

# Work From Home Best Practices

City of Chesapeake





# Your Presenters



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City of Chesapeake

*Providing clients with the best plan,  
products, and services to improve quality of  
life, increase productivity, and reduce the  
incidence and severity of unhealthy events.*

# Agenda

- Your New Routine
- Home Office Ergonomics
- The Conference Call
- Move!
- Eating to Feel Good
- Mental Wellbeing





# Agenda



## Changes

- 2020 Wellness Incentive
- Reimbursement Deadline
  - End of April





# Your New Routine

- ✓ Get dressed
- ✓ Designate a workspace
- ✓ Have clearly defined work hours
- ✓ Don't get sucked in by the news or social media
- ✓ Communicate with manager and coworkers
- ✓ Drink. Lots. Water.
- ✓ Schedule breaks, get outside
- ✓ Socialize

## Example Schedule

6am	Wake
6:30-7:30	Exercise
7:30-8:30	Breakfast and shower
8:30	Work
11:30-12:30	Lunch and walk
12:30-3:30	Work
3:30-3:40	Walk
12:30-5	Work
9pm	Get ready for bed



# Ergonomics

**Chair:**

- Choose a chair, not a couch.
- Sit all the way back, with neutral spine, and shoulders relaxed. Use a pillow or rolled towel for additional lumbar support.
- Keep elbows at sides and flexed at 90 degrees. Use a folded towel to raise seated height.
- Ensure 2-3 fingers worth of distance between the chair and back of knee.

**Laptop Riser:**

- Ensure the top 1/3 of the screen is at eye level. Use a box or reams of paper to adjust the laptop height.

**External Keyboard and Mouse:**

- Keep wrists straight and forearms/wrists floating. Use a mouse and external keyboard so the keyboard is at optimal height.

**Footrest:**

- Keep thighs parallel to floor with feet supported. Use a sturdy box or reams of paper to support feet.





# Ergonomics



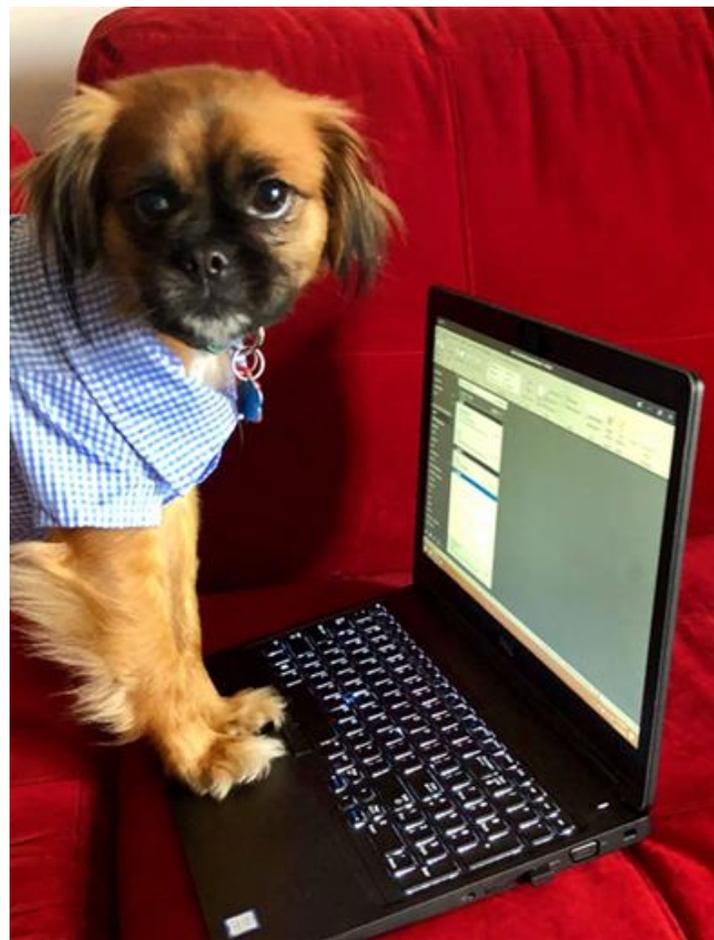
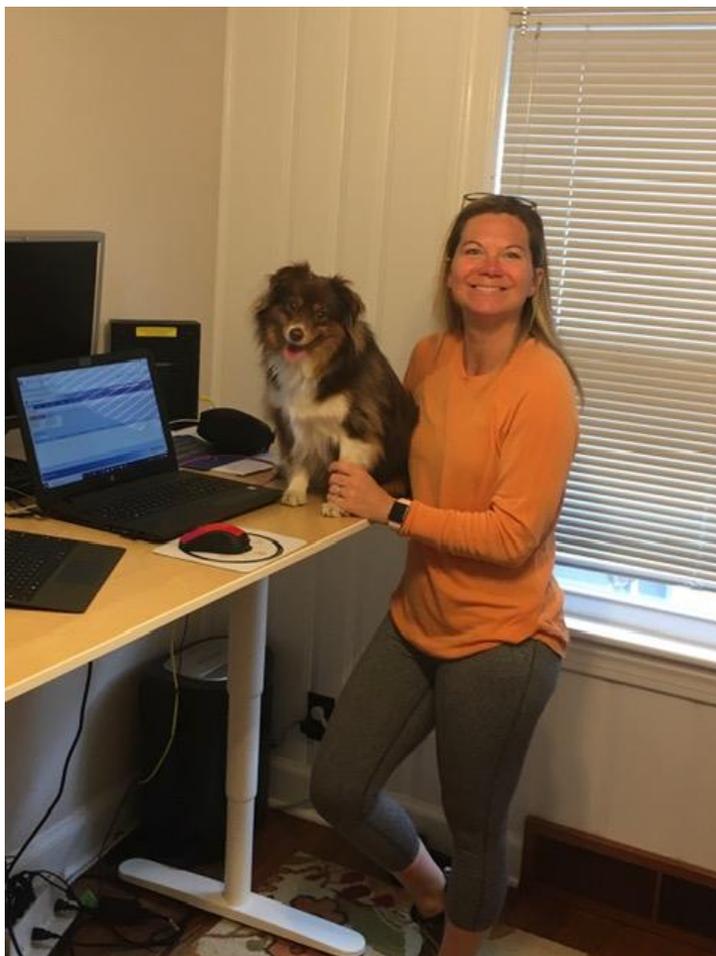


