#workfromhome

Working from home during the coronavirus shutdown

How to handle working remotely

IONOS by **1&1**

Content

IONOS by 1&1

Why should we all work from home?

Due to the global coronavirus pandemic, many countries have taken steps to slow the **spread of Sars-CoV-2** (the virus' official name). Public life has become severely restricted. As a public health measure to protect society as effectively as possible, work and leisure activities should take place at home. Events have been canceled, and in some states only business' and public institutions providing essential services remain open. Many employers have chosen to let their employees work from home.

The purpose of these severe restrictions is to **slow down the spread of the virus or flatten the curve**. The aim of flattening the curve is to ensure that the health system is not overburdened. If too many people get COVID-19 (the disease caused by the virus), it can lead to shortages in medical supplies, medical personnel, and hospital facilities. Flattening the curve buys us time. Time that is needed right now for vaccine development.

In addition, **social isolation** protects at-risk groups: it is currently assumed that most people are not overly concerned with contracting the disease, but COVID-19 poses a lethal risk to the elderly and individuals with pre-existing conditions. To help mitigate these risks, contact with these groups should be avoided as much as possible.

Fact

Much of the world is currently in a state of emergency, and there is a lot that still remains unknown. Every day new details and cases come to light and new restrictions come into force. The US Centers for Disease Control (CDC) provides daily updates on the latest coronavirus pandemic news on their dedicated webpage

IONOS by 1&1

There are **two primary risks** involved in going to the office and working as normal: the risk of mutual contagion does not just affect the office environment itself, but also the journey to work. When taking public transport, people tend to stand very close to one another and maintaining the six feet of distance as recommended by experts is virtually impossible. Since hygiene measures are difficult to implement and enforce on subways, trams, train, and buses, there is a particularly high risk of becoming infected, or infecting others.

If possible, people should stay at home to protect themselves and other people around them. Luckily, many tasks can be carried out from home. For some companies, working remotely has long been part of their policies, while for others the situation is entirely new. But setting up an office at home entails more than just switching on a laptop and getting started. Technical equipment, a suitable work space, effective work processes — **different rules apply** at home compared to the usual workplace. In order to protect an employee's health, but maintain productivity, certain factors should be taken into consideration.

What does working from home entail?

Working from home might seem great at first, and has been **the norm for freelancers and the self-employed for a long time**. The outbreak of COVID-19 and the social distancing measures that came with it have made working from home a necessity for many. Unsurprisingly, some people aren't sure how to come to terms with this swift change in circumstances.

Is Working From Home a Privilege?

Share of U.S. respondents who worked from home more because of coronavirus (by annual household income)

45.3% — More than $200,000
21.4% — $100,000-$200,000
13.3% — Less than $100,000
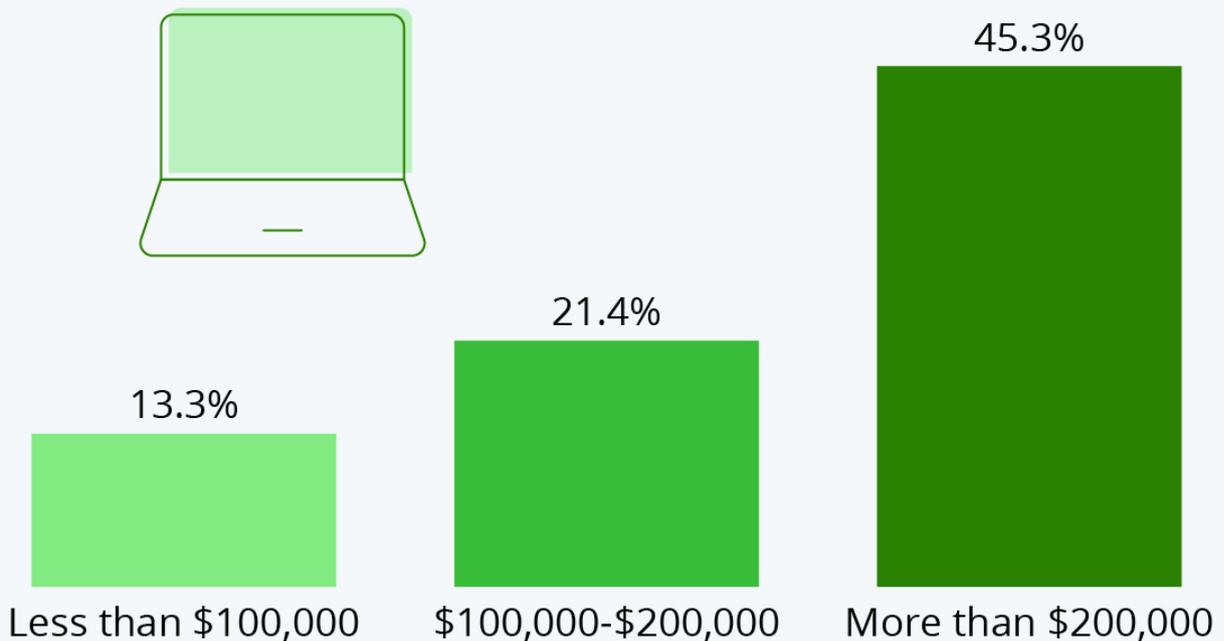
Survey of 1,000 Redfin customers in March 2020
Source: Redfin Realty

