

Working From Home



A Guide for
Healthy Habits

**SAN FRANCISCO
HEALTH SERVICE SYSTEM**
Better Every Day.



Designate a Working Area

Choose a quiet corner in your living room or a bedroom. Find a small table and consider using noise cancelling headphones to reduce disruption to others in your home and prevent distraction to your work.

Once you have identified a place to work, you'll need to consider; seating, working area, and options to stay active.

Be creative and keep ergonomics top of mind!





BE SAFE AND ENERGIZED EVERY DAY



Ergonomics Awareness Training

Department of Human Resources has a 30-minute ergonomics training available for all employees.

The training will help you understand the basics of ergonomics and how to setup your workstation at home.

Access the training through the PeopleSoft Portal:

- Login to the SF Employee Portal at <https://sfgov.org/sfc/employee-gateway>
- Navigate to SF Learning
- Search for the training using Class Code: HRD19038-0001

1 Head

Prevent neck strain by taking breaks to look side to side and readjust to maintain proper posture throughout the day.

2 Monitor

Setup monitor an arm's length (20-28in) from your body. Top 1/3 of screen should be at or below eye level.

3 Posture

Choose a chair that can fully supports your back and always sit with your back resting fully against the chair. This will provide more stability in your posture.

4 Elbows and Wrists

Elbows should bend at 90 degrees to help keep forearms and wrists straight and parallel to the floor. If using a laptop, use an external mouse and keyboard to keep your monitor at the right height.

5 Hips

Thighs should stay parallel or tilted slightly downward towards the floor, your hips should be slightly higher than your knees.

6 Feet

Fully supported and flat on the floor. If you can't reach the floor, use a footrest, shoe box, or books for foot support.

Your Setup





Use an external monitor and keyboard (if available)



Create a standing option



Not ergonomic



Improved ergonomics

Making Your Work Area Work For You

Desks are built ergonomically for working from home. If you're using a kitchen or dining table, you will need to adjust your seat to your elbow height, as described in the section above.

You'll need to adjust the height of your screen for the top third to be level with your eyesight. If you're working with a laptop, find props to raise your screen and use an external keyboard and mouse. Maybe borrow this from your home desktop.

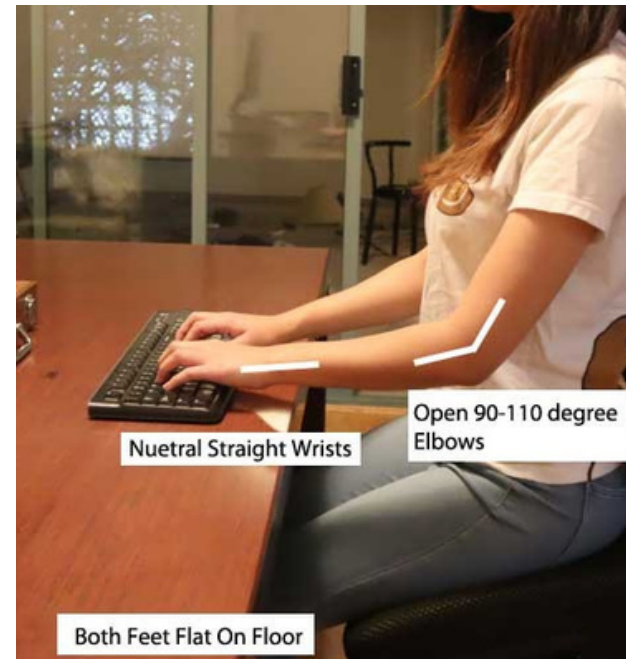
Remember, you are working at home and you have the flexibility to change your position and work location throughout the day. If you are not using proper office equipment, be sure to take frequent breaks and to move, stretch, and stand throughout the day.



Identify Proper Seating

An office chair is ideal to offering maximum adjustability, good posture, and back support. However, when working from home a dining chair or any chair with back support can also work.

When choosing a chair consider: protecting your wrists, having full back support, and using household items as props to adjust your seat.



