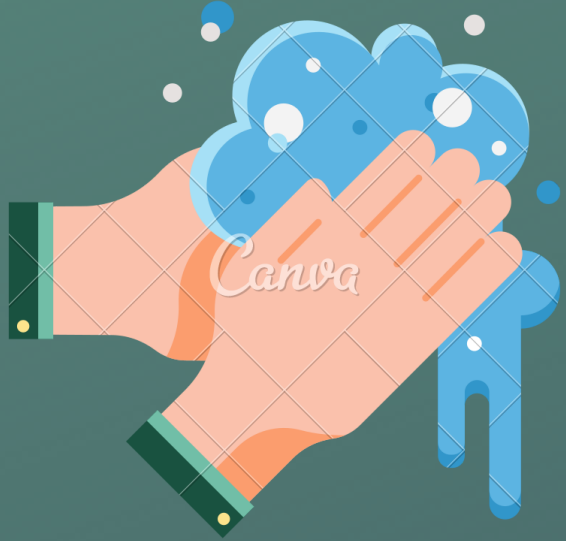


# Safety and Ergonomics in Open Office Spaces

## Managing return-to-work during COVID-19



### WASH HANDS OFTEN

- Before and after eating
- After using restroom
- After blowing nose, coughing, or sneezing
- After touching new surface areas

### USE HAND SANITIZER BEFORE AND AFTER LEAVING YOUR DESK

and when handwashing is unavailable



Returning to work during covid can be a difficult transition

### BE KIND TO YOURSELF

Explore ways to **manage stress** and **support your mental health**:

- Deep Breathing
- Body Scan (Progressive Muscle Relaxation)
- Mindfulness Meditation
- Stay hydrated
- Get adequate sleep
- Where possible discuss adjustments to your work schedule with your employer



Reach out to your support systems if you are feeling overwhelmed

### COMMUNICATE ELECTRONICALLY WHENEVER POSSIBLE

- Use email and inter-office chat messenger
- Phone calls >2 min require a headset to avoid awkward neck postures
- Only book conference rooms for meetings >20 min. Use sanitizer wipes on surfaces before and after the meeting
- Be mindful of when you interact with coworkers; disruptions can lead to tension

### REINTEGRATING BACK INTO WORK ROUTINE



Become familiar with company Covid-19 safety precautions before returning to work



Do not share office equipment

Setup your workstation by following ergonomic guidelines (see page 2)



Foster open communication with coworkers to determine what works best

If you feel unwell or have been in contact with someone with COVID-19, stay home and follow up with a doctor



### 5 TIPS FOR MAINTAINING PRODUCTIVITY

- Natural Light with a view out the window or desk lamp if no window
- Make your workspace "green" with plants
- Ambient noise or noise cancelling headphones
- Experiment with different temperatures
- Put thought into colour choices when buying supplies and desk decorations

**KEEP 6 FT AWAY FROM OTHERS AT ALL TIMES**

**BUT MOVEMENT BREAKS ARE RECOMMENDED!**

Taking stretch breaks can:

