

# WORK FROM HOME

*A Simple Guide on How to Effectively Work From Home*



  
Coast Colleges





## WORK FROM HOME

Out of necessity comes new ideas. COVID-19 provides the opportunity to reshape the way in which we teach, learn...and work. As the familiarity and comfort of the office shifts to working remotely, we must redefine our work style to balance virtual collaboration, staying connected with colleagues, and completing our individual work. Some have the added pressure of trying to manage kids who are home from school or daycare, others caring for an elder family member, and all of us bear the responsibility of caring for our personal well-being. We recognize that the transition to remote work can be challenging, and we want to thank you for your patience and understanding as we go on this journey together.

Working from home will help us create new ways of connecting and collaborating that will reshape our work practices into the future. The District is committed to providing the tools, resources, and training necessary for you to be successful. This is uncharted territory for all of us, so let's experiment, stay connected, share, and support each other as we continue to serve the students of the Coast District.

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TIPS & TRICKS: HOW  
TO EFFECTIVELY WORK  
FROM HOME

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ERGONOMICS 101: HOW  
TO SET-UP YOUR NEW  
WORK SPACE

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CONNECT: THE ROLE  
OF TECHNOLOGY

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NEED HELP? WE ARE  
HERE! CHECK OUT  
THESE RESOURCES

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# TIPS & TRICKS: HOW TO EFFECTIVELY WORK FROM HOME



DAILY ROUTINE

Set a daily routine by getting up, getting ready, and “going to work” at your regular time. This structure will help you be more productive in your work week.



HOME WORKSPACE

Find a quiet space to designate as your office during working hours. Having a sense of place and minimizing distractions will increase work efficiency.



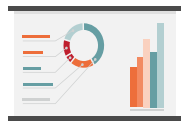
ERGONOMICS

When setting up your workspace, make sure that it is ergonomically correct. Sit on a supportive chair, position yourself properly, and get comfortable.



ENVIRONMENT

Maintain organization and clear the clutter when it comes to your desk. A desk light or natural light will aid not in straining your eyes.



ORGANIZATION

Organize and prioritize your schedule. Plan tasks you are going to accomplish and give yourself a set goal for each day.



COMMUNICATION

Communication is key. Whether it’s via video, phone, or email, it is important to connect with team members regularly. Stay connected socially and keep updated on work projects.



SCHEDULE

Make sure to take breaks and get up from your seat to move around. Stick to your schedule, it will help solidify your work routine.



HEALTH

Reach for healthy snacks, avoid being over-caffeinated, stay hydrated, and practice CDC recommended safety protocols. Stay active throughout the day by taking short walks.

## EMPLOYEE ASSISTANCE PROGRAM

As news of the COVID-19 (coronavirus) evolves, you may find yourself growing increasingly anxious or stressed. If so, you are not alone. Your EAP is here to provide you and your household members support. Here are a few tips to help cope: 1) stick to reputable sites for information and take “news breaks,” 2) take care of your body with healthy meals, exercise, and getting plenty of sleep, 3) try to do activities that you enjoy, 4) connect with others, 5) seek help if needed. Get the support you need by calling your EAP toll-free number 1-800-999-7222 or by visiting [anthemeap.com](http://anthemeap.com) (login: CCCD).

# ERGONOMICS 101: HOW TO SET-UP YOUR NEW WORK SPACE

Use a comfortable chair. You can improvise by adding cushions or pillows for back/leg support.

Proper seat height is critical to maintaining good posture. Adjust your chair so that you can sit up straight and maintain a 90 degree bend in the hips and knees. Use cushions or pillows as needed.

Support your feet on a box, phone book, step stool, etc., if they don't firmly touch the ground while sitting.

Raise your monitor using books or boxes. The top of the monitor should be at or slightly below eye level, shoulders relaxed with the elbows around 90 degrees, arms close to your sides.

