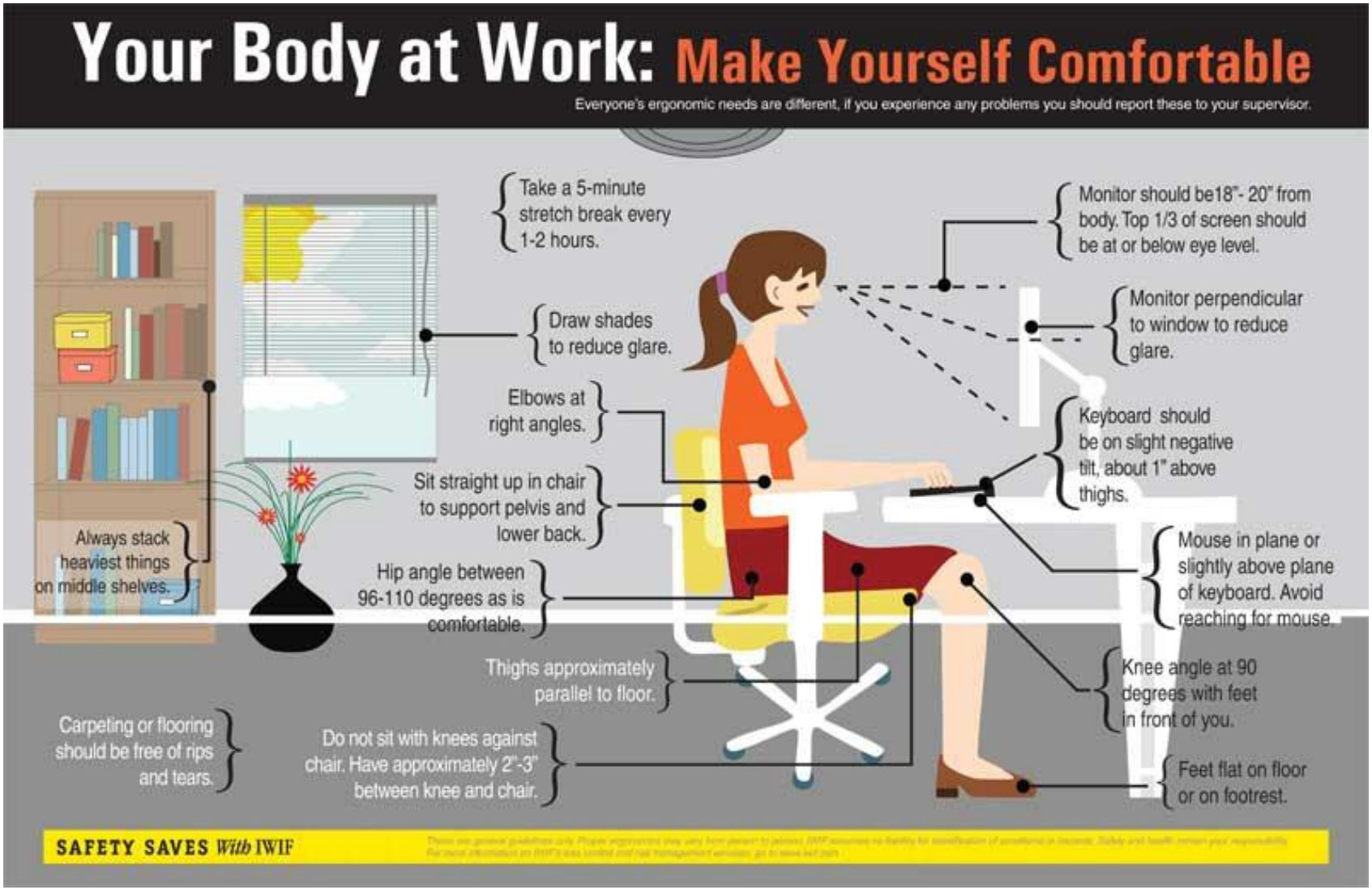
4. Keep your feet flat on the floor with your knees at a 90 degree angle. If your desk is too high a footstool may need to be utilised (see diagram on previous page).

5. Keep your wrists as neutral as possible eg the best position for the wrist is straight with no bend but in a relaxed position. Any bends in the wrists may result in pain and cause injury.