- Reduce muscle pain and tension
- Boost your mood and lower anxiety

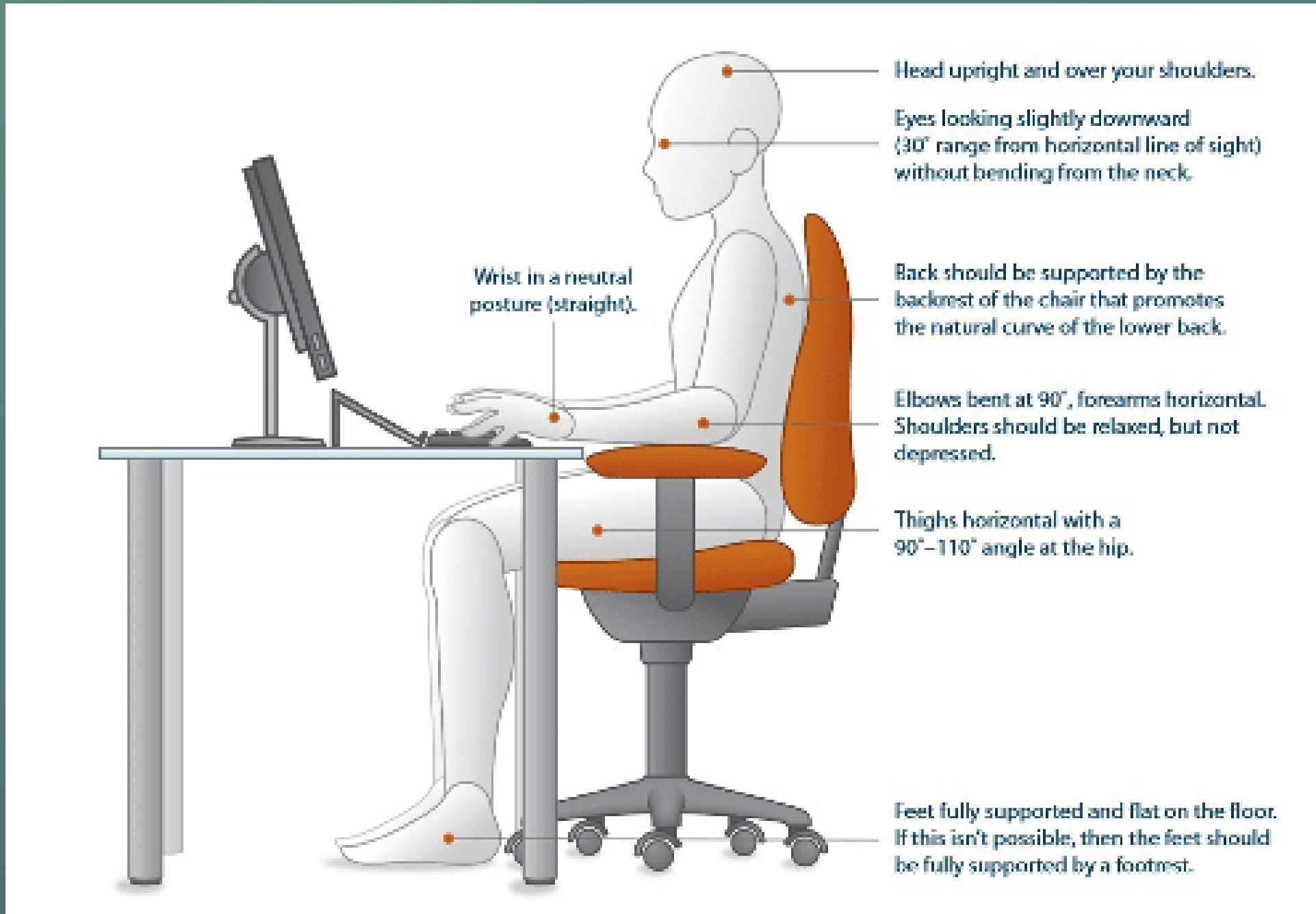
Stretch breaks can include:

- Going for a walk
- Stretching exercises
- Chair yoga

Stretch breaks should occur every hour for ~5 minutes.

