

GETTING READY FOR THE POST COVID WORLD

Making home work space comfortable

JUNE 2020

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Guidelines for **Work from Home**

Create your remote working environment

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Set-up your Workspace at home

Your new remote work schedule likely looks different.



2

Work Securely

Consider the hours you work, when you take breaks, how you prioritize self-care and the time you need to care for your family.



3

Optimize your Home Network

Your Outlook calendar is your friend. Use more Video than audio calls.



4

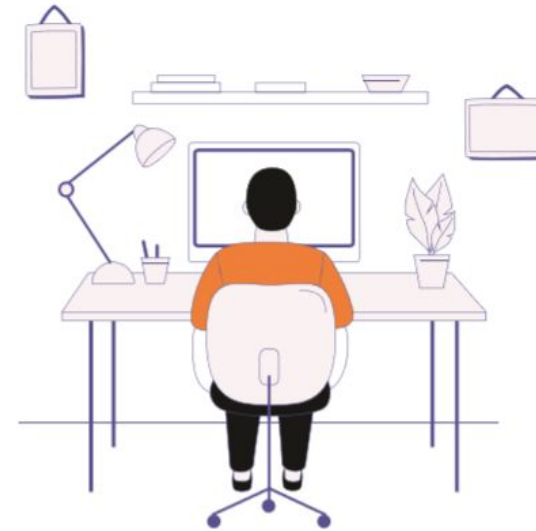
Collaborate with your colleagues

Live "Always Human"! Live "One Team, One Focus"!



1

Set up your workspace at home



Workplace

- Find an area that is calm and comfortable and facilitates your job performance.
- Lighting requirements should be between 300 to 350 lux around your workstation.
- Workstation positioning has to take into account possible glare, and reflections, which can distract & cause visual discomfort.
- The surrounding noise level should be comfortable & be within 75 Db.

Safety

- Ensure that your workplace is safe.
- Please try and ensure that the floors are free of trip, slip or fall hazards, and free of protrusions, loose tiles or carpets.
- Use only standard products with certified safety embossments of ISI.
- Avoid loose wirings, contacts & adhere to electrical safety standards.
- Ensure 3 pin plug tops are used while laptops with proper earthing.
- Proper ventilation/air path to prevent unnecessary laptop heating.
- Avoid liquid spillage in and around the workstation.

Some additional tips:

1. You can always use the background blur feature of Microsoft Teams to keep teammates focused on you.
2. Keep an identified spot throughout the day to help you stay focused.

Guidelines for **Work from Home** contd..

2 Work securely



Use secure networks

- Change the default administrator password on your router to one that is both strong and unique.
- Create a strong network password and only share it with people you trust.
- When connecting to a new network, select "do not allow my computer to be discoverable by other devices on the network" to turn off network discovery and folder sharing.

Work in a secure environment

- Always be aware of your surroundings. Use a privacy screen if you have one, always lock your screen when you step away.
- Be mindful where and how you take conference calls.
- Don't leave printed materials in the open and, if possible, shred before disposing.
- Physically secure unattended devices in a locked drawer or room, or with a cable lock.

Use secure devices and solutions

- Only use company-provided software and tools for collaboration, files storage, etc. Unapproved 3rd party tools can be insecure or in breach of contract. Only use the Teams mobile app for on the go business collaboration.
- Don't let friends and family use your work devices.
- Enable automatic updates on all of your internet-connected devices to protect against vulnerabilities that could spread through your network.

Beware of Phishing

- Cyber attackers are capitalizing on COVID-19 fears by impersonating governmental agencies, sharing fictitious supply invoices, and posing as charities. Take extra caution with every email or phone call you receive soliciting action related to this health threat. UPL will only contact you via standard business channels, like email and portal notifications.

3 Optimize your home network



When working remotely, it's important to make sure you are optimizing your home network, especially if you have others at home on WiFi. Here are five tips to help improve your home connectivity -

Optimize your internet speed

- Contact your internet service provider to determine your current internet speed and request a recommendation based on your usage.
- In addition, confirm they are providing the best equipment for optimizing your connectivity speed, i.e. latest router, optimal cables, etc. If you are able, consider upgrading your service, even if temporarily.

Limit network traffic

- Do your best to limit the number of devices streaming at one time.
- Set device usage schedules and ask family members to limit their non-work-related activity during critical working hours.

