**TIPS FOR HEALTHY REMOTE WORKING**

- Conduct an electronic risk assessment at your home. For example, check the quality of your extension cables, purchase a power surge control, etc.
- Familiarize yourself with the University’s health and safety policies.
- Know when to step away from your desk. Be clear about when your working day begins and ends and take breaks to refresh. When work is over, be sure you switch off to avoid burnout. Cultivate healthy habits such as taking exercise and fresh air every day.
- In collaboration with your respective Head of Department or supervisor, ensure your Business Continuity Plan is very clear, with clear expectations. This will help you manage pressure and anxiety.
- Make time for non-work chats as you would in the workplace and use video calling to maintain face-to-face contact.
- Be kind. Remote conversations can easily be misinterpreted as it is harder to read body language, tone of voice and other visual and audio cues. Challenging times call for greater sensitivity and kindness.
- If you are unwell, take leave and do your best to give an update or handover on urgent work.
- Listen to your body. If you need to see a doctor or a professional help, please do so. The University’s Medical Center is open to staff, following their operations guidelines.