

brightred

**A HELPFUL GUIDE:**

**WORKING-FROM-HOME**

**AND**

**WELLBEING**



The Only way to stop  
CoronaVirus  
**Work From Home**



## CONTENTS

- THE PURPOSE OF THIS PACK 3
- STAYING IN CONTACT 4
- MANAGING YOUR WORKING DAY 5
- MENTAL HEALTH 7
- PHYSICAL HEALTH 10
- CYBER SECURITY 11
- SUMMARY 12

## The purpose of this information pack

The Covid-19 (Coronavirus) outbreak is having a major impact on all businesses and is set to be a huge challenge throughout the rest of the year.

The government has advised that as many people as possible should work from home, and employers are encouraged to support employees to do this. As a result, it is essential for staff to feel supported and be able to do their job to the best of their ability from their homes. Working from home has its own challenges, it can be hard to “switch off” from work and, especially at the moment, it can be a challenge to maintain your physical and mental well-being.

This is not an easy time. Everyone in the country has concerns regarding their own personal situations. This can be related to employment, family, health or financial worries. Brightred is very aware of the pressure everyone is facing and understand that these are in no way normal working conditions. We must all be kind to one another to get through this.

Our duty of care is to support you during these unpredictable times. The aim of this information is to provide you with some tools, advice and ideas to help you stay focused and, most importantly, happy.

## Staying in contact

It is important to remember that both managers and employees are learning as we go along in this situation. Everyone is in this together! The use of new call/conference tools and keeping up the motivation to utilise them can be hard work. However, they are essential in this climate.

Face to face contact maintains team relationships and allows for some of the office “banter” that keeps a fun culture. It is also good for our well-being when we are all isolated in our homes with no direct contact with our families or friends.

In addition, HR professionals have commented that if strong lines of communication are maintained throughout this period, then the team that comes out the other side is calm, focused, trustworthy and raring to go!

Brightred will continue to use Microsoft Teams to communicate daily, both face to face, and via its messaging facility. In addition, we will hold our Friday evening drinks and wind down on Zoom.

Business catch up times are twice daily, and we ask employees to be at every meeting as it aids focus while at home whilst providing an opportunity to talk about any challenges being faced. Staying connected with each other and the business is a daily focus.

## Managing your working day

When working from home it can be tempting to check emails/messages whenever you have a moment to spare, to not get dressed and work from your bed! Whilst this routine would be fine for the odd day, unfortunately this situation may last a little longer so establishing a routine is paramount.

### Getting dressed

By getting dressed you will not only improve your state of mind, it will psychologically prepare you to start work. Brightred start the working day at 8.30am, aim to be up, dressed and ready to start the day by then too. If this is your routine Monday to Friday, then you also have definition between your working days and the weekend. The weekend becomes a treat again!

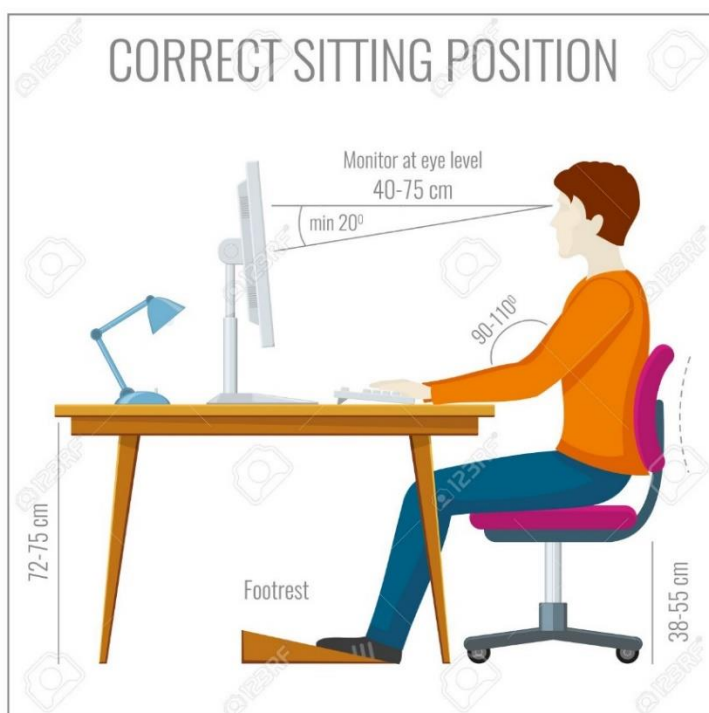
### Working hours

Your working hours at Brightred are 8.30am to 6pm with an hour for lunch. Aim to stick to these working hours at home too. Use your lunch hour to eat, take a walk or catch up remotely with friends. You will need a break and fresh air is great for clearing your head.

### Location of your working area

If you have the space, try to have an area that is only for work and free from interruptions. This means that when your day is finished you can physically move away from the place you were working.

Try to ensure you are sat in a comfortable position, not hunched over your laptop. Your ideal working position should be like the image below -



### Take regular breaks

You shouldn't stay glued to your screen all day. It's important to take regular screen breaks and get up from your desk and move around just as you would in the office.