statista

While the desire to work from home is great, the type of work and income can affect your ability to do so. /
Source: **https://www.statista.com/chart/21177/working-from-home-by-income-group-coronavirus/**

When working from home, it is important to continue doing the same work you would do in your usual office, where possible. To be able to do this, certain technical and technological requirements must be met. If employees do not have access to crucial data or the necessary software, then the quality of their work and their motivation may suffer. When working from home, it is up to the employee where they work. Without social distancing requirements in place, employees who prefer working in cafés or libraries could do so. In this instance, the working arrangement would be referred to as **working remotely** from a **mobile office**, since the employee can move their workplace freely.

IONOS by 1&1

These Are the Industries That Work From Home

% of total workers who can work from home by industry, 2017-2018

Industry	Percentage
Financial activities	57%
Professional and business services	53%
Information	53%
Manufacturing	30%
Public administration	30%
Other services	28%
Education and health services	26%
Construction	17%
Wholesale and retail trade	17%
Transportation and utilities	14%
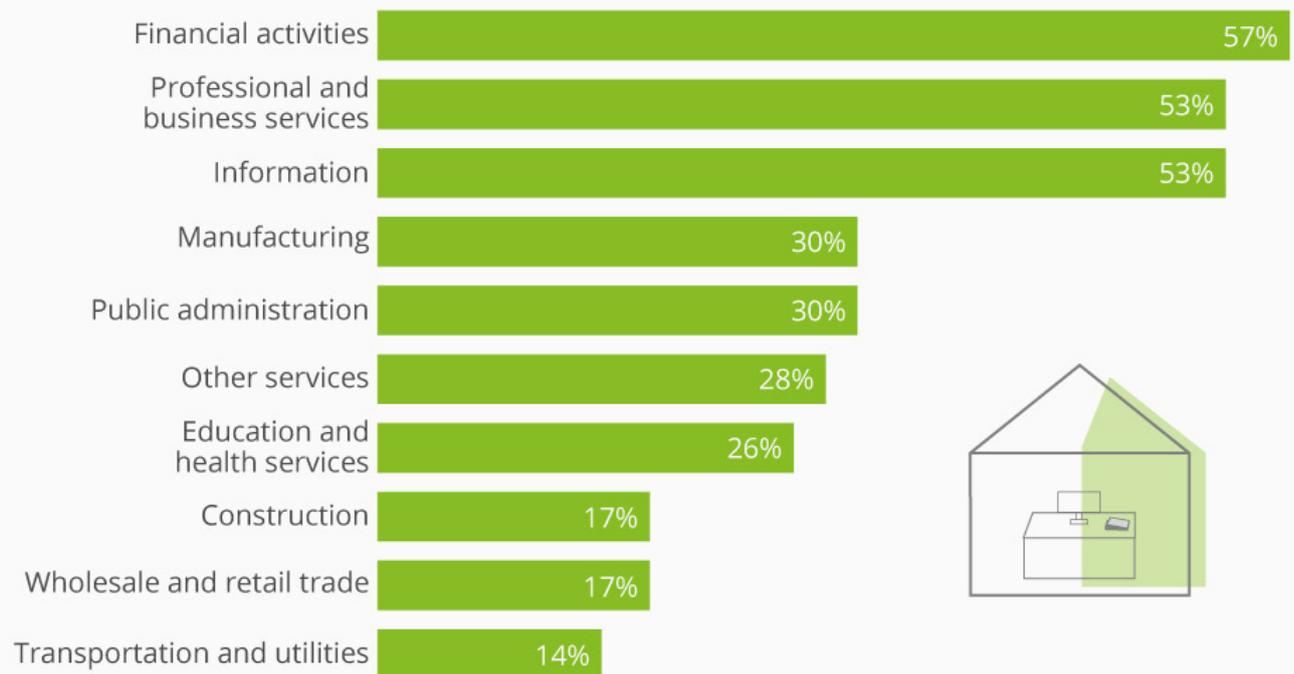
@StatistaCharts   Source: Bureau of Labor Statistics

statista

Industries where working from home was the norm even before the Sars-CoV-2 outbreak. This may change significantly after the pandemic. /
Source: https://www.statista.com/chart/19492/working-from-home/

IONOS by 1&1

Do I have a right to work from home?

