



To: Faculty and Staff
From: Brenda Gardels
Date: April 15, 2020
Subject: Safety While Working at Home

Good afternoon,

I hope that you are all well and practicing all of the steps needed to reduce the transmission of this terrible virus. For all of you working remotely, I wanted to provide some helpful information from Memic, a workplace safety insurer for Wesley College. Memic has a good website with health safety tips, a home safety checklist and tools for assessing your work area at home. Some things to think about as it relates to the work area in your home:

- Make sure that you have a chair that supports you as you work at a desk or table.
- Making sure your desk or table is not too high and that your keyboard is easy to reach.
- Make sure your desk or table is free of clutter. Keep it clean and try and work on one item at a time.
- Find a quiet work space if possible.
- If you use your kitchen table or sofa to do your work, those areas may be too high traffic to give you the privacy you need.
- Are your wrists and hands in line with your forearms as you are working? If not, make adjustments so that your neck, shoulders, arms and wrists are supported and pain free.
- Take breaks and stretch, move, take a walk just to give your body a break from sitting still for so long.

I wanted to provide a few tips to help you as you work at home. For more information from Memic on working from home and home safety, please visit: <https://www.memic.com/workplace-safety/covid-19-resources/working-from-home> .

Please contact the Human Resources Office if you have any questions or concerns.

Take care,

Brenda

Brenda B. Gardels
Payroll & Benefits Manager