Wrist Protection

You'll want a chair that allows your arms and wrists to be parallel to the floor. It's important that you protect your wrists and take breaks to shake out and stretch your wrists and arms.



Creative Supports

Use pillows to add height to your seat, so your hands are level with the table and your eyesight is level with your monitor, or use them against your back to help provide full back support and to ensure your feet sit flat on the floor.



Desk Alternatives

When working from home, using a flat, solid surface is ideal. Choose a kitchen table counter, or small desk to accompany your seat. If you're using a couch or recliner, try to use a laptop tray.



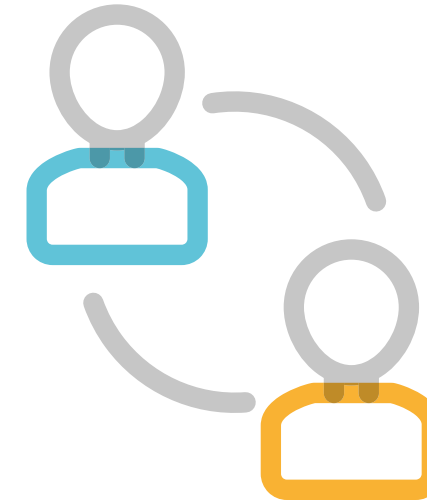


Stay Connected



Using a Phone

Sometimes a quick phone call is the fastest way to connect and get an answer. If you use your phone often, use speakerphone or bluetooth to make calls for better ergonomics.



Video Chats

Don't underestimate the importance of connecting with your coworkers. Enable video functions when attending a video conference. This demonstrates you are present and engaged.



Messages

Email and online collaboration tools like Microsoft Teams can help us share regular updates to show accountability and promote social bonds within a team.

Take Care of Yourself @ Home

Self-care is an important component to working from home. By taking care of ourselves, we give ourselves room to establish work-life balance, practice healthy stress management habits to stay sharp, motivated and healthy.

Simple habits of taking care of ourselves can include: taking breaks, staying active, and communicating work-from-home expectations with our family.



Working From Home with Kids



Set Boundaries

Have a family meeting to:

- Explain how telecommuting works including why and when you can not be disturbed.
- Create an "I'm Working" Sign to put up during meetings.
- Find healthy ways to reward good behavior for when they follow expectations.

Start Each Day with a Plan

Build a schedule for yourself and your family:

- Identify your most important tasks that require no interruptions and schedule activities to keep kids engaged on their own at this time.
- Life happens--expect changes and be flexible. An organized plan offers an opportunity to know where you can shift.

Be Creative with Kids

- Arrange virtual play dates with friends or family to read, play, and entertain the kids during meetings.
- Involve kids in your day. Have them be your "helpers" by asking them to help you with simple work or home tasks.





Practice Self-Care

Important tips for an optimal work-day

Define Working Hours

Set limits and be sure to start and end your day accordingly.

Find Ways To Move

Stand, stretch or take a walk to get more water-
- be intentional in finding ways to move.

Define Workspace

Create a space that you can work in with limited distractions.

Limit Snacking

Make sure to have a nutrient dense lunch to avoid snacking from the pantry.

Schedule Breaks

Add your breaks to your calendar to reduce distractions.

Stay Hydrated

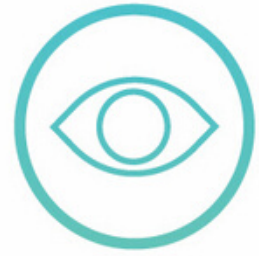
Have a refillable bottle next to you as a reminder to drink water throughout the day.



BENEFITS OF BREATHING



DECREASE ANXIETY AND DEPRESSION



INCREASE FOCUS



DECREASE TOXINS



IMPROVE SLEEP

Proper breathing can not only help you live longer, it can also help put you in a better mood and keep you performing at your best.

Inhale and count 1, 2, 3, 4

Exhale and count 1, 2, 3, 4

Repeat 5 times



STEP 1: INHALE FULLY

Place your hands on your belly. Breathe in slowly through your nose to fill your lungs. Feel your abdomen expand like a balloon.



