



Healthy Telecommuting: Healthy Workspace

Taught by the Harris Health Employee
Wellness Team

Healthy Telecommuting Series

- **Healthy Workspace**
- Staying Social and staying safe
- The Importance of Routine
- Staying active at home
- Communication

Healthy Workspace

- Proper Setup
- Good lighting
- Limit distractions
- Stay organized
- Take frequent breaks

Home office setup tips

1. Ideally, monitors are at eye level, elbows at 90 degrees, knees and hips at 90 degrees
2. Use external input devices
3. Be mobile
4. Get resourceful
5. Create a visually appealing environment with greenspace



Lighting and Greenery

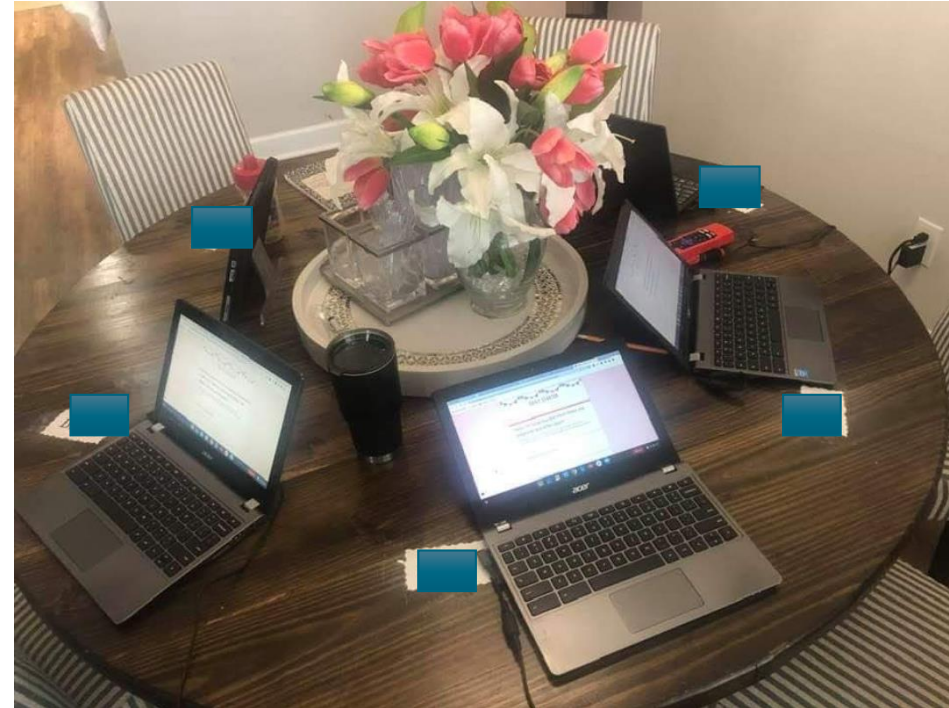
- Window perpendicular to monitor
- Open window shades/blinds
- Take a walk outside
- Look out your window



**“Greenspace provides a respite for overstimulated minds”
- Laura Rocchio**

Limit distractions

- If you have a home office, use it
- Keep background noise to a minimum or use quiet music if it keeps you on target
- Create a “family workspace”
- Take shifts



Stay Organized

- If possible, bring your commonly used work items home, journals, files, etc.
- Designate an area as your “home office”
- Keep it clean

