

## Strategies for Working from Home Safely

The Toronto District School Board (TDSB), in light of COVID-19, has asked employees to work from home in order to adhere to social and physical distancing while continuing to perform required functions.

### **Basic Workspace Tips**

In order to effectively work from home, it is important to establish an environment that is conducive to doing so. As much as is possible,

- Employees should identify a dedicated workspace within the home or remote location.
- Use an appropriate space to work safely, comfortably and quietly to minimize distraction and to allow for the placement and safe use of work equipment and materials.
- The workspace should be kept free of hazards at all times.
- Employees should not leave TDSB devices in locations that expose them to the opportunity of loss or damage.
- To avoid slips, trips and falls, ensure items such as cables, cords and toys are not obstructing the safe area.
- Have a suitable desk or table and chair.
- Avoid eyestrain by placing your laptop screen or monitor an arm's length away.
- Take scheduled breaks to minimize muscle strain and stress. One of the single most important things you can do is to remember to take breaks to stretch. This minimizes the risk of injury. Stretching can help minimize muscle pains and strains that can be associated with maintaining static positions throughout the day. The link below provides some useful information.  
<https://www.ccohs.ca/oshanswers/ergonomics/office/stretching.html>
- Once your workday is over, sign-off and relax.

There are additional resources available on our [ServiceIT](#) portal.

- [Working & Learning from home help](#)
- [Working from home](#)