When walking around the office, remember to **follow the arrows** on the floor to maintain the flow of traffic for social isolation

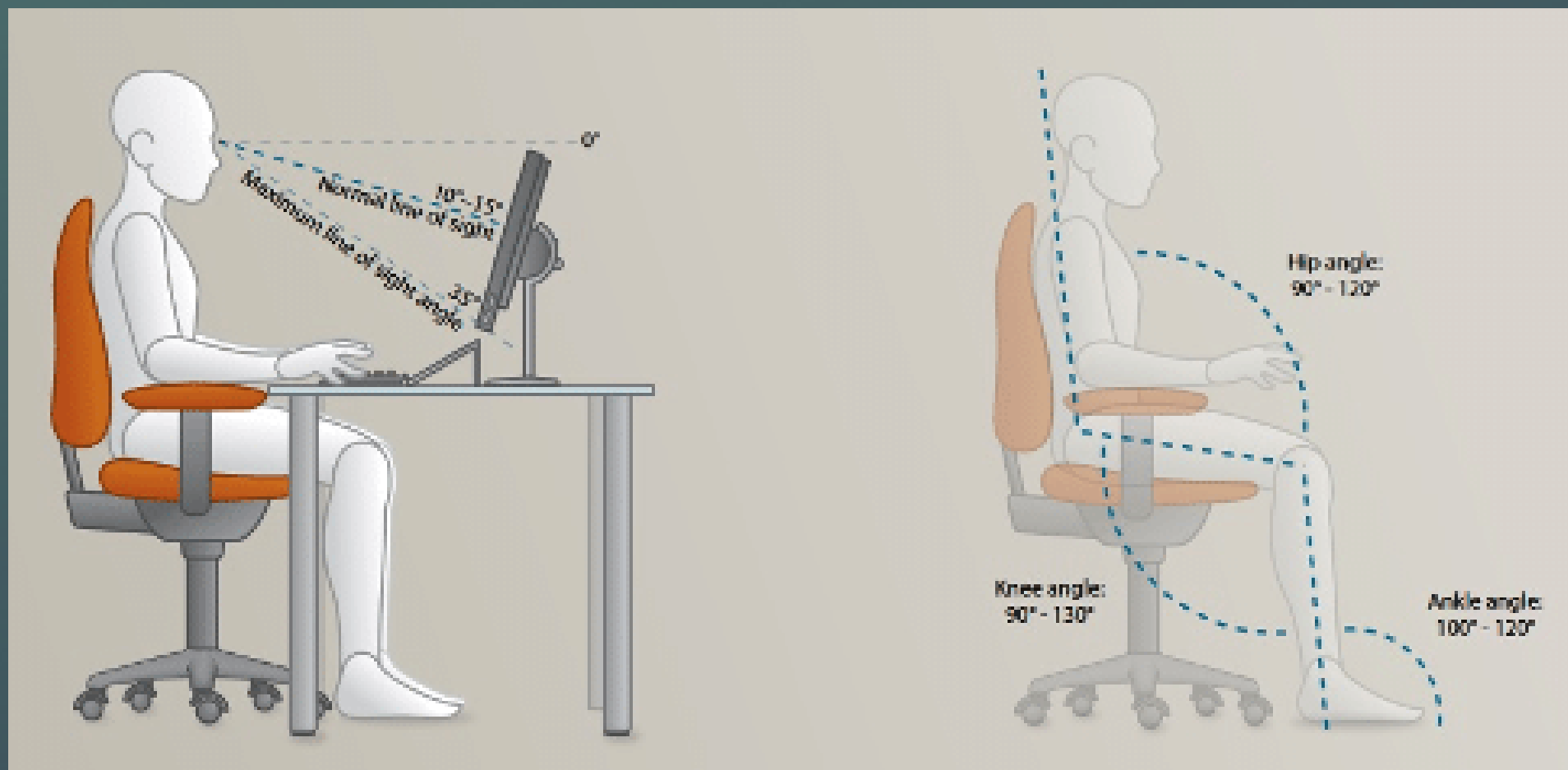
# Organizing your workspace and adjusting your office equipment to follow ergonomic guidelines is important