6. Use a document holder to avoid bending your neck at an unnatural angle therefore eliminating pain. For example, if you have a lot of reading or copy typing place the document holder in front of your screen so you are looking straight at the screen and only moving your eyes down to the document holder as opposed to the side where you would be constantly moving your neck to the side and back. This could cause pain.

7. Always take regular breaks. Do not sit for prolonged periods. Always make sure that you get up, walk around and stretch. Regular breaks should be taken every 30 minutes, even if it just walking to the printer and back. Looking away from the screen ensures that your eyes are rested.


Your Body at Work: Make Yourself Comfortable
Everyone's ergonomic needs are different, if you experience any problems you should report these to your supervisor.
Take a 5-minute stretch break every 1-2 hours.
Monitor should be18"- 20" from body. Top 1/3 of screen should be at or below eye level.
Monitor perpendicular to window to reduce glare.
Draw shades to reduce glare.
Elbows at right angles.
Keyboard should be on slight negative tilt, about 1" above thighs.
Sit straight up in chair to support pelvis and lower back.
Always stack heaviest things on middle shelves.
Mouse in plane or slightly above plane of keyboard. Avoid reaching for mouse.
Hip angle between 96-110 degrees as is comfortable.
Thighs approximately parallel to floor.
Knee angle at 90 degrees with feet in front of you.
Carpeting or flooring should be free of rips and tears.
Do not sit with knees against chair. Have approximately 2"-3" between knee and chair.
Feet flat on floor or on footrest.
SAFETY SAVES With IWIF

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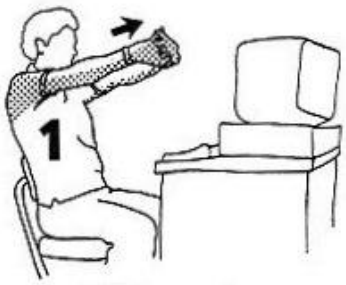
The following are some exercises and stretches that you can do at home.

Computer & Desk Stretches

Approximately 4 Minutes

Sitting at a computer for long periods often causes neck and shoulder stiffness and occasionally lower back pain. Do these stretches every hour or so throughout the day, or whenever you feel stiff. Photocopy this and keep it in a drawer. Also, be sure to get up and walk around the office whenever you think of it. You'll feel better!