# Ergonomics





# Ergonomics





# Ergonomics

**DID YOU KNOW?**  
WHEN YOU DO THIS STRETCH DAILY...

QUADRATUS LUMBORUM



THIS IS THE AREA THAT CAUSES STIFFNESS AND LOWER BACK PAIN FROM LACK OF STRETCHING. THIS AREA MUST BE STRETCHED DAILY, ESPECIALLY IF YOU SIT ALL DAY.

**DID YOU KNOW?**  
DOING THE BRIDGE POSE REGULARLY....



STRETCHES THE CHEST, NECK, SPINE, AND HIPS. STRENGTHENS THE BACK, BUTTOCKS, AND HAMSTRINGS. IMPROVES CIRCULATION OF BLOOD. HELPS ALLEVIATE STRESS AND MILD DEPRESSION.



# The Conference Call

## Attendee

- ✓ Arrive early
- ✓ Announce yourself
- ✓ Put yourself on mute
- ✓ Pay attention



## Presenter

- ✓ Practice session
- ✓ Arrive early
- ✓ Prepare background and camera
- ✓ >5 participants, mute all

*Teams, Conference Bridge, Zoom, GoToMeeting, Webex*



# The Conference Call





# Move!

**8 HOURS**

**1 HOUR**

60–75 min of moderate intensity physical activity per day seem to eliminate the increased mortality risks associated with high total sitting time

The infographic features a central white 3D figure pointing to the right. To the left, under '8 HOURS', are illustrations of a meeting, a person sitting at a desk with a TV, and a large clock with figures climbing it. To the right, under '1 HOUR', are a red and white athletic shoe and a stopwatch.



# Move!

S	M	T	W	T	F	S
<u>30-minute Yoga For Insecurity</u>	<u>20-minute Tabata</u>	<u>10-minute Upper Body</u>	<u>15-minute Total Body</u>	<u>15-minute Legs, Bums &amp; Tums</u>	<u>5-minute Bodyweight Workout for Arms</u>	<u>15-minute Home Incline Walk</u>
<u>5-minute Warm Up</u>	<u>20-minute No Fear Power Yoga</u>	<u>20-minute HIIT</u>	<u>20-minute Upper Body</u>	<u>10-minute Pretend You Are at the Beach Workout</u>	<u>10-minute Thigh Thinner</u>	<u>15-minute Standing Barre Core</u>
<u>15-minute Gentle Yoga</u>	<u>20-minute Bodybuilding</u>	<u>5-minute Cardio Warm Up</u>	<u>5-minute Inner Thigh</u>	<u>10-minute abs</u>	<u>20-minute Energy Flow</u>	<u>20-minute Zumba Cardio and Toning</u>
<u>10-minute Arms</u>	<u>7-minute Core</u>	<u>10-minute Upper Body</u>	<u>30-minute Kickboxing</u>	<u>10-minute Beginner Arms</u>	<u>10-minute Butt Lift</u>	<u>20-minute Tummy Toning</u>
<u>30-minute Arms and Glutes</u>	<u>15-minute Core</u>	<u>20-minute Deep Stretch</u>	Stuck at home? Try this daily workout calendar which incorporates a variety of free workout videos bound to help you work up a sweat!			





# Boost Your Immunity

The graphic shows a meal planner on a textured, parchment-like background. At the top center, there are icons of a fork, knife, and spoon. Below the icons, the words "Meal Planner" are written in a large, black, sans-serif font. To the left of the planner, there are four vertical columns representing days of the week: "sun", "mon", "tue", and "wed". Each day has a corresponding horizontal box for meal planning. To the right of the meal planner, there is a "shopping list" section with a header and several horizontal lines for writing.