In short: No. The law does not give anyone the right to work from home. These workplace situations are regulated by federal, state and local laws, and may or may not be stipulated in an employment contract.

Currently, the world finds itself in an unusual situation. Many nations are in a state of emergency, including the US. While this does not change the legal situation, expert advice for employers includes providing remote working privileges to employees during this time of crisis.

In the interest of public health, many companies who have not previously offered working from home are transitioning to having most, if not all of their staff, working remotely. This experience could lead to **meaningful change** in the way employees work in the long-term, once the crisis is over.

Summary

Do employees have the right to work from home?

- There is no law permitting employees the legal right to work from home
- Remote working is possible with an agreement between employer and employee
- In most instances, company policies dictate an employee's ability to work from home or not
- The outbreak of Sars-Cov-2 has led to many companies now offering the option to work from home
- Crisis experiences may lead to new workplace options for employees once it is over

IONOS by 1&1

How do I set up my home office?

Do you want to work from home? Have you decided to allow your employees to work from home in the future? Making the choice is the first step, but there's more that needs to be done. Employers, employees, and the self-employed must now take action and ensure they've got their home office set up properly. It is important to ensure that their equipment meets technical requirements for their work, that they set up an ergonomic workspace, and introduce new rules and routines for their hybrid home office.

Making remote work possible

When an employer decides to introduce a working from home policy, there are a few tasks that come with it. The most important thing is to ensure that employees have the **right equipment**.

In the best-case scenario, each employee has their own laptop already set up for working from home. There are two advantages to having a company-provided laptop: First, the laptop is already configured your business' infrastructure. Second, **data security** is made much easier. When employees use their own personal laptops, business owners can't be sure that they are sufficiently protected from cyber-attacks.

Introducing the home office:
advantages, technologies,
tips & tricks
https://www.ionos.com/
startupguide/productivity/
start-working-from-home/

IONOS by 1&1

However, the technical side is just one aspect. To avoid conflicts between management and employees, **guidelines should be agreed upon** in advance. These rules can relate to different areas of work, but there are two particularly important ones:

- **Data security:** When working from home, it is inevitable that sensitive data is moved from the company's direct access to the private individual's. Employees must be made aware that information should not be left lying around visibly. Third parties should never be able to view their screen.
- **Logging hours:** In a normal office environment, managers can see if their employees are present or not. This isn't always possible when they are working from home. That's why recording working hours when working from home is extremely important. To avoid misunderstandings, employers and employees should discuss what their core working hours are, and what constitutes working time.

Data security also plays a major role **for freelancers**. In some cases, sensitive information is provided to freelancers, who must take data security and privacy into account and ensure that sensitive information cannot be accessed by unauthorized third-parties.

Working from home is also a matter of **responsibility and trust**. It breaks down if employers try to exercise too much control. If you constantly monitor your employees, or engage in micro-managing, it can disrupt the workflow and result in a demotivated workforce. It is much more beneficial to relinquish some responsibility. This usually encourages employees to work harder.

Designing your home office

You have to be able to work from home in a reasonable manner. The dream scenario of working in bed quickly loses its appeal. Anyone who has worked from home before knows you need a **real workplace** – a special spot reserved and specifically set up for work.

There are several advantages to this. On the one hand, setting up an office space at home has a **psychological effect**. When working from home, you run the risk of mixing business and pleasure in an unhealthy manner. With a dedicated work space, which doesn't necessarily have to be a separate room, it is easier to find a line between work and leisure time, and it's easier to get into working mode.

Setting up a home office:
Ideas & tips for being at home
https://www.ionos.com/
startupguide/productivity/
set-up-home-office/

On the other hand, creating a work space also has a **practical advantage** – everything you need is right in front of you and you won't lose things in your apartment, or waste time wandering around trying to find them.

When setting up the workplace, it is important to keep your health in mind. An ergonomic workplace is very important in a home office environment. For example, the desk and chair should be individually adjusted for your comfort, otherwise you may suffer from long-term postural damage, back pain, or headaches.

Ergonomic workplace:
The best tips and tricks
https://www.ionos.com/
startupguide/productivity/
ergonomic-workspace/

Note

All employees and employers have been taken by surprise by COVID-19. Nobody could have foreseen that so many people would be required to start working from home on very short notice. As a result, many jobs currently being done from home are not likely to comply occupational health and safety laws. Nevertheless, it is important to take into account as many of these aspects as possible and switch to a properly adjusted home office as soon as possible.