Change workstation settings

- Restart your PC | laptop daily and close applications you are not using.
- Free up space by clearing your cache and deleting temporary internet files and cookies

Utilize OneDrive features

- Do your best to limit the number of devices streaming at one time.
- Consider using OneDrive for Business PC synchronization to make sure you have the files you need on your PC.

Use Microsoft Teams efficiently

- Contact your internet service provider to determine your current internet speed and request a recommendation based on your usage.
- Although video is strongly encouraged for meetings, turning off video in Teams can improve an unstable connection.

Guidelines for **Work from Home** contd..

4 Collaborate with your colleagues



Teams offers many different ways to engage and communicate with your team – see below for a few tips and tricks.

Chats

- Name, pin, hide and mute your individual chats and group chats as needed to stay on top of your Teams messages!

Threaded conversations

- To ensure that specific individuals see your threaded message, remember to @mention them.

Calls

- Adjust your audio and video settings before you join a Teams call. And add a human touch with video – just because you are connecting virtually, it does not mean that you have to miss out on the face-to-face component!



[You can click here to watch a video to understand the functionality of MS Teams.](#)

4 Collaborate with your colleagues



Teams offers so much more than chat and meeting capabilities. Enhance your team collaboration and management with the popular features below.

File sharing

- Click on the Share button next to the document that you want to share in your OneDrive and choose if you would like to allow or block editing and downloading.
- Click on the paperclip icon in a Teams chat to upload a file from your computer or OneDrive.
- To upload a document to a Team, click on Files on the channel that you want to post your document to and select Upload.
- Review Office documents by @mentioning specific people in the comments.

Multi-tasking

- If possible, work in Teams on both your desktop and mobile phone so that you can multi-task as needed (for example, take a meeting on one device and search for / work on documents on the other device).
- If you are presenting content in a Teams call or meeting, select the specific document that you want to project (instead of your full desktop). This will give you the ability to multi-task and project content simultaneously if needed.

Learn 0365 Pathways


- Learn 0365 pathways is a platform where you will find learning videos, training materials on various products such as O365, MS Teams, Share-point, etc.

[Please click here to know on how to use "Learn 0365 pathway" on MS Teams.](#)
[For any query / support, please contact your Regional IT Team](#)

Ergonomics for work from home...

(A Snapshot)

Ergonomics for work from home



Ergonomics for Working from Home

1

Ergonomics Do's & Don'ts

2

Taking Care of Your Back, Neck, Eyes

3

Quick Exercises & Postures

4

Tips to Enhance Home Work Environment

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Videos on working from home

Ergonomics for work from home contd..



1.1 Ergonomics Dos & Don'ts



1. Do customize a space to fit you

Try to set up a workstation that you can make entirely your own. If not, you need to adjust your computer height, chair, and furniture every time you sit down. Often, you may choose to skip adjusting the workstation and may result in discomfort of sitting at a station that does not fit you.

2. Do follow the 20/20/20 rule

For every 20 minutes spent looking at a computer screen, you should spend 20 seconds looking at something else 20 feet away. This gives your eye muscles a break and helps reduce eye strain.

3. Don't Let Your Feet Dangle

Place your feet on a few boxes or a pillow under your desk, so that your thighs are nearly parallel to the floor and your hips are slightly higher than your knees. This will reduce stress on your lumbar spine

4. Do work At An Appropriate Height

Find a working height so that your elbows naturally fall flush with your table/desk height. This will promote better wrist alignment rather than impingement or carpal tunnel stress.

