Safety and Ergonomics in Open Office Spaces
Managing return-to-work during COVID-19

WASH HANDS OFTEN
- Before and after eating
- After using restroom
- After blowing nose, coughing, or sneezing
- After touching new surface areas

KEEP 6 FT AWAY FROM OTHERS AT ALL TIMES
BUT MOVEMENT BREAKS ARE RECOMMENDED!
Employees have assigned workspaces to avoid sharing equipment

RETURNING TO WORK DURING COVID CAN BE A DIFFICULT TRANSITION
BE KIND TO YOURSELF
Exploring ways to manage stress and support your mental health:
- Deep Breathing
- Body Scan (Progressive Muscle Relaxation)
- Mindfulness Meditation
- Stay hydrated

Stretch breaks can include:
- Going for a walk
- Stretching exercises
- Chair yoga

STRETCH BREAKS SHOULD OCCUR EVERY HOUR FOR ~5 MINUTES.
When walking around the office, remember to follow the arrows on the floor to maintain the flow of traffic for social isolation

USE HAND SANITIZER BEFORE AND AFTER LEAVING YOUR DESK
and when handwashing is unavailable
Reach out to your support systems if you are feeling overwhelmed

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REINTEGRATING BACK INTO WORK ROUTINE
Become familiar with company Covid-19 safety precautions before returning to work
Setup your workstation by following ergonomic guidelines (see page 2)
If you feel unwell or have been in contact with someone with COVID-19, stay home and follow up with a doctor
Foster open communication with coworkers to determine what works best

COMMUNICATE ELECTRONICALLY WHENEVER POSSIBLE
- Use email and inter-office chat messenger
- Phone calls >2 min require a headset to avoid awkward neck postures
- Only book conference rooms for meetings >20 min. Use sanitizer wipes on surfaces before and after the meeting
- Be mindful of when you interact with coworkers; disruptions can lead to tension

DO NOT SHARE OFFICE EQUIPMENT
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5 TIPS FOR MAINTAINING PRODUCTIVITY
- Natural Light with a view out the window or desk lamp if no window
- Make your workspace "green" with plants
- Ambient noise or noise cancelling headphones
- Experiment with different temperatures
- Put thought into color choices when buying supplies and desk decorations

Created by: Laura Lavers & Kyle Oleniuk
Organizing your workspace and adjusting your office equipment to follow ergonomic guidelines is important.

- Mitigates muscle pain and tension
- Reduces the risk of acute and chronic musculoskeletal disorders (carpal tunnel syndrome, lower back pain, tension neck syndrome, shoulder pain)
- Enhances productivity and minimizes stress/burnout

Factors affecting posture:
- Chair
- Work surfaces
- Input devices
- Personal habits and education
- Monitor
- Accessories

To avoid neck strain, set the monitor height as shown.

Keep frequently used items in your usual workspace to avoid over-reaching.

Keep a neutral wrist posture to avoid wrist strain.

Reach out to management for an individual ergonomic assessment to ensure an optimal setup.