IONOS by 1&1

It would be best if both **the chair and desk** in your home office are **height-adjustable**. This lets you sit at the right angle (110° to 120°) and adjust the work surface to a comfortable height. Ideally, the screen should be positioned so that the top of the screen is at eye level. However, no matter how well the table and chair are positioned, sitting for a long time is not conducive to good health. If you have a **standing desk** or can use a similar piece of furniture, you have the option to change your position. Your back will thank you for this! Changing positions frequently also aids in concentration.

It's important to pay attention to ergonomics, even when working from home.

Whether you have a standing desk or not, be sure to move around often. Stretch regularly, grab a drink from the kitchen, and step outside for some fresh air. **Good ventilation and enough sunlight** are vital for concentration. When you are working from home, you are encouraged to take frequent screen breaks from your computer.

Tips for working from home

The first few days working from home can take some getting used to – a lot of people are experiencing this right now. In terms of performance, work is more relaxed but also more productive than usual. This makes it easy to set up a **good routine**. However, if you work in your pajamas, have the TV on in the background, or make lots of personal phone calls, you will end up not getting any work done, or risk producing poor quality work. This, in turn, can anger your manager or client, reducing your own motivation.

Rule one: **Separate your work and leisure time**. If you try to mix the two, you won't be able to work properly or enjoy the free time you deserve. Anything distracting should have nothing to do with the work space. Before you start working, there are several tips to help you get started:

- **Have a sensible breakfast:** Since no one is looking, it can be tempting eat breakfast at your work space. Psychologically, however, it is advisable to eat breakfast before starting work. And crumbs in your keyboard are never a good sign.
- **Prepare for the day:** Before heading into the office, you probably shower and brush your teeth. That's a good habit to continue before starting your day. It'll help you keep your usual routine, and prepare you for the working day.

IONOS by 1&1

- **Dress properly:** You wouldn't head to the office in pajamas, so you should avoid wearing them when working from home. Getting dressed as usual will make you feel motivated and ready to go.
- **A break means a break:** When it's lunchtime, change your location. Try not to sit in your work space and eat at your computer. If you take a proper break and eat somewhere else, you will be much more productive when you return to work.
- **Maintain your working hours:** Make sure you're only working during your set working hours. It can be very tempting to write emails and finish up reports after your official work day is over, but try to resist—the laptop will still be there tomorrow.

Sticking to your normal work hours is the best thing for your health. Your body and mind need a decent break so that you'll be ready for another day.

Summary

Working from home done right

- Create clear rules
- Trust yourself and your colleagues
- Set up a proper working space
- Keep ergonomics in mind
- Maintain a routine

IONOS by 1&1

How to combine working from home with technology

Working from home can be easy, as long as your technology cooperates. Many people have their own PC or laptop, but sometimes that's not enough to complete your tasks. Depending on your occupation, work routine, and IT infrastructure, you might need a few additional tools.

Secure connection to the company's network

Many companies operate their own infrastructure with an integrated data center. For security reasons, it's important not to make the company's intranet freely accessible online. Instead, software is used to create a **tunnel through the public network** to the private network. The created network is called a Virtual Private Network, or VPN for short.

This ensures that the network is private, because unlike the internet, not everyone can access it. It's virtual because it's a connected network but the connection isn't on a dedicated cable. The VPN tunnel is created exclusively via the software. You don't necessarily have to have a company server on your own premises. Especially when it comes to small and medium-sized businesses, it's worth getting a cloud server – these can also be accessed via a VPN.

What is a VPN –
Virtual Private Network
https://www.ionos.com/
digitalguide/server/know-how/
what-is-a-vpn-virtual-private-
network/

Rent a cloud server
https://www.ionos.com/cloud/
cloud-servers

Note

VPNs are used in a variety of contexts these days. Some internet users use this technique (in a legally dubious way) to trick streaming providers into providing them with content that is not actually available in their region due to licensing restrictions. Virtual private networks are also used to make internet connections more secure and anonymous. This is the same technology you will require to connect to a company network.

