



# Promote Health, Comfort and Performance While Working From Home

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## THE CHANGING WORKPLACE

The rapid growth of telework has prompted the federal community to reassess the traditional workplace. Indeed, a guiding principle of Workplace 2030 is that work can be done anywhere at any time. As more work is done outside the office, more attention needs to be paid to ensuring our federal employees' health, comfort and performance. This includes maintaining good personal habits and creating healthy, engaging workspaces no matter where we work.

## BEYOND AVOIDING ILLNESS

Health and wellbeing require more than not being sick, they require conditions that help us thrive. Creating comfortable and healthy indoor environments, seeking social connection, ensuring regular physical activity, and removing unwanted distractions are all key. There are many ways to pursue this.

## Tips to Promote a Healthy and Productive Remote Workplace:

### 1 Optimize your work space

- Create a dedicated work space area with good task lighting if you can.
- Select a spot with access to daylight and views of the outside. Learn more about daylighting on [SFTool's Importance of Daylighting page](#).
- Choose comfortable, ergonomic work furniture. Check out the resources on [SFTool.gov's ergonomics](#) page for help.
- Include biophilic design elements like house plants.

### 2 Make thermal comfort a priority

- Set a comfortable temperature.
- Seal or avoid drafts around windows.
- Wear clothing that fits the season.
- Avoid walls and windows that are warm or cold to the touch.

### 3 Improve your air quality

- Open windows when you can.
- Use fans to circulate indoor air when you can't.
- Change the air filters on your home air conditioning systems at least quarterly.
- Choose your air filter's MERV rating based on local pollution levels. Visit [www.airnow.gov](http://www.airnow.gov) for more information.
- Consider portable filters to clean the air during polluted seasons or extreme events.



### 4 Make time for social contact

- Visit "third places" like a cafe, gym, or park to work or just to be around others.
- Connect with colleagues for regular socializing activities.

### 5 Move around and get outside

- Take regular breaks to move and make time to exercise.
- Get outdoors for a dose of daylight and fresh air.