



Australian Government

Comcare

CORONAVIRUS (COVID-19): Working from Home



WORKING FROM HOME – A GUIDE FOR EMPLOYEES



Many Australians are working from home during the COVID-19 pandemic. What does that look like for you? It could range from an established home office to making do with a temporary setup in limited space.

Whatever your situation, there are simple steps you can take to make working from home a productive and healthy experience.



PRACTICAL TIPS



Establish your space

- **Equipment needs** – before you start working from home, talk to your manager about accessing the ergonomic equipment you need.
- **Your workspace** – try to find a dedicated and comfortable spot to work that you can associate with your job and leave when you're done for the day. It's essential to 'go home', even when you're already there.
- **Workstation setup** – make sure your workstation is set up appropriately – suitable height for good posture, uncluttered and well lit. Your work health and safety unit can advise you of any adjustments you can make for safety or comfort.
- **WHS obligations** – remember, work health and safety duties still apply in home-based work. Comcare's published [Guidance and Resources](#) will help you understand your obligations, including a [Working From Home Checklist](#) that provides practical considerations.

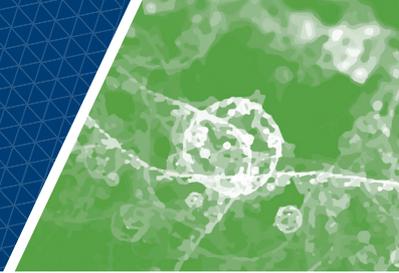


Stay connected and supported

- **Colleague catch-ups** – keep the 'watercooler' conversations going by scheduling regular social video chats. It's important to maintain opportunities for social interaction that you would ordinarily have in the workplace and check in on each other.
- **Media coverage** – find a balance in how much media coverage of the pandemic you're exposed to. While it's important to stay up to date with official information and trusted news sources, try to restrict looking at the news to a few times a day.
- **Daily review** – unpack the day and reflect on it. What worked and what didn't?
- **Help and support** – if you have any concerns or need support, speak with your manager or contact your Employee Assistance Program.



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Communication

- **Check-in** - communicate with your manager and colleagues.
- **Frequency** - get the balance right on how regularly you communicate with your manager and colleagues. These can be a combination of one-on-one with your manager or daily and weekly meetings with your manager and colleagues.
- **Type** - identify the most appropriate and efficient uses for different communication channels to support your work and how you stay connected. Use a combination of videoconferencing for 'face-to-face' meetings, collaborative sites, email, phone, team chats, instant messenger and file exchange.



Maintain a routine

- **Maintain a schedule** - create a schedule and try to stick to something that's at least similar to what your normal working day looks like. Decide on the times you will start and finish work each day and discuss this with your manager.
- **Regular contact** - set regular times to speak with your manager and team members.
- **Segment the day** - work in chunks and set a timer. When the timer goes off stand up, walk around, get some fresh air. Take a proper lunch break, and always make time for exercise.
- **Working rhythm** - consider your optimal workspace and working rhythm. When do you do your best work? Schedule your most difficult work for then.
- **Set boundaries** - friends, family and colleagues need to be aware of your work schedule. Let your family and friends know they can't interrupt you during your work times, and let your colleagues know your working hours.
- **Have goals** - set small, achievable goals and have a to-do list.
- **Team objectives** - make sure that what's on your task list fits your team's goals and objectives. Keeping tasks relevant and staying in touch with the team will help your motivation and increase your productivity.



Work-life balance

- **Define spaces** - keep your workspace as physically separate as possible. Working from home blurs the line between work and personal life and it's important to maintain that boundary as much as you can.
- **Avoid distractions** - try not to do home activities during your work hours. This can be an easy distraction to fall into while working from home.
- **Follow routines** - get ready for work the same way you would when going into the office, and stick to the work schedule/plan you have agreed to with your manager.
- **Talk flexibility** - maintain a dialogue with your manager about flexibility around working hours - are they fixed, or can you adjust them to allow for home life demands?

Remember - work health and safety duties still apply in home-based work.

For further information on your obligations, view our [Guidance and Resources](#).