IONOS by 1&1

The VPN program grants you **access to the enterprise infrastructure**. The software provides authentication—you will only be able to sign in if you have a registered user account and you enter the correct password. And the VPN client also takes care of encryption for you, meaning all information is encoded so that unauthorized users can't read the sent data. If the virtual private network is set correctly, you will be able to access all the same files you normally would from the office.
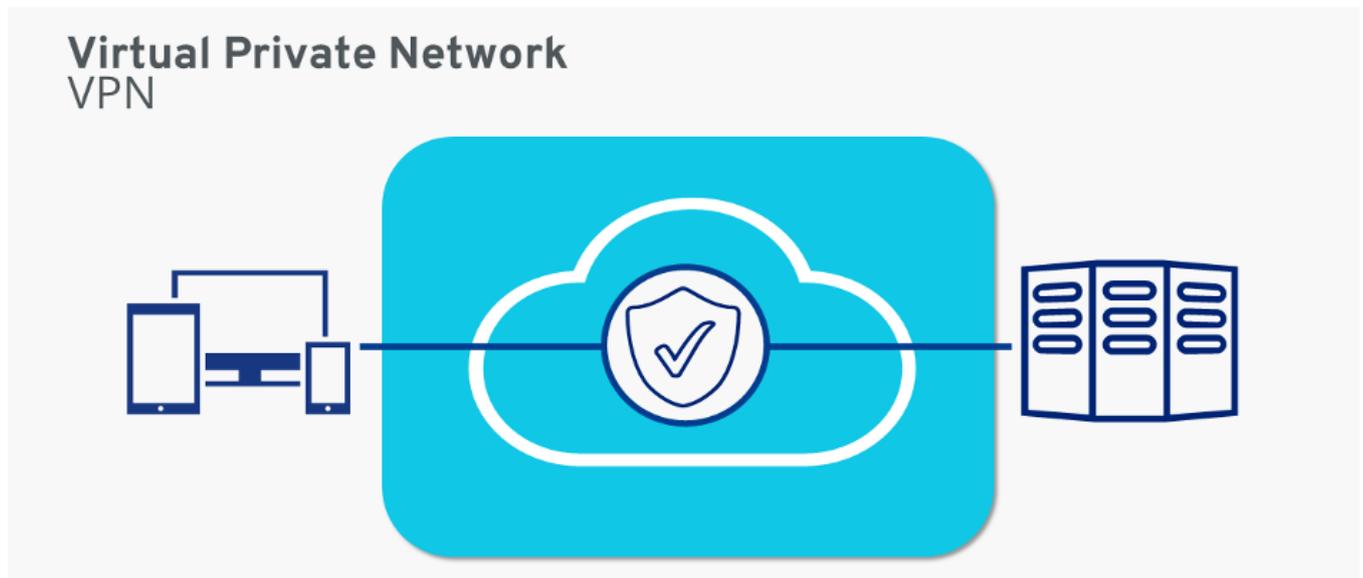
A VPN connection creates a secure tunnel using the internet between the employee's PC and the company's server infrastructure.

There are other ways to access a network—which might also be of interest to freelancers. Since it has become harder to meet clients personally, connecting remotely has become a more attractive option. Using a remote desktop connection you can **remotely control another computer or server**. Using a dedicated protocol, the external computer can then be steered as if it were your own. This is also a helpful solution for doing maintenance and updating, for example.

Whether it's a VPN, a remote desktop connection, or a regular internet connection, sensitive business data should always be protected. Simple password protection is no longer sufficient. The best choice is to use **multi-factor authentication** (MFA), where not just a single feature is being authenticated (i.e. a password), but additional verification steps have to be performed.

In most cases, however, two-factor authentication is enough. Users simply enter their username and password first, and are then asked for an additional password, which will be sent to them through a second channel for one-time login use.

This **one-time password** is sent or created using a text message, email, app notification, or through as separate dedicated device. It is often a sequence of numbers that expire after a few minutes. The authentication system takes time to set up and can be cumbersome, but security is increased to such an extent that it is absolutely worth it, regardless of the circumstances. This is extremely important, especially where an entire company can no longer share the same physical location.

Setting up a remote desktop connection:
Guide for Windows
https://www.ionos.com/
digitalguide/server/know-how/
remote-desktop-success-of-the-
application/

Two-factor authentication:
protection for your accounts
https://www.ionos.com/
digitalguide/e-mail/e-
mail-security/two-factor-
authentication-protection-for-
your-accounts/

IONOS by 1&1

Helpful tools

Working from home is a new, intimidating situation for many people. **Familiar work routines** are suddenly upended, and being separated from colleagues can be challenging. However, there's no need to worry. With a few small changes and the right tools, you should be able to achieve the same level of productivity and quality at home as you usually do when working from the office.

Even though your colleagues no longer sit across from you or right next door to you, this shouldn't mean you can't collaborate on tasks and problems. There are many helpful collaboration tools to try. Many of these software solutions make it possible to work together easily – either on **documents, presentations, or graphs**. It is always clear who is working on which part so that you don't get in each other's way.

Collaboration tools –
A comparison of the best software
https://www.ionos.com/digitalguide/e-mail/technical-matters/collaboration-tools-a-comparison-of-the-best-solutions/

Note

Office work often involves the use of word processing programs and spreadsheets, whether you're working at home or from the office. Modern office solutions not only offer excellent functions to match the program's core functionalities, but also allow cloud-based collaboration. Work the way you're used to with Microsoft Office 365. or try out the sleek, modern G Suite from Google.

