

Due to the unprecedented and challenging times regarding COVID-19, faculty and staff are working remotely. Working from home can be an adjustment and we want to help you stay healthy and successful.

During this time, the UCR Faculty/Staff Wellness Program and Healthy Campus will be providing tips and resources over the next few weeks in hopes to help you and your family navigate challenges with staying healthy while working from home.

[Alternate work schedules](#) are already available at UCR. When properly managed, alternate work schedules have been shown to increase productivity, increase employee engagement and retention, provide extended coverage and cross training opportunities, and decrease unplanned absences. To reap the benefits of telecommuting, Wellness Wednesday emails will include tips and resources to improve or maintain your well-being

We hope you find the following tips and resources helpful. UCR Healthy Campus and the Faculty/Staff Wellness Program remains committed to the health and well-being of the campus community.

If you have any questions or would like more information, please contact healthycampus@ucr.edu or wellness@ucr.edu.

The following tips will help you stay healthy and successful while you work from home

Stay Informed

This [tip sheet](#) describes feelings and thoughts you may have during and after social distancing, quarantine and isolation. It also suggests ways to care for your behavioral health during these experiences and provides resources for more help.

Get Dressed for the Day

You don't have to wear your normal work clothes, but get out of your pajamas and into "work" clothes.

Keep the Same Schedule

Keep the same schedule as you would at the office. Start by establishing one to two steps that signal you're about to start your workday – such as brewing coffee or turning on the morning TV news. A schedule should include work breaks and an end time. Shut down your computer, start on dinner or go for a short walk.

Map Out a Home Office

Pick a spot in your home where you'll work. Make it somewhere free of distractions. You will need more space than the kitchen counter. You should consider whether your space is [ergonomically friendly](#).

For virtual ergonomic consultations, please contact Dr. Clyde Blackwelder at clyde.blackwelder@ucr.edu.

Set Boundaries

This is a time where many Americans are working from home. If other people are at home during the day, discuss with them the times you'll be working and ways to minimize distractions by alternating work schedules and organize home responsibilities.

Move More

Try to [move more](#) while working remotely or at work. In addition to your daily exercising (e.g., walking, doing an online exercise video), take short [stretch breaks](#). If you have a virtual meeting, try a standing or walking meeting.

Meditation

Use the time you would normally be commuting to start a [mindfulness practice](#).

Social Connection

While working from remotely or at home, all the brief conversations that would normally happen in the break room or after meetings stop. Take time to connect with your coworkers through email, instant messaging or phone. Some departments have even started Zoom lunches for coworkers to stay connected.

Enjoy Healthy Snacks

Now is the time to start creating [healthy habits](#). Food is more easily accessible, and it is a great time to put your metabolism on schedule as well. [Snack healthy](#) and eat all three meals. By keeping your metabolism on a schedule, your body will remember when it receives calories to burn off calories. If you are looking for ideas, please review the Healthy Campus [Healthy Snack List](#).

Fit in Fitness Virtually

The [UCR Student Recreation Center](#) (SRC) has added free online fitness workouts, tips and resources to keep you moving. Choose from a variety of classes and try something new!

Seek Help from UCR Mental Health Providers

CAPS

Students may contact Counseling & Psychological Services (CAPS) at (951) 826-5531 to speak with a counselor.

Faculty & Staff Assistance Program

UCR faculty and staff can contact the [Faculty & Staff Assistance Program](#) at (951) 781-0510 or (800) 266-0510 for confidential counseling, referral or other resources.

Stay Up to Date

Visit the [UCR COVID-19 website](#) and the [CDC website](#) for up to date information and resources.