

# HEALTH AND SAFETY RECOMMENDATIONS FOR TELEWORKING

## General recommendations for teleworking:

- Set a schedule and organize your tasks before starting the workday, taking into account your personal/family needs. Respect, as much as you can, the beginning and end of your working day and the break times.
- Avoid working with your laptop while sitting on a sofa or bed.
- Try to establish routines that will help to maintain a “normal” working life: for example, don’t work in pyjamas or fall into excesses (food, tobacco, and coffee, etc.).
- Avoid social networks and other distractions like TV during your working time.
- Whenever possible, don’t work in the same room as you sleep in.
- Don’t eat while you are working. Stop to have breakfast and lunch and, if possible, don’t eat at the same table you work at.

## The workspace should ideally have the following characteristics:

- A desk big enough for a screen, keyboard, documents and accessory material. The desk should be adjustable in height and its surface should be non-reflective.
- A stable chair, giving you freedom of movement and providing a comfortable posture. The ideal chair has the following characteristics:
  - Height adjustable
  - Reclining and height-adjustable backrest providing appropriate lower back support
  - Armrests to reduce muscle load
  - Five supports on the ground and wheels to facilitate freedom of movement for the user
- A tiltable keyboard that is independent of the screen, thereby allowing you to adopt a comfortable posture that does not cause fatigue in the arms or hands. The ideal keyboard has the following characteristics:
  - Enough space so that you can support the arms and hands
  - Matte surface to avoid reflections
  - Sufficiently prominent and legible symbols on the keys
- When possible, a footrest that allows your feet to be supported at all times.
- A desktop document holder to prevent uncomfortable head movements when transcribing documents. This should be stable and adjustable and ideally placed next to the computer screen.
- A tidy work area, with electrical wiring tied together to reduce the risk of tripping and blows from objects falling off the work surface.
- The temperature and ventilation of the room should be appropriate for the time of year. Air quality is important to ensure the safety and health of employees.

## Visual fatigue:

The increasing use of screens and electronic devices causes visual fatigue, including watery eyes, heaviness of the eyelids, itchy eyes, increased blinking, blurred vision, and headaches.

Take the following measures to reduce or prevent visual fatigue:

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- Whenever possible, work under natural light, which should be complemented by artificial lighting when insufficient.
- Place the workstation in such a way that the screen is not facing or facing away from the windows, but perpendicular to them, thereby avoiding glare and reflections. Windows should have curtains or blinds to regulate solar radiation and glare.
- Ensure that the characters on the screen are easily readable without unduly straining the eyes.
- Adjust the brightness and contrast between the characters and the screen background to adapt them to environmental conditions.
- Place the screen between 40 and 55 cm from your eyes.
- Place the screen at a height that you can view within the space between the horizontal line of sight and 60° below it.
- Take breaks to recover from eye fatigue and to reduce the time working on a screen. It is recommended that you take a 5-min break for each working hour.

Regarding laptops, it is important to highlight the need to take preventive measures. For prolonged use of laptops, add a separate screen, keyboard and mouse whenever possible.

Being permanently at home can cause frustration. We encourage you to keep your spirits up during this difficult time.

Health & Safety Service