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Guidance for home working in response to COVID 19

This guidance covers laptop, desktop PC or paper-based work from an employee’s home. While it may seem easier to simply open the laptop and start working without making any adjustments, this can lead to poor posture, which can cause pain and discomfort over time. It is well worth taking a couple of minutes to set up your workstation correctly each time you sit down to work. Follow the tips below regarding using your laptop and devices remotely and look to improving your working environment.

Please note, if you feel pain or discomfort, report this to your line manager. In some circumstances, a referral to the Occupational Health Service may be appropriate. Incidents should also be reported via Datix system.

Further information can be accessed via the links, including:

- [Laptop setup guidance](#)
- [Portable electronic device](#)
- [DSE exercises](#)

General Arrangements	
<ul style="list-style-type: none"> • Ensuring there is there adequate space in the area you are working in to work safely • Keep the your area free from slip and trip hazards • Ensuring the room temperature and lighting levels are comfortable • Keep ignition sources to a minimum e.g. do not leave lit candles unattended. Ensure your fire alarms are working and that that you have a clear means of escape in the event of a fire. 	
Laptop	Portable Devices
<ul style="list-style-type: none"> • Get your screen height right • Prepare your chair • Don't sofa-slouch • Protect your shoulders and wrists • Take your mouse to the house • Ensure your back is well supported • Laptop set up guidance 	<ul style="list-style-type: none"> • Avoid using mobile phones or tablets for a long time. • Raise head to reduce the load on the neck • Try and use a stylus • Make use of dictation and voice control facilities

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| | <ul style="list-style-type: none">• Use voice texting to keep typing to a minimum• Avoid using a single-thumb style• PEDS guidance |
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Other Arrangements

- Take regular breaks
- Listen to your body
- Stay well hydrated
- Try and take short frequent breaks from your screen work
- Ensure you maintain contact with your line manager
- Report incidents
- Take regular exercises to counteract "tech neck"
- [For DSE exercises](#)

Other useful links;

- <https://backintelligence.com/how-to-fix-forward-head-posture/>
- <https://www.fitback.co.uk/services/super-7/>
- <https://www.actionforhappiness.org/coping-calendar>
- <https://www.mind.org.uk/information-support/tips-for-everyday-living/>
- <https://www.linkedin.com/pulse/self-isolating-15-ways-make-positive-experience-chris-croft/>
- https://www.linkedin.com/posts/guyosmond_an-illustrated-guide-to-working-from-home-activity-6647631348112642048-JeaD/

If unsure or require more guidance please contact: Nicola White – Health and Safety Manager – Nicola.white@wales.nhs.uk