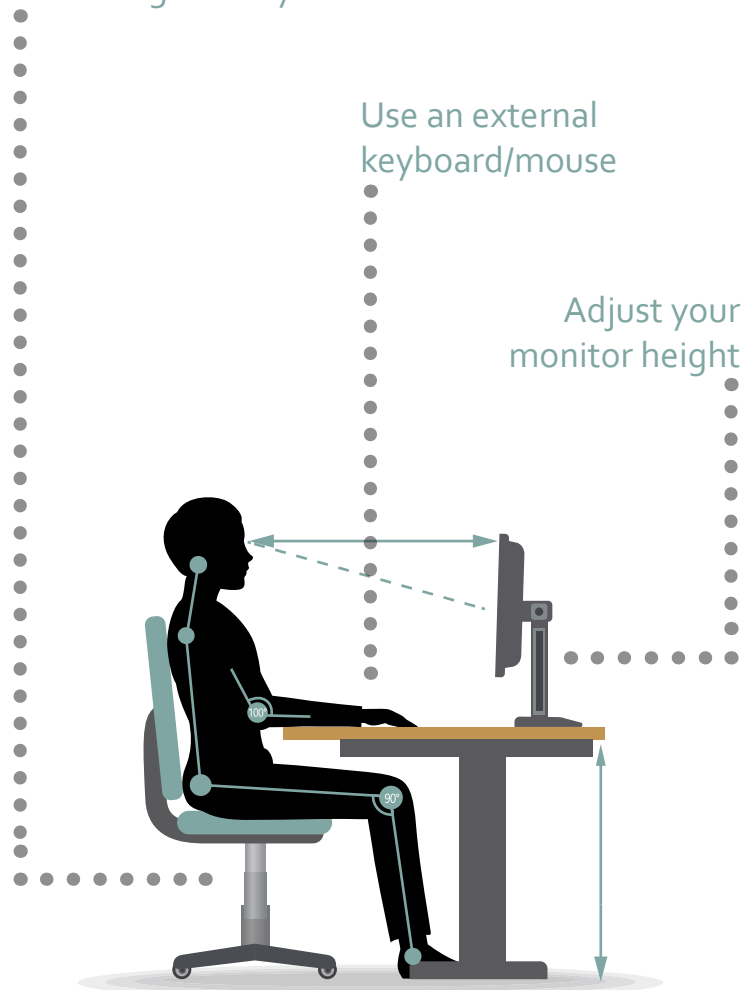
Use an external keyboard and mouse. If you raise your laptop monitor, you will need to use an external/separate keyboard and mouse.

For more information on how to better your home workspace, visit the *Risk Services Navigator* page.

Chair height is key

Use an external keyboard/mouse

Adjust your monitor height



Support your feet

Use a comfortable chair



# CONNECT: THE ROLE OF TECHNOLOGY

Teleworking (or telecommuting) arrangements are not new, but because they may be unfamiliar to many staff and faculty who have never done so, the resources provided here will help you and your team navigate potential teleworking scenarios. For more information on any of these or any of the District's technology resources, please visit the [telework.cccd.edu](http://telework.cccd.edu) website or you may contact the District Information Services Help Desk.

## PRODUCTIVITY APPS



Zoom is an easy and reliable cloud-based platform for video and audio conferencing. Zoom accounts are available to all employees of the California Community College system at no cost. These accounts allow for unlimited meetings with up to 300 attendees. You may sign up for your free Zoom account at [www.conferzoom.org](http://www.conferzoom.org).

Microsoft Teams is available to all District employees with Microsoft Office 365 account. It may already be installed on your computer if you have installed Office or you may visit [www.microsoft.com/teams](http://www.microsoft.com/teams) and sign in using your District network login. Several tutorials on Microsoft Teams can be found on YouTube. View this video on *YouTube: How to use Microsoft Teams, a demo tutorial*.

The District's Voice over IP (VOIP) phone system, RingCentral, allows for great flexibility in managing how we make and receive calls. You may forward incoming calls to a mobile phone or your home computer or make outbound calls from any device as if it is your office phone. Download the *RingCentral App*, login using your District login information, and configure your preferred settings.

The District's Virtual Private Network (VPN) service will allow you to access your office computer and all associated network files remotely. The IT Support Desk has created a "*How to*" guide to assist in setting up and using the District VPN from home. Instructions are posted on the *teleworking website*.

## CYBERSECURITY

Phishing attacks using "COVID-19" as a lure are the most visible and immediate cybersecurity risk right now. In the current situation, we're anxious and eager for more information, and as a result many people lower their guard to phishing attacks and scams. If an email seems suspicious, please forward it to [phishing@ccd.edu](mailto:phishing@ccd.edu) for review. More information can be found on the [telework.cccd.edu](http://telework.cccd.edu) page under *Cybersecurity Information*.



## NEED HELP? WE ARE HERE!

### RESOURCES

Safe Work Practices

***Remote Work Ergonomics***

Occupation Safety Programs

***Risk Services/EHS Navigator***

Coast Telework Information Page

***telework.cccd.edu***

***LinkedIn Learning***

Employee Assistance Program (EAP)

1-800-999-7222

***anthemeap.com*** (login: CCCD)

Cornerstone

***Vision Resource Center***

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UNDER THE STATE OF EMERGENCY, DISTRICT PROCESSES AND PROCEDURES WILL CONTINUE TO ADAPT TO BEST SERVE THE NEEDS OF THE INSTITUTION.

PLEASE VISIT  
***WWW.CCCD.EDU/VIRUS***  
FOR THE MOST RECENT UPDATES.

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