- Mitigates muscle pain and tension
- Reduces the risk of acute and chronic musculoskeletal disorders (carpal tunnel syndrome, lower back pain, tension neck syndrome, shoulder pain)
- Enhances productivity and minimizes stress/burnout



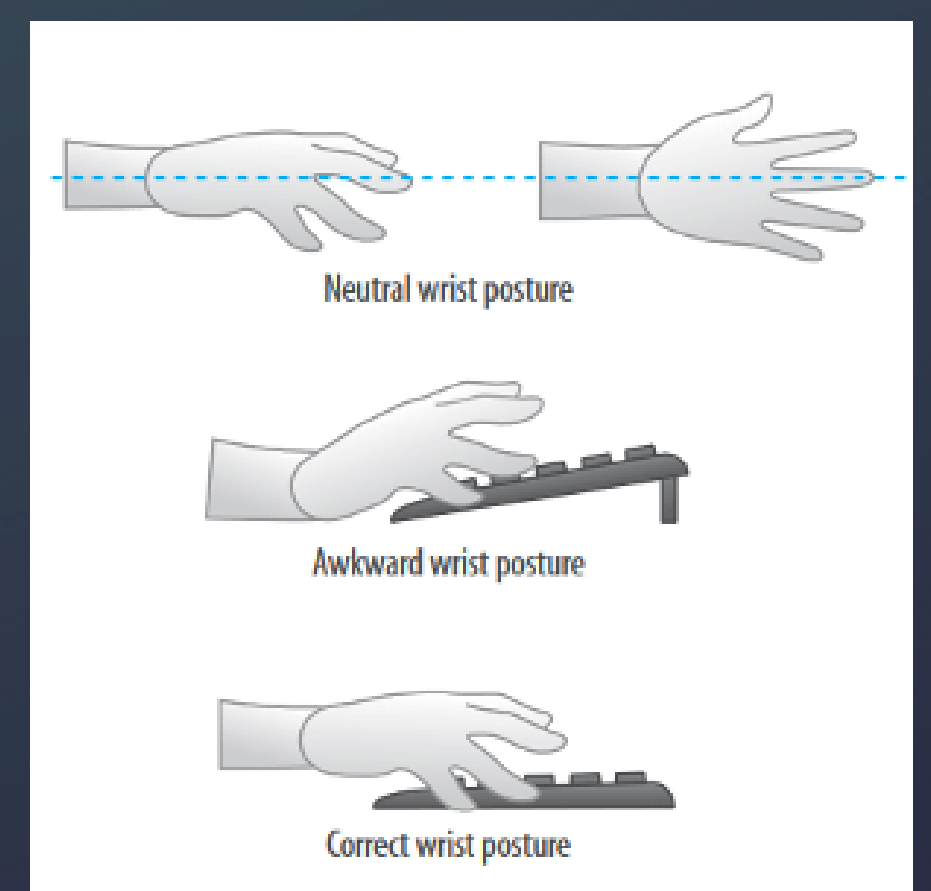
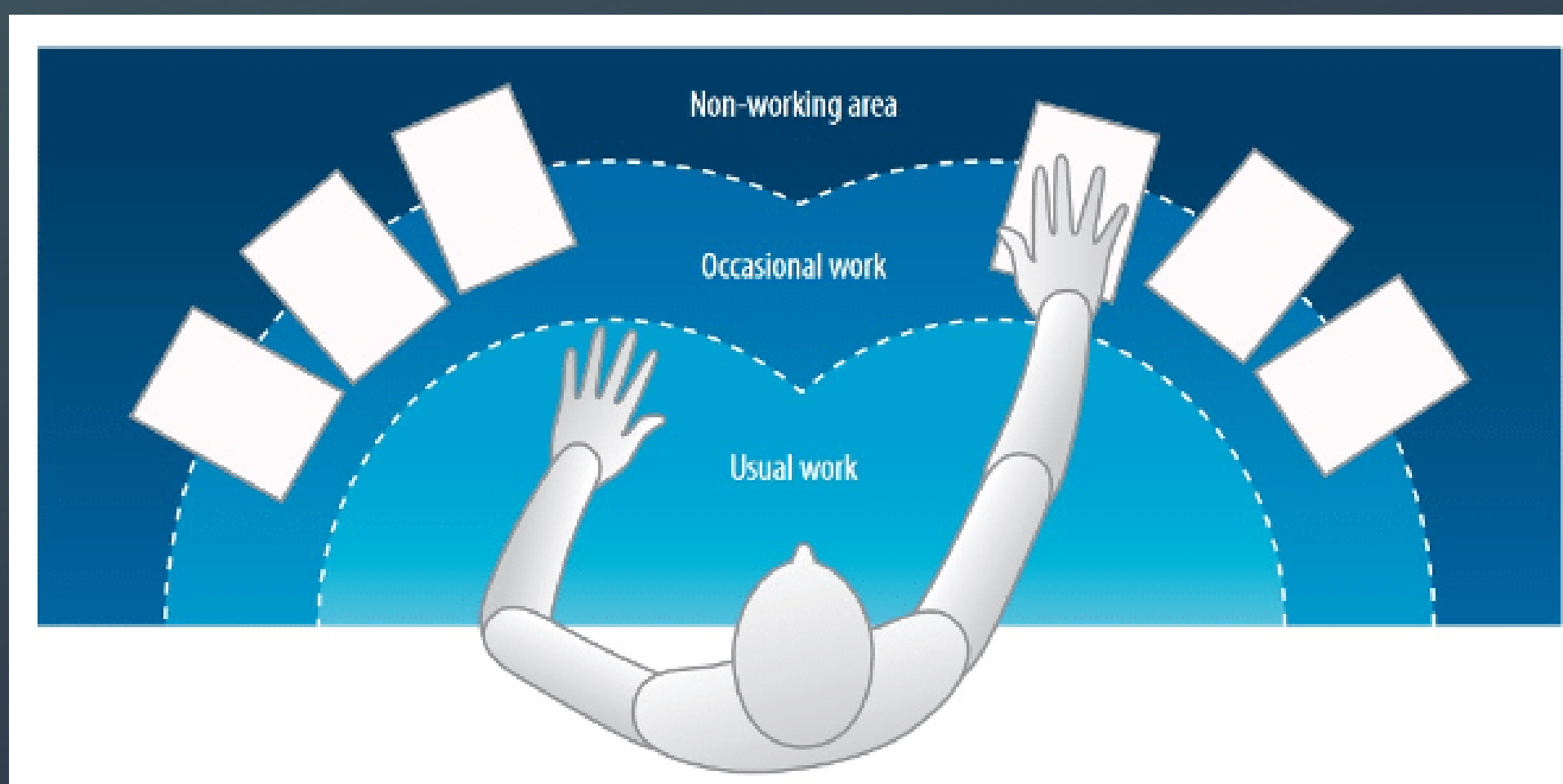
To avoid neck strain, set the monitor height as shown



## Factors affecting posture:

- Chair
- Work surfaces
- Input devices
- Personal habits and education
- Monitor
- Accessories

Keep frequently used items in your usual workspace to avoid over-reaching



Keep a neutral wrist posture to avoid wrist strain

*Reach out to management for an individual ergonomic assessment to ensure an optimal setup*