

## Issues to Consider when Working Remotely

- Remember to take home all necessary equipment (computer, charging adapter, mouse, microphone, headphones, etc.).
- Make sure that the software you need to conduct your work remotely is installed on your computer. If necessary, get support using Track-it.
- Designate a suitable area for doing work. Ensure that this is separate from the areas you use for relaxation or other everyday chores. If you cannot dedicate a specific area for work, collect and put away your materials once you are finished working, and ensure that working and resting periods are differentiated.
- When you set up your computer, be sure to plug in the cables and the charging adapter securely, so that no one will trip over them.
- Before use, inspect the computer cables and the charging adapter to make sure that they are in good condition and that they will not cause any damage.
- To maintain the social and community bond with your colleagues, turn on your camera as much as possible during online meetings.



## Safety Tips for the Working Environment

- As much as possible, use a desk to do your work. Make sure that there is enough space on the desk for your computer and enough leg room underneath.
- Position yourself so that the window is to your side, and do not sit too close to the source of natural light. This will help prevent headaches and eye strain.
- Make sure that your working area is not exposed to direct airflow, like the front of an air conditioner unit.
- Take regular breaks. Every once a while, get up from your desk and walk around the working area. Do not forget to take a break for lunch and to drink water at regular intervals.
- When looking at the screen for an extended time, eye muscles contract and blinking tends to decrease, causing eye dryness. To avoid this, you should look away from the monitor every 15 to 20 minutes and focus your eyes on a distant point.
- Do not forget to unplug your computer from the outlet when you are finished working.