G Suite
Complete packet with Gmail for business
https://www.ionos.com/office-solutions/g-suite

Microsoft 365
with setup service
https://www.ionos.com/office-solutions/microsoft-office

IONOS by **1&1**

However, it's fair to say that **communication in your team** is more important than ever when working from home. There are also practical tools for achieving this, which don't involve using your phone all the time. With programs like Skype or a Skype alternative you can start a video call at any time. At the same time, you can chat with colleagues and clients. Communicating through chat also has the advantage that everything can be saved and read again later by colleagues.

When working together, however, you don't just exchange ideas, you also exchange files. If you don't want to get lost in countless email attachments, you should set up a shared storage space with your colleagues. As previously mentioned, this can be done easily through an in-house server that everyone accesses via VPN. However, it is often easier to create a storage space over the cloud. This way, all team members always have the latest version available, no matter from where they access the files.
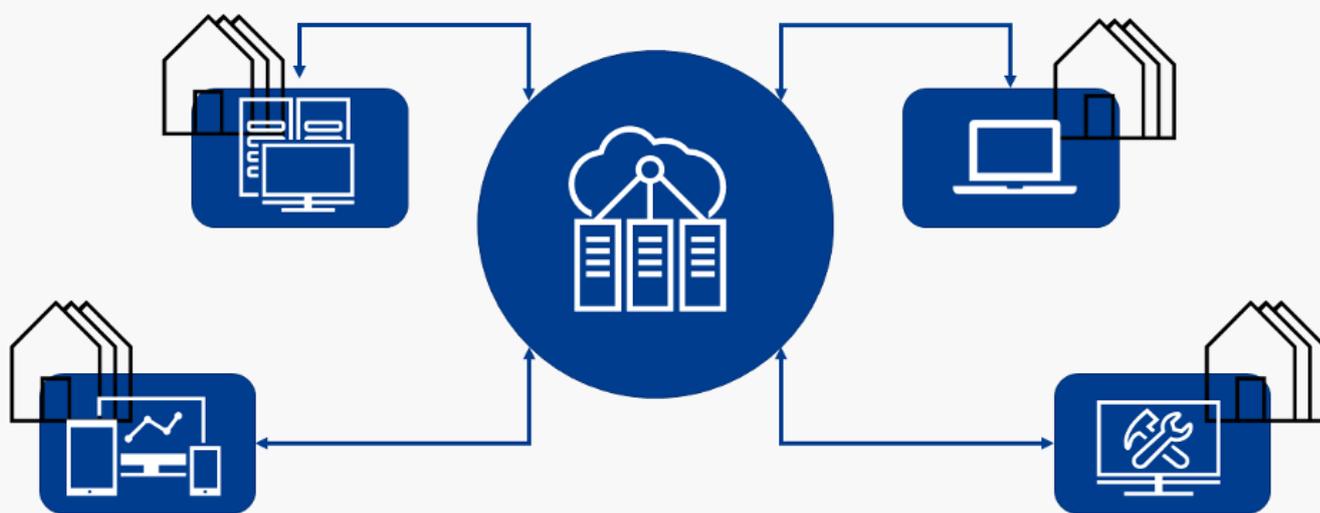
Store all your data in the cloud. This way, all employees have access to it from anywhere in the world.

Traditional email communication also continues to play a major role. Vitally information should be communicated by email. Email archives are usually easier to navigate than chat archives. The search can be refined and individual messages can also be sorted into different categories. Microsoft Outlook and similar Outlook alternatives usually include a calendar, address book, and notebook functions as standard features.

For connecting everything – collaboration, data exchange, and project management. Slack is a good choice. There are also Slack alternative. Thanks to numerous interfaces, task bundling is easy. This means that you won't lose track even when working from home under new conditions.

Summary

Technical necessities for your office at home

- Secure connection to the corporate network
- Secure logins with multi-factor authentication
- Software tools for communication and collaboration

IONOS by 1&1

Collaborative teamwork even when working from home

Teamwork is based on good communication. You have to communicate effectively to make sure everyone pulls together. This applies just as much when working from home as when working in the office. However, at home, the **communication environment** is quite different and may require some getting used to at first.

Transparency is key

There are clear drawbacks to working from home – **you can't see** your colleagues. Small issues can suddenly appear more pressing: Why has a particular colleague not responded when your message was important? At your workplace, you would have noticed that a person may not have been at their desk or was making a phone call.

To compensate for this disadvantage, you should try to be as transparent as possible when working from home. Many of the chat or work collaboration software tools include an option to **set your status**. This is how colleagues can see when you're in a conference call and can't respond. You can solve other issues by using an automated response, like I'm taking a short break. This helps to ensure that the interpersonal side of working together is not lost.

