

# Weekly Wellness Communication

03/30/2020

## Establishing your Home Workspace

*Are you sore from working at home? Here are some helpful tips!*

In response to the COVID-19 pandemic, most Algoma University employees have transitioned to working from home for an indeterminate amount of time. This means that we are operating outside of a space that we have become accustomed to. It is essential to establish an environment that is suitable for work, while still meeting the needs of your daily life.

If you're lucky, you have an established office space within your home that provides you with regular ergonomic support. However, for some, you may be jammed at a dining room table or hunched on the couch, enduring regular distractions from family, pets, and daily chores. The longer you remain in an uncomfortable position the more likely chronic issues will occur.

Unless you already have chronic pain issues, such as carpal tunnel, special equipment may not be necessary to achieve a comfortable work from home setting. For many, it may be as simple as maintaining a proper sitting posture combined with small adjustments to our equipment!

The general guideline is for your laptop/monitor to be slightly lower than your seated eye-level, tilted upwards at a 15-degree angle. Your chin should be parallel to the floor, and you should not be leaning forward or bending your neck. Your feet should be placed flat on the floor with your thighs parallel to the ground. If you have armrests, make sure they don't cause you to shrug your shoulders. It is recommended to stand up every hour, even to walk around your home, to reposition yourself throughout the day. You can also be creative and develop your own sit-to-stand work space!

### PRO TIP

To reduce back discomfort, roll up a towel and place it at the small of your back to provide added comfort. If you try this, let HR know if it worked!



## Recipe of the Week No-Bake Energy Bites

*Try this at home, take a picture, and send to [hr@algomau.ca](mailto:hr@algomau.ca) for a feature!*

### Ingredients

- 1/2 cup semi-sweet chocolate chips
- 2/3 cup shredded coconut
- 1/2 cup peanut butter
- 1 cup oats
- 1/3 cup honey
- 1/2 cup ground flax seed
- 1 tbsp chia seeds
- 1 tsp vanilla extract

### Steps

- Combine ingredients into a large bowl until thoroughly mixed
- Cover and refrigerate for 10-20 minutes
- Once cooled, roll the bites into 1-inch balls
- Store in an airtight container for up to one week

[LINK to recipe](#)

*Start where you are. Use what you have. Do what you can.*  
Arthur Ashe

# Weekly Calendar

Five activities to try at home for each day of the week!

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>Try adult colouring!</p> <p><a href="#">LINK</a></p>	<p>Clean out the hall closet you've been avoiding!</p>	<p><b>National Walking Day!</b> Send a video of you walking to communications@algomau.ca</p>	<p>Try a crossword!</p> <p><a href="#">LINK</a></p>	<p>Have a virtual lunch date with your co-workers! No work talk!</p>



## How to keep your home workspace organized?

1. Use technology to remain efficient and stay connected.
2. Organize your time. Structure your day like you would in the office.
3. Set realistic expectations.
4. Minimize your distractions, or learn how to deal with them.
5. Separate your workspace, from your personal space.
6. Reassess frequently to ensure this new routine still works for you!

### Quick Links

[Algoma University COVID-19 Updates](#)

[Government of Canada](#)

[World Health Organization](#)

## Meet Our New Furry Co-Workers!



Note: Refrain yourself to only 15 minutes of COVID-19 related information per day. Stay informed, but keep your mind healthy!



## Employee Feature

"My whole world has taken a new turn. Welcome to my new normal! Being a mom is joyful and challenging at the same time. My video meetings are not free from distractions because they are all over me! But I am learning to give my children attention while I work. So to all working moms and everyone out there, you've got this!"

Teni Araba, Director of Human Resources