## Taste the Rainbow

INCORPORATE MORE FRUITS AND VEGGIES INTO YOUR DIET OVER THE NEXT MONTH BY EATING A RAINBOW. INCLUDE ALL COLORS AND TRY NEW FOODS YOU HAVEN'T CONSUMED YET!  
THE GOAL IS TO GET 5+ SERVINGS PER DAY.



# WFH Bingo

Meditate for 5 minutes. Free Apps: Calm, Omvan, or Mindbody Connect.	Schedule time to walk outside (even a 10-minute walk will be beneficial).	Create a meal plan. Share your plan with your coworker. It can be fun to see what other people are cooking.	Challenge a co-worker to a 3-day workout streak competition.	TV off during your work hours.	Get a friend to do a virtual workout at the same time.	In the beginning and end of your work day set aside 10 minutes to stretch.	Bake a tray of veggies such as cauliflower, carrots, broccoli, with your favorite seasoning to last a few days.
Have a water bottle at your workspace.	Eat lunch away from your computer and phone.	For your lunch break tune into a virtual event near you.	When you finish a big project reward yourself with a walk outside or a cup of coffee.	10 pushups at every hour.	Watch a hand washing <u>video</u> .	Get 7-8 hours of sleep.	Create a budget and stick to <u>it</u> .
Face-to-Face interaction is still important. Set aside some time to virtually connect with a coworker.	Maintain a clean and organized workspace. Simply making sure you have good lighting can help with productivity.	Support a local business. Many are offering curbside service. Find a fun place for lunch and treat yourself.	Do not work extreme hours. Spend the night with your family. Have a game night, dance party, or reading your favorite book by yourself.	Participate in one of the free workouts AssuredPartners provided in the April <u>newsletter</u> .	Put food dishes in sink or dishwasher. You do not want to clutter your office space with dirty dishes.	Find a new way to use AssuredPartners food of the <u>month</u> .	Start your day with a sunrise <u>yoga video</u> .



Work From Home  
\* BINGO! \*

How to play: Check off one box per day. Draw an X through the box when completed.  
Use the videos linked within (underlined).



# Self Isolation Diary

- Strawberries: some have 210 seeds, some have 235 seeds. Who knew?
- 8pm. Removed day pajamas and put on night pajamas
- Went to a new restaurant called, "The Kitchen". You have to gather all the ingredients and make your own meal. I have no clue how this place is still in business.
- I get to take the garbage out. I'm so excited, I can't decide what to wear.
- Laughing way too much at my own jokes.





# City of Chesapeake Perks!

- ◆ **2020 Wellness Incentives** will continue to include \$300 for completing an annual physical, eye exam, and semi-annual dental cleaning and will continue to be available to employees not covered by one of the City's health insurance policies, and to spouses covered by the City's health insurance policies.
- ◆ **FSA Enrollment:** if you are not currently enrolled in any of the City's medical plans and participating in the Wellness Incentive program, your earned incentive will be deposited into the Flexible Spending Account.
- ◆ **City's contributions into Health Savings Accounts for 2020** for eligible employees enrolled in the CDHP, the contribution will be \$250 for employee only or \$500 for all other tiers. One-half of the City contribution will be deposited in January and the other half will be deposited in July. Contributions will be prorated for new employees.
- ◆ **Omada** will continue to be offered for employees at risk for Type II Diabetes and Heart Disease and will now include a \$100 incentive. Omada is a digital, lifestyle-change program focused on reducing the risk of obesity-related chronic disease.
- ◆ **Diabetes Disease Management program** will continue to be offered to employees, spouses, and children covered by one of the City's health insurance policies and will now have an increased incentive to \$300 for participation.
- ◆ **Diabetic Supplies** (pump infusion sets & supplies), as well as testing supplies (Includes test strips, lancets, lancet devices, blood glucose monitors and control solution) will be covered at 100% prior to the deductible under the HMO, POS and PPO medical plans.
- ◆ **FIT Kit is a screening test for colon cancer to use at home.** As a benefit to you, it will be automatically sent to all members 50 years of age and older who have not had a colonoscopy in the last 10 years.





# City of Chesapeake EAP

## No Judgment, Just Help

We provide qualified, specially trained counselors and therapists who are ready to step in and help provide calm and focus through tough situations. There is no judgment here, just help. Confidential

## We Are:

- Confidential, **FREE** and convenient.
- Available to employee, spouses and dependent children, ages 26 and younger.

## Has Life Got You Down?

Life can be difficult at times. Are you or a member of your family experiencing any of these issues?

- Job stress
- Marital stress
- Family issues
- Substance abuse
- Depression
- Anxiety
- Grief and loss
- Life transitions
- Relationship issues

**Bon Secours Employee Assistance Program**  
110 Kingsley Lane, Suite 210, Norfolk, VA 23505

For assistance Mondays through Fridays,  
from 8:30 a.m. to 5 p.m., please call  
**757-398-2374.**

If you are in crisis after hours, please call  
**1-800-EAP-3257.**

[VirginiaEmployeeWellness.com](http://VirginiaEmployeeWellness.com)





- Coming Soon!
- ✓ Stress Management
  - ✓ Stay Active



**Stay well and enjoy this time at home.**