Don't forget the intercom

Consider what normal office life actually looks like. Small conversations take place over and again, some of which are about specific tasks but others that may be private. These small conversations often disappear when working from home if you don't make a concrete effort to catch up with your coworkers. You should try your best to ensure you **check in on one another** regularly. Just like in a normal office, you don't necessarily have to do this with the entire team. Check in with your colleagues and friends through one-to-one conversations by chat or phone, so as not to disturb other colleagues.

IONOS by 1&1

Contacting the right person

Make sure you are using the correct channels to interact with the right people. The more sensitive the information being exchanged, the more necessary it is to **check who you are communicating with**. Not all information will be suitable for everyone, especially if there are non-corporate individuals in the group chats.

One should also consider the **potential disruption** of sending messages. If you are continually messaging the entire team with information that is only interesting or relevant to a few individuals, it can quickly become bothersome. Every time a message is received (whether a chat message or email), your attention is interrupted. Chatting can be an easy way to lose time.

Tips for video conferencing

If entire companies can no longer come to the office, **planning meetings becomes a challenge**. In that case, group calls must be used for telephone or video conferences instead. This is not always ideal, but if everyone follows a few rules, then these conversations can lead to good results.

One of the key aspects of normal conversations, but even more important during a virtual work meeting is to not **interrupt**. As soon as two people speak at the same time, it will be difficult to understand what someone has said. If you take this and other tips into account, you will be able to hold quality, productive conference calls.

> **Video conferencing:**
> Tips and tools for the everyday business
> https://www.ionos.com/digitalguide/online-marketing/social-media/video-conferencing/

- **Limit background noise:** Close the doors and ask family members to be quiet
- **Maintain professionalism:** Pay attention to your own appearance and background when the camera is switched on
- **Avoid speaking over people:** Make it known to the group that you intend to speak before doing so
- **Use a headset:** A microphone in front of your mouth reduces ambient noise
- **Mute your microphone:** If you don't have anything to contribute, microphones should stay muted
- **Remain attentive:** Don't do any other tasks during the conference call
- **Record:** Make sure a written record of everything said is kept

In general, you should try and keep virtual **meetings as small as possible**. If this cannot be done, and you have to add a lot of people to a conference call, assign certain roles. This will help ensure the majority of employees listen quietly instead of disturbing the flow of the call. When in doubt, appoint a speaker to read speeches sent to them through direct messages or chat.

IONOS by 1&1

Stay productive

Keeping on top of work doesn't have to be done by phone, chat, or email. Many project management tasks can be mapped using the previously mentioned collaboration tools. Here, you can **graphically display workflows** or create a Kanban board.

Additionally, you can use the usual methods for maintaining productivity when working from home. In a remote office and crisis situations where it's easy to lose focus, effective working methods are even more important than usual. The focus is on effective time management. For example, the Pomodoro technique or the Getting Things Done method can help you keep on top of all your tasks.

Time management:	**Pomodoro technique:**	**Getting Things Done (GTD):**
The best methods for success https://www.ionos.com/startupguide/productivity/time-management-techniques/	Concentrate harder and be more productive at work https://www.ionos.com/startupguide/productivity/pomodoro-technique/	The 5 step method explained https://www.ionos.com/startupguide/productivity/getting-things-done-gtd/

The 5 steps of the Getting Things Done method

Step 1 — Capture → Step 2 — Clarify → Step 3 — Organise → Step 4 — Reflect → Step 5 — Engage

Using the Getting Things Done method, you can stay on top of tasks when working from home.

Summary

How to work together effectively from home

- Open and transparent communication
- Informing colleagues when you leave your workplace for a certain amount of time
- Ensure you are communicating with the right person
- Pay attention to video conferencing etiquette
- Introduce techniques for increased productivity

IONOS by 1&1

Can I write off working from home?

A particularly important question for the self-employed: How should working from home be categorized for tax purposes? If you are self-employed and require **an office or studio**, you can write off your home office. All costs incurred by setting up your working space can be claimed as operating expenses. Keeping bills for furniture and office equipment purchases is important for writers, freelance journalists, tax consultants, and others in reducing their tax burden.

To be able to write off working from home expenses, there are several other conditions that must be met. Only rooms used exclusively for work purposes are deductible. Work areas must be clearly separated from the private household by a door. Additionally, the home office must be set up as a workspace, it cannot also be used for leisure. An office corner in your living room will not be accepted by the IRS.

Summary

Who can deduct remote home expenses from their taxes?