5. Don't Hunch Over Your Laptop

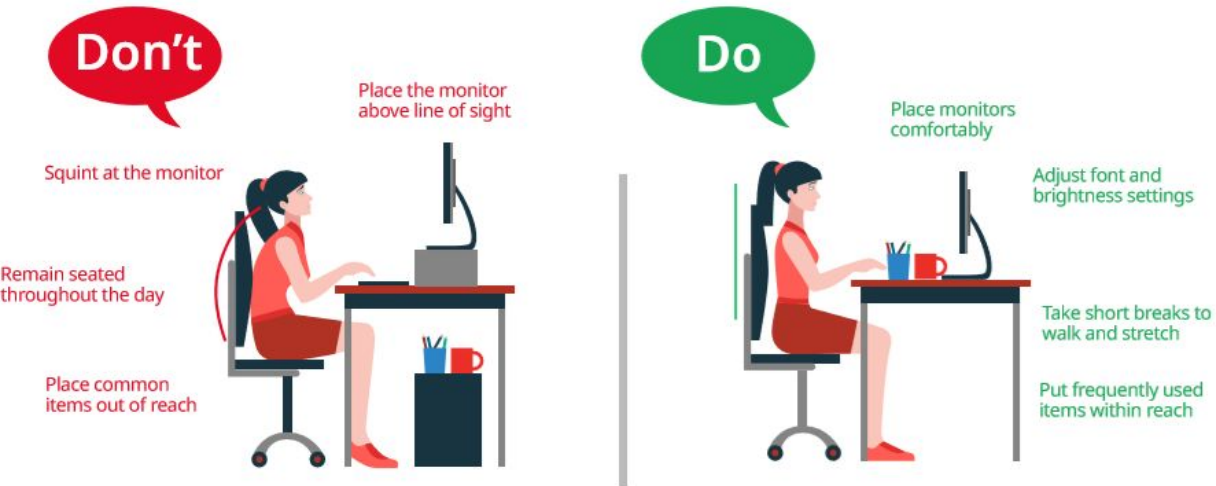
If you can, use an external monitor or laptop stand (with an external keyboard and mouse) to prop up your screen. When looking at the screen, your eye line should be level with the address bar on your web browser.



Ergonomics for work from home contd..



1.4 Understanding Do's and Don'ts Visually



1.5 Understanding Do's and Don'ts Visually

Lighting



Ergonomics for work from home contd..



2.4 Taking Care of Your Neck & Eyes

1. How's the Image Quality on Your Screen?

Make sure the screen image is:

- Sharp (not fuzzy)
- Stable (not jittery or flickering)
- Bright enough for comfortable viewing

If not, try adjusting the screen brightness, contrast, refresh rate, and resolution to give you the best quality image. You can even zoom into emails or increase the fonts.

2. Avoid Screen Glare

The screen should be free from any bright reflections (specular glare), and the screen image should not appear to be 'washed out' (veiling glare).

To avoid glare, you might need to reposition the screen, dim the overhead lights, or use an antiglare filter to cover the screen. Sometimes a hood can be placed around the screen or the screen can be slightly tilted up or down to eliminate the glare. Using a privacy filter on your screen can help because you will only be able to read your screen when you are properly aligned with it.



2.4 Taking Care of Your Neck & Eyes

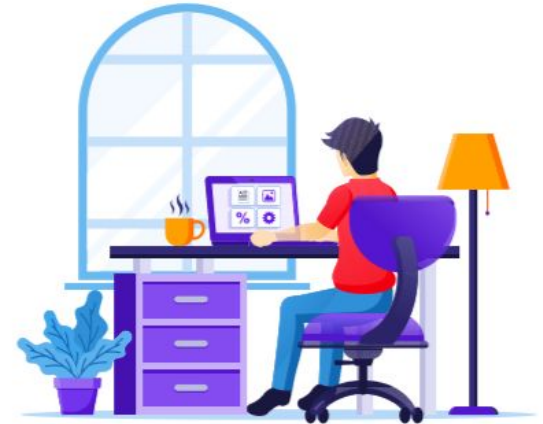


3. Watch How Far Away Your Screen Is

The screen should be at a comfortable horizontal distance for viewing. If you can't position this at a comfortable viewing distance, it is better for the eyes to have the screen too far away and zoom into the content rather than sit too close to the screen. The most comfortable viewing distance is usually is at least an arm's length away from your body.

4. Make the Screen High Enough

The ideal vertical position for the screen depends on the size of the screen and the size of the casing around the screen. Several research studies have confirmed the best position for most users is to have the center of the screen about 17-18 degrees below horizontal for optimal viewing.



UPL comes to the rescue

UPL Helps for better Ergonomics

LAPTOP PAD



Option 1 - Cost pp – INR 999



Option 2 - Cost pp – INR 999

LAPTOP DESK



Cost pp – INR 4990

HEADPHONES




Option 1 - Cost pp – INR 2799

/-



Option 2 Cost pp – INR 2849



UPL
OpenAg™

**Think the right way, act the right way,
lead the best possible way.**