



Working from Home Guidelines

To effectively work from home, it is important to establish an environment that is conducive to doing so. The needs of your individual work environment will vary, but it is best to confirm that the home environment is safe rather than to assume that it is. The following are some basics to consider;

Best Practices for Employee Workspaces

- Ideally, employees should work in a dedicated workspace that is comfortable and quiet and has:
 - ergonomically suitable equipment (preferably an adjustable chair and/or table, computer monitor and keyboard for use with a laptop)
 - sufficient lighting, eliminate glare on computer screens
 - good housekeeping (remove slip, trip, fall hazards)
 - electrical hazards (do not overload electrical outlets, or use equipment with frayed cords)
- Remember to incorporate breaks into your work day and do some simple stretches to avoid pain and stiffness and increase your energy and alertness
- [Laptop Use Video](#)
- [Exercises @ Your Desk](#)

Know and follow the Board privacy and security policies

Whether you are in the workplace or at home, this is a critical responsibility for every employee. Please ensure you read and are familiar with board policies. If you have any questions, please contact your school principal.

[1-201-POL Privacy Policy](#)

[1-203-PRC Privacy Breach Protocol](#)

[6-501-POL Responsible Use of Information Technology](#)

[6-502-PRC Responsible Use of Technology](#)