STEP 2: EXHALE FULLY

As you blow out, slowly release the air through your nose. Draw your belly button back toward your spine. Deflate the imaginary balloon.

Relax, refresh, reset

Take a minute to feel better with this deep breathing guide

Physical Activity Habits @ Home

Get up and move more as part of your every day routine!

Take a three to five minute break every hour. Stand up, walk around, or stretch. If you're on a laptop, be sure to readjust your working position every 30-minutes.



■ Heart Healthy Exercises ■ Lower Body Exercises ■ Upper Body Exercises







Set 1

 30 Seconds of Jumping Jacks	 10 Squats	 Light bicep curls 1 min each, 5 reps	 1 min High knees	 10 Calf raises	 10 Arm raises
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Set 2

 Stationary Jog 2 mins	 10 Jump Squats	 10 Arm raises	 Invisible Jump Rope 1 min	 10 Lunges each leg	 10 Shoulder shrugs
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Set 3

 1 min High knees	 10 Side leg lifts each leg	 10 Modified push-ups on a desk or the wall	 30 Seconds of Jumping Jacks	 10 Squats	 5 Arm circles in a chair
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Set 4

 Invisible Jump Rope 1 min	 10 Seated leg raises	 10 Shoulder shrugs	 Stationary Jog 2 mins	 10 Jump Squats	 10 Modified push-ups on a desk or the wall
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Take Active Breaks

Try these exercises anywhere, any time with little equipment needed. Complete a set each day or try one exercise at a time.

Do what feels best for you!





Physical Activity Resources

SF Health Service System

Fitness Benefits

Did you know that you have fitness resources provided in your health plan? Health Service System also negotiates fitness discounts for members. Check out your fitness benefits to learn more!

sfhss.org/fitness-benefits

YMCA-360

Exercises On-Demand

The YMCA offers a library of exercises on demand. Start or end your day with one of these classes. This is a great way to try something new and can be done on a schedule that works for you.

ymca360.org/on-demand

American Heart Association

Active Work Day Tips

Take every opportunity to move more throughout the workday by adding a stretch at your desk or standing up or walking during a phone call. Try these tips to stay active while working.

bit.ly/39XLLUp

Healthy Eating Habits @ Home

When working from home, it is easy to get out of routine and change your normal eating habits by skipping breakfast, having a larger serving for lunch, or choosing unhealthy snacks.

With an endless food supply within arms reach, you may find yourself frequently visiting the kitchen in times of stress, boredom or procrastination. Plan ahead!



Mindful Eating Tips

Follow a Schedule

Set a schedule to have three meals and 1-3 snacks at designated times

Avoid Distracted Eating

Trying to multi-task while eating will lead to eating too much, or not enough.

Shop for Healthy Choices

Your meals are dictated by your grocery list. Choose healthy snacks and plan for your meals to help you stay healthy while at home.

Don't Rush

Take small bites instead of large. You will feel full faster.

Avoid Working in the Kitchen

Choose an office space away from the kitchen so you're not tempted to snack.

Choose a Smaller Plate

Avoid overeating by using a smaller plate for each meal. This can also help you to monitor your portions.





Healthy Eating Resources

What's Gaby Cooking

Meal Planning Guide

Each week, Gaby posts a meal plan that includes whole foods, a balanced diet, and delicious ways to try produce in season. Meal plans post on Sundays just in time for you to do groceries!

whatsgabycooking.com

American Heart Association

Recipe Library

The American Heart Association has you covered with healthy recipes that are delicious, simple, affordable, and quick. Check out their recipe collection for your next meal ideas.