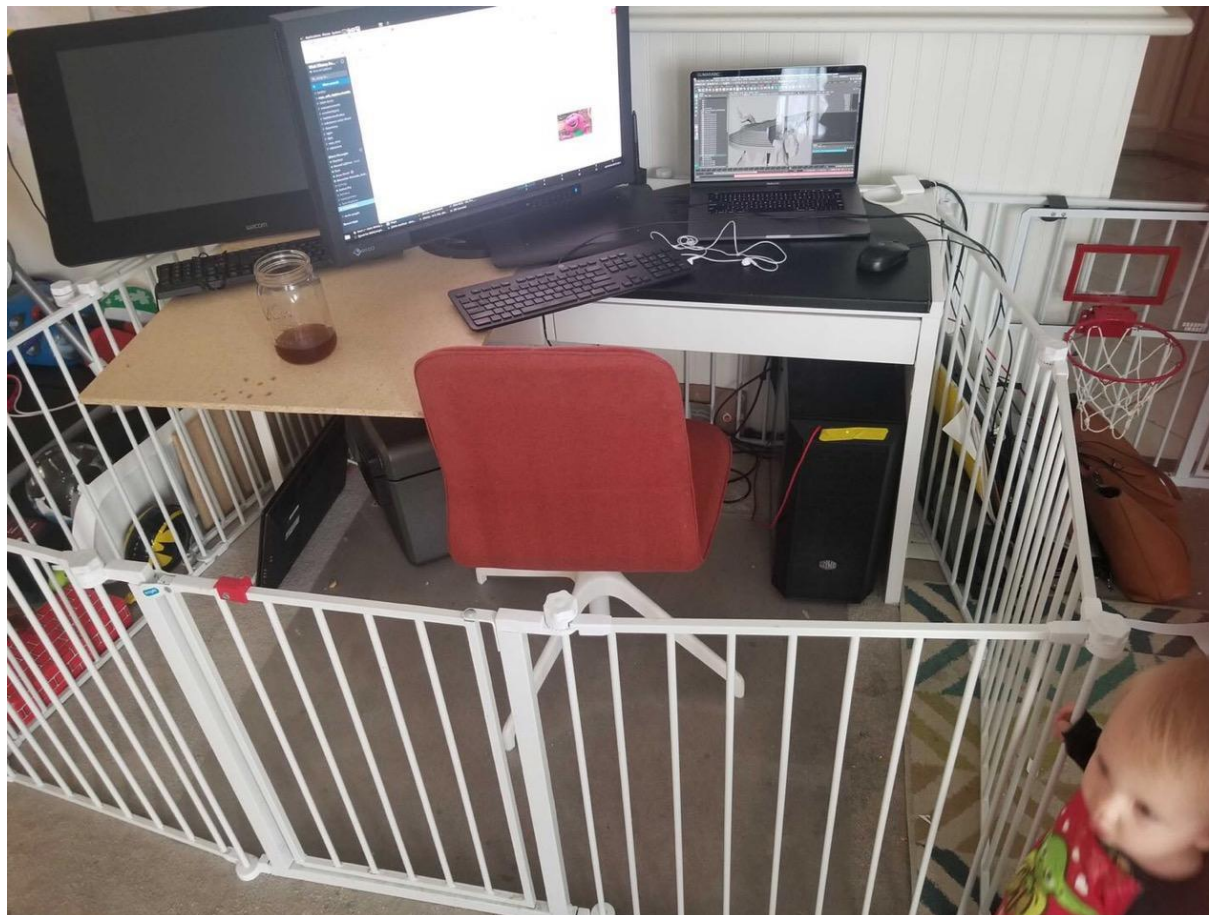
Break Time!

- Every 60 minutes, stand up and stretch
 - More if your work space is less than ideal
- Walk around your neighborhood or apartment complex
- Sit on your porch/balcony/front stoop to get some fresh air and Vitamin D

Stretches to prevent repetitive stress



In summary...



Resources

Ergonomic Resources

- [Stretching Video](#)
- [OSHA Lighting](#)
- [Greenspace](#)
- Apps
 - Work & Rest
 - Lumo Lift
 - Upright GO

Stress Management Resources

- Employee Assistance Program
 - Online: www.feieap.com,
 - Username: hhs
- Well Powered Living
- Cigna Behavioral Health
 - Visit **myCigna.com** or call the toll-free number on your Cigna ID card.
 - Call Cigna Behavioral at **800.274.7603**.
 - Go to **Cignabehavioral.com** for extra resources.
- Coaching
 - Telephonic health coaching: 855-246-1873
 - Onsite health coaching: Contact Latecia Murphy
 - Office: 713-873-6407
 - Email: Latecia.Murphy@harrishealth.org

Contact Us!

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Caring for ourselves so we can care for others

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