## Mental health

There are a number of examples that are recommended for helping you maintain a good balance whilst working from home. Some of these have already been covered, such as maintaining a daily routine, getting out into the fresh air and staying in regular face to face contact with your colleagues via video conferencing tools.

In addition, it is important that you consider using some self-care techniques that may work personally for you if you do experience any anxious moments or feelings of stress. This could be doing something as simple as phoning a good friend through to using mindfulness exercises.

There are some useful You Tube videos and Apps that come highly recommended for mindfulness, below are ones that you may find helpful

<https://www.youtube.com/watch?v=ZToicYcHI0U>

[https://www.youtube.com/watch?v=fJ\\_3m3aCy5Q](https://www.youtube.com/watch?v=fJ_3m3aCy5Q)

### Apps

Calm – Meditation and Sleep

Headspace

If you find you have some more free time than you normally do, perhaps you could consider having an entirely different focus and enrol yourself on a course. The Open University currently have access to a variety of free opportunities. Further information can be found at <https://www.open.edu/openlearn/free-courses/full-catalogue>

There are also a number of cultural and fun resources that can be viewed online.

Museum tours, West End musicals and much more – complete escapism! Please see below for some links to these resources.

### Tourist Destinations

- **Buckingham Palace, London**  
<https://www.royal.uk/virtual-tours-buckingham-palace>
- **Colosseum, Rome**  
<https://tinyurl.com/thrprzf>
- **Machu Picchu**  
<https://www.youvisit.com/tour/machupicchu?pl=f>
- **Northern Lights**  
<https://explore.org/livecams/aurora-borealis-northern-lights/northern-lights-cam>
- **Pyramids**  
<https://www.tripsavvy.com/virtual-field-trip-pyramids-1259200>
- **Stonehenge**  
<https://tinyurl.com/wz3xgz7>
- **Street Art with Google**  
<https://streetart.withgoogle.com/en/>
- **Taj Mahal, Agra, India**  
<https://tinyurl.com/qpz7vmt>
- **The Great Wall Of China**  
<https://www.thechinaguide.com/destination/great-wall-of-china>
- **Tour of Rome, Italy**  
<https://tinyurl.com/s5vlzbc>

<https://www.londontheatre.co.uk/theatre-news/west-end-features/theatre-streaming-services-west-end-broadway-musicals>

<https://www.elitetraveler.com/design-culture/10-best-virtual-museum-tours>



Perhaps also consider putting together a reading list and read some of those books you've always wanted to but never had the time. Autobiographies can often be quite motivating in difficult times, and for real escapism there is nothing better than a good novel.

<https://www.waterstones.com/blog/the-best-books-to-look-out-for-in-2020-fiction>

## Physical Health

There have been a number of studies that confirm that stress and anxiety are improved by regular physical exercise. In addition, it makes you feel energised and improves brain activity! Getting outside in the fresh air is also important so to combine the two is ideal.

The below websites give some options for exercising at home and you could set yourself a goal while you have the time.

Couch to 5K

<https://www.nhs.uk/live-well/exercise/couch-to-5k-week-by-week/>

I will work out for 15mins per day

<https://www.youtube.com/watch?v=TkaYafQ-XC4>

Try something new – Pilates? Yoga?

<https://www.nhs.uk/conditions/nhs-fitness-studio/pilates-for-beginners/>

<https://www.youtube.com/watch?v=pWobp3phsEU>

## Cyber Security

Home-working is the new normal, however, criminals are seeking to capitalise on the widespread panic and succeeding. New coronavirus-themed scams are hooking people in and taking advantage of workplace disruption.

The most effective cyber-attacks play on emotions and concerns, and that coupled with the thirst for information around coronavirus can make these messages hard to resist.

Being a recruitment business, we have a huge responsibility to our clients and candidates to keep their personal/company information secure. In addition, it is essential that we do everything we can to keep Brightred protected.

Please ensure that you follow these simple rules when working from home.

- 1) NEVER open a link or attachment on an email unless you know what it is and who it is from. Look at the email address carefully, some hackers will just slightly amend an email address that you often receive information from.
- 2) Always consider the content of an email – is the request slightly unusual or out of character with the normal emails you receive from that person?
- 3) Don't save remote access passwords to systems you use in the office.
- 4) Always be suspicious and think about what you have received. If in any doubt, do not open the email and call that person to check the situation.
- 5) Permanently delete any email that you believe to be a scam.
- 6) Report any suspicious activity to our IT Manager.

## Summary

Nobody knows for sure how this situation will play out and when life will get back to normal. What we do know is that by looking after ourselves, staying focused and communicating honestly, will result in a strong team ready to hit the ground running when the time comes.

Remember, everyone is in this together. Every business and person in the world is facing this, and none of us had a lot of time to prepare.

Please reach out if you need support and use resources, we have offered you to make this time count.

Stay safe and happy!

