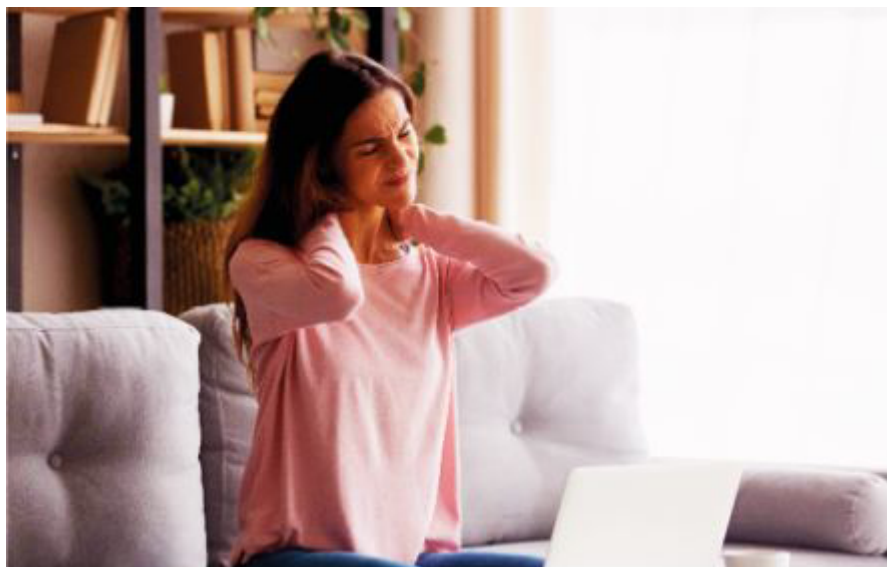


# JAGUAR LAND ROVER

## Remote Working

This document is best viewed at 75-100% within your PDF viewer.

**VERSION 1**  
**DECEMBER 2020**

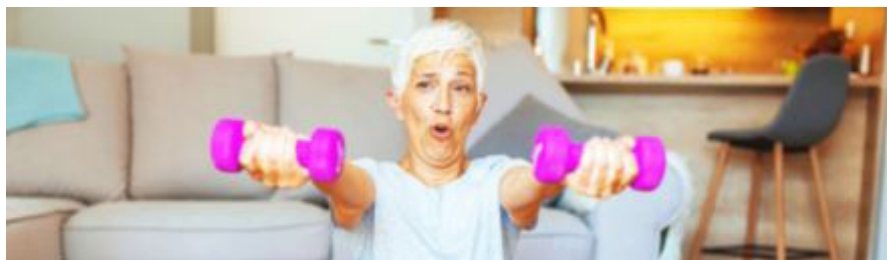






**Working remotely, particularly at short notice or for extended periods of time, can be a challenge for your health and wellbeing.**

If this way of working is new to you (or if you need a reminder), check out the simple steps in this guide on setting up your space to take care of your health and enable you to work comfortably from home.

# KEEP MOVING

**One of the most important things you can do, regardless of how your space is set up, is to regularly change position and move throughout the day.**



-  **Stand stretch and move around every 20 or 30 minutes** to promote circulation and relax muscles.
-  **Vary your posture.** Break up your day with periods of sitting, standing and walking, e.g. standing to take phone calls, taking a break to go for a walk, etc.
-  **Use timers or alarms** to remind yourself to get up and move.
-  **Try to dedicate at least 30 minutes every day to physical activity** such as walking (within coronavirus guidelines).

## Click on the option that best describes your set-up at home



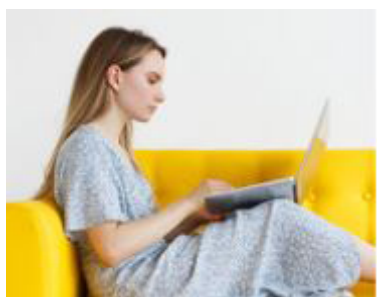
### OPTION 1

I'm using a desk/table and office style chair.



### OPTION 2

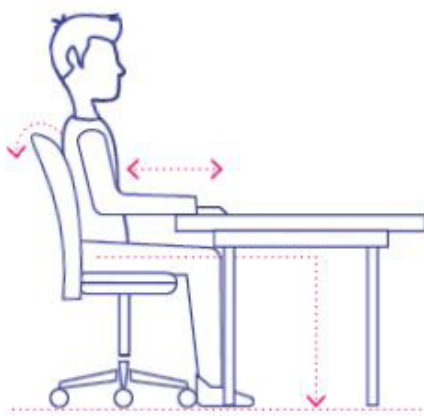
I'm using a desk/table and kitchen/dining chair.