- Self-employed individuals and freelancers who depend on working from home
- Only dedicated office rooms may be deducted

IONOS by 1&1

How to set up a home office when you live with children

Many schools and public institutions have chosen to close their doors in an attempt to mitigate the spread of the coronavirus. **Schools, daycare facilities, and kindergartens** have all been affected, which means that the little ones have to be looked after at home. This leaves many people with no choice: they have to work from home with their children around. In addition to work, you also have to take care of babies, toddlers, or teenagers. This can quickly become stressful, neither the children, nor your job have your full attention. However, with some planning you can manage this situation.

For many schoolchildren, the coronavirus crisis may seem like an extended school break. However, just because you're stuck indoors doesn't mean that school is out. Many schools **send out assignments and teaching materials digitally** to their students. Of course, this does not replace real classes and may not keep the kids busy for multiple hours a day. However, as a parent, it's a good idea to encourage your children to engage with their learning materials as much as possible.

Some schools have introduced digital teaching, where teachers instruct students through a video conference. However, not every school or household can manage this technologically. **Independent learning** is the most suitable way of schooling for the majority of households.

The range of subjects covered does not have to be limited to school materials. You can take this opportunity to let your child grapple with topics they are really interested in—whether that's storytelling, music, or technical subjects. There are many resources available online, mostly free of charge, which students can use to **learn new things in a fun way**. You can also use the TV for learning purposes. There are plenty of channels which broadcast educational programs suitable for children on a daily basis.

But what should you do if your child is still demanding your attention? Many people have no choice but to combine childcare and working from home, so **clear rules** are extremely important. These should be communicated depending on your child's age. Make it clear to the little ones that when you are working, you may not be disturbed. Closing the door to your (improvised) office can help set a clear signal. Try explaining to your child how important it is for you to concentrate in order to do your work.

Either way, you should set up **regular breaks** throughout your day when working from home. If you have to juggle keeping an eye on your family and working from home, then breaks are even more important. Leave your desk space and go to communal spaces during your break times—this way you can take a break from your job and also pay more attention to your family.

Working from home with your child
https://www.ionos.com/startupguide/productivity/home-office-with-kids/

Tip

Remember that the current situation is also difficult for your children. It may be worth giving in and occasionally bending some of the rules that are normally in place. If things like treats, TV time, or gaming consoles are usually strictly regulated, it might be a good idea to be a little more lenient during this time in order to get your work done and keep the peace.

Summary
Combining working from home with parenting

- Motivate children to learn
- Inspire independent learning
- Set clear rules
- Set family break times

IONOS by 1&1

Working from home and your health

During this COVID-19 crisis, many people are paying more attention than usual to their health. After all, that's why as many people as possible are working from home during this period. However, even if you isolate yourself from the virus, you still need to consider your overall health. **Hygiene** plays an important role. Make sure your work space stays clean and wipe down surfaces regularly. This includes your keyboard and mouse, which most people are in contact with several hours a day.

Note

If you are sick, you shouldn't work, even if you're working from home. Let your employer know you're taking a sick day before you spend a whole day sitting in front of your computer unfocused and feeling unwell. If you need a doctor's note, you can probably call your doctor and have one mailed to you – many clinics are not seeing patients right now due to the crisis and the enormous burden already on doctors. Focus on getting well and healthy before getting back to work.

IONOS by 1&1

Don't forget to move

There are certain health hazards that working from home entail which shouldn't be underestimated. Screen work is associated with **long hours spent sitting** and can therefore lead to various problems— primarily postural damage and head or back pain. An ergonomically designed workplace helps, but it's not the only measure you should take when it comes to your health.

At the very least, try to incorporate some exercise. Stand up in between tasks and walk around your home. Don't forget to stretch. Let blood flow to your arms and legs. This sounds extremely trivial, but these small steps are vital for improving blood flow and preventing deep-vein thrombosis.

Exercise at work:
Tips and exercises for the office
https://www.ionos.com/startupguide/productivity/exercise-in-the-office/

Working out to create balance

During your lunch break and after work, incorporating a **fitness routine** into your day could be beneficial. The pandemic isn't make this easy. The gym is closed, dance and yoga classes are canceled. Although in some places, it is still possible to jog alone outside or do other sports, it is hard to say how much longer these outdoor activities will be permitted.

However, you can still stay fit from within your own four walls, and **you don't need any special equipment** for it. YouTube and other platforms have plenty of free workout and yoga classes to choose from. These classes are video-based and have instructors who will demonstrate beneficial techniques. Treat your body to some exercise to compensate for the physical burden of working from home—either using your own routine or an online workout class.

Tip

How can you stay healthy when working from home?

- Observe general hygiene
- Ensure you're getting enough exercise/movement
- Change sitting positions regularly
- Try to rethink your usual workout
- Make sure your home office is well ventilated
- Drink plenty of water
- Eat balanced meals regularly

IONOS by 1&1