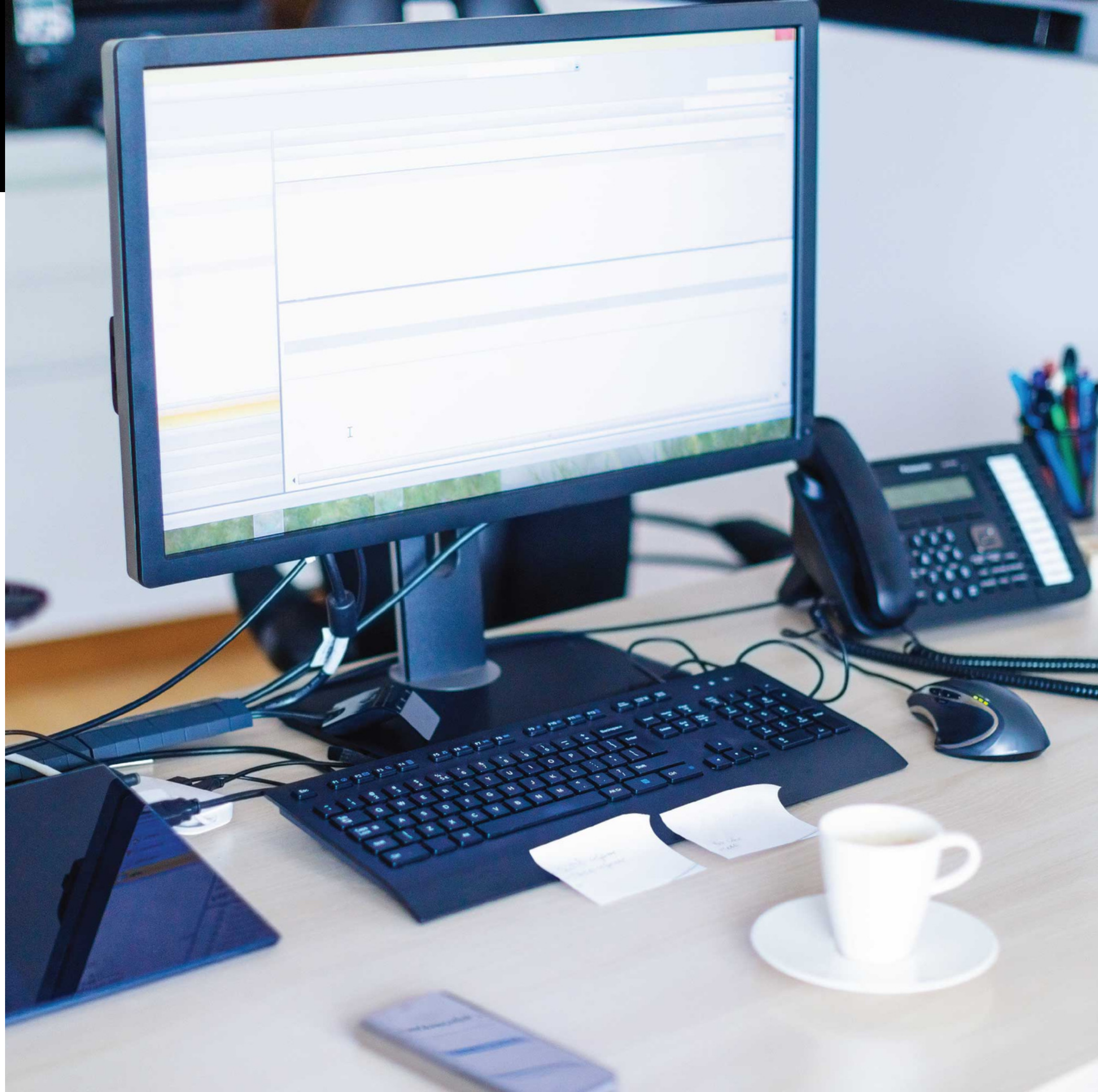
recipes.heart.org/en

My Fitness App

Food Journal

Take Control of your goals. Track calories, breakdown ingredients, and log your activities with this online based food journal that is sure to keep you on track with your goals.

Available on Google Play Store and Apple App Store



Learn More

Additional resources can be found at:
sfhss.org/well-being
sfdhr.org/telecommute