10–20 seconds
2 times

10–15 seconds

8–10 seconds
each side

15–20 seconds

3–5 seconds
3 times

10–12 seconds
each arm

10 seconds

10 seconds

8–10 seconds
each side

8–10 seconds
each side

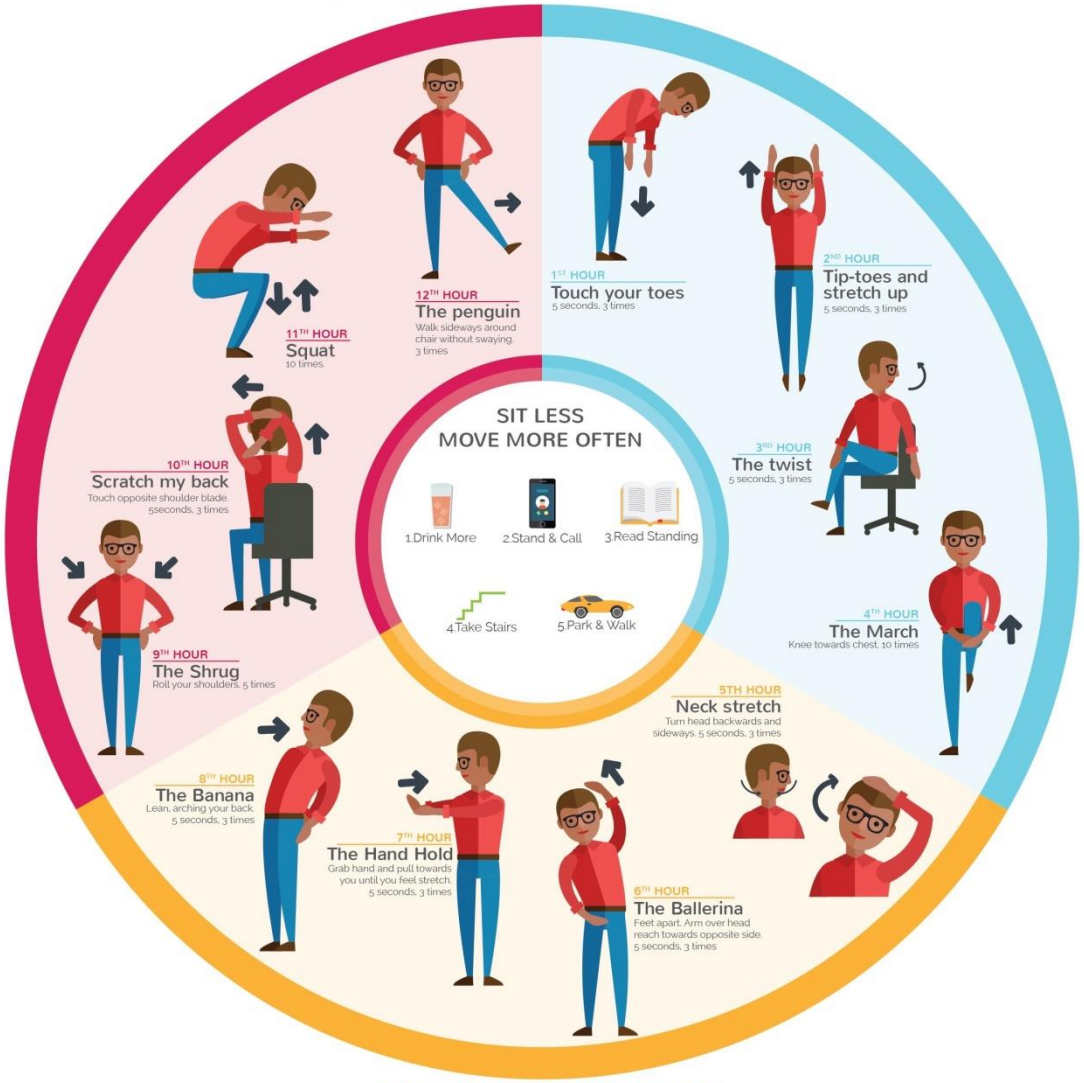
10–15 seconds
2 times

Shake out hands
8–10 seconds

Stretching ©2000 by Bob and Jean Anderson. Shelter Publications, Inc.

OFFICE STRETCHES

ONE PER WORKING HOUR
TO KEEP YOU MOVING



SITTING EPIDEMIC

12.7 HOURS
Average worker sits per day

Sitting Linked to:

Obesity | Heart disease and diabetes | Kidney problems | Liver problems | Cancer | Low back pain | Weakened muscle

40% MORE risk of premature death

(Annals of Internal Medicine)

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Get Up Offa That Thing

DESK STRETCHES

Don't let your desk job leave you feeling stiff. Take some time to do a little moving and shaking throughout the day in the comfort of your office space. But you don't have to stop there—wander around the office or take a stroll outside from time-to-time, too. These simple steps are sure to help you move naturally to well-being.

1 Livin' On A Prayer
Palms together, fingers pointing up, push hands down.
10 seconds

2 Like A Prayer
Palms together, fingers pointing down, pull hands up.
10 seconds

3 Can't Touch This
Hands together, fingers interlaced, extend arms with palms reaching forward.
10–20 seconds

4 Thriller
Arms behind back, grab wrist with opposite hand and pull while tilting head to the side. Reverse and repeat.
10–12 seconds/side

5 Pump It Up
Arms above head, grab ahold of opposite elbows, lean side to side.
8–10 seconds/side

6 Straight Up
Fingers interlaced, pull arms over head with palms reaching up.
10–15 seconds

7 I'm Your Boogie Man
Arms at sides, roll shoulders up and back.
3–5 seconds, 3 times

8 Get Back
Sit down, place hands on lower back for support, lean back.
10-15 seconds

9 The Twist
Cross one leg over another, take opposite arm to knee, twist towards open side.
8–10 seconds/side

10 Shake, Rattle & Roll
Arms at sides, shake hands out.
8–10 seconds

BLUE ZONES PROJECT™ by HEALTHWAYS

Presented by
Beach Cities Health District

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OFFICE STRETCHING EXERCISES

Begin by relaxing. Then gently smear honey over the areas which are stiff thus allowing the ants to begin massaging you with their thousands of tiny feet. Try the following exercises:

The Tree Hug

The Arrest

The Scratch That Itch

The "Seriously sir, you're still under arrest. Keep those hands where I can see them"

The Shrug

The "Help me, I'm having a stroke"

The Monk Nerd

The Judo Nerd

The Show-Off

The Check Out My Legs

The Check Out My Butt

The Too Much Coffee

http://cakeordeathcartoon.wordpress.com