

COVID-19: Overview guidance on working from home

Before you leave the office

If you have a SurfaceBook, please take it, along with the charger cable, home every evening. Check that you have adequate connectivity to login and carry out your regular work tasks.

Remember to forward your landline to your work mobile before leaving the office and take your conference call card containing dial-in details with you.

You should also take the StarTech adapter (small black box/cable) issued with your surface book which allows you to connect it to a larger screen.



Surface Book Charger



StarTech Monitor Adapter

If you have specialist equipment that you think would be beneficial to your working from home then please contact Clive Croal and James Fountaine to seek approval before removing it from the office.

Setting up your home workstation

Correctly setting up your home workstation is just as important as when you are in the office and the same guidance applies.

Before you start work at home:

- 1 Find a comfortable space to work. Your arms should be at right angles, with forearms lightly supported by the work surface.
- 2 Make sure your lower back is supported. If you need more support, try using a folded towel or cushion between your back and the backrest of the chair.
- 3 Keep your wrists in a neutral position, not excessively flexed up or down.
- 4 If you have a computer monitor at home then it would be beneficial to connect your laptop to the screen, using the StarTech adapter. Continue to use the laptop keyboard and trackpad to achieve a comfortable seated posture, with the monitor at eye-level.

NB: Once the screen is connected, you will need to open Settings > System > Display and choose to Extend the displays or show only on the external monitor.

- 5 If you do not have an external screen then you should elevate your Surface Book to eye-level and use an external keyboard and mouse to help you achieve a comfortable seated posture.

NB: A limited number of laptop stands, keyboards and mice will be available for those who need them.

Remember to take regular, short breaks to get up and move around for a few minutes every hour, or more regularly if you feel uncomfortable.

The sending, printing and use of client and firm documents when working from home

Please see the intranet version for details

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