### OPTION 3

I'm sitting on a sofa/armchair to work using my laptop

## I'm using a desk/table and office style chair



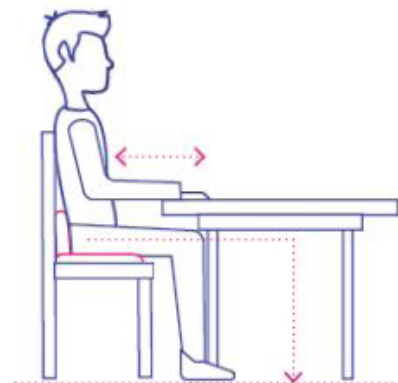
-  Adjust the height of the chair so your **feet are flat on the floor** (use a footrest or box if necessary).
-  Tilt the back rest so you are **slightly reclined**.
-  Ensure your **forearms are parallel with your thighs** at or below horizontal.
-  Make small postural **adjustments every 20 minutes and stand for 5 minutes** every hour.

I have a separate monitor

OR

I'm using a laptop

## I'm using a desk/table and kitchen/dining chair



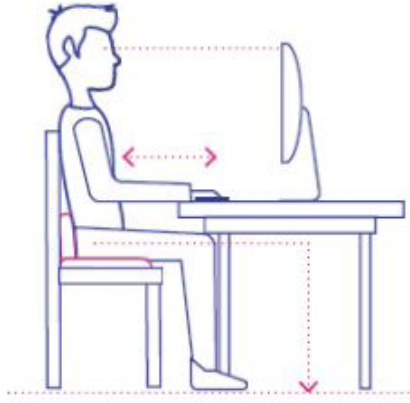
- ✓ Use a folded-up towel or a cushion to **make the seat softer**.
- ✓ **Support your lower back** using a small cushion or rolled up towel
- ✓ Have your **feet flat on the floor** (use a footrest or box if necessary).
- ✓ Ensure your **forearms are parallel with your thighs** at or below horizontal
- ✓ Make small postural **adjustments every 20 minutes** and **stand for 5 minutes** every hour.

I have a separate monitor

OR

I'm using a laptop

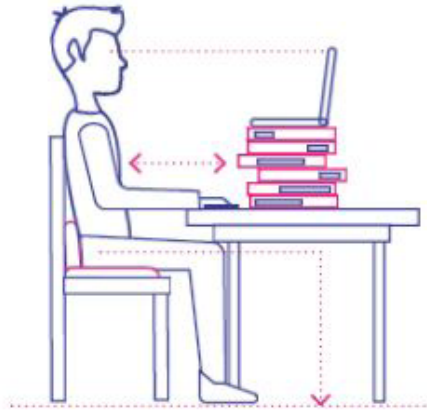
## I have a separate monitor



- ✓ Adjust the monitor so the **top of the screen is roughly level with your eyeline** if necessary use a box or pile of books to raise it).
- ✓ Position the monitor approximately an **arm's length away** from you.
- ✓ Position your **keyboard at a comfortable distance** so you do not have to reach for it.
- ✓ Try **not to rest your wrists on the table/desk** for long periods.



## I'm using a laptop

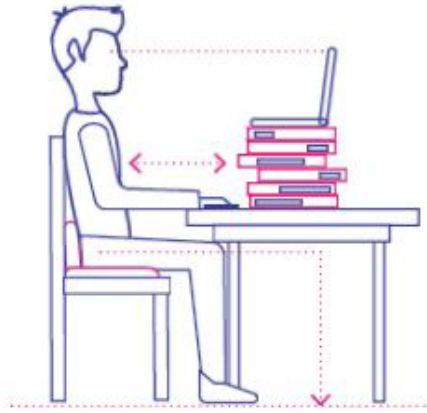


- ✓ If you have a separate keyboard and mouse, **raise your laptop** using a laptop stand or household item such as a box (avoid surfaces that risk the laptop overheating and creating a fire hazard).
- ✓ If you don't have a separate keyboard and mouse, raise your laptop for **work that doesn't require typing or mouse use**.
- ✓ Position your laptop at a comfortable distance so you are **not hunched over or over-reaching**.





## I'm using a laptop



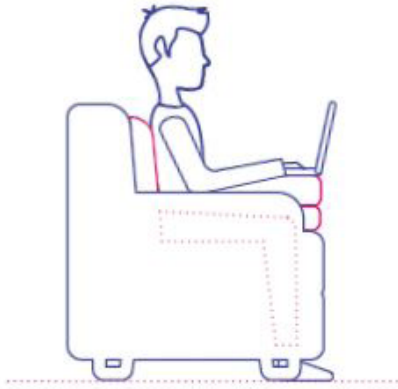
If you don't have a separate mouse, use **alternate hands when you can**, eg, for scrolling when precision isn't needed.



Limit periods of working to **no more than 30 minutes** and stand for 5 minutes every half hour to stretch your neck and upper back and chest.



## I'm sitting on a sofa/armchair using a laptop to work



- ✓ Use cushions to **support your back** and stop you slouching.
- ✓ If you are low to the ground or the seat is very soft, sit on a cushion to raise your **hips in line with your knees**.
- ✓ If you must work with your laptop on your lap, use cushions and/or a tray to **raise your laptop**.
- ✓ Position your laptop at a comfortable distance so that you are **not hunched over or over-reaching**.



## I'm sitting on a sofa/armchair using a laptop to work



If you don't have a separate mouse, use **alternate hands when you can**, eg. for scrolling when precision isn't needed



**Sit for no more than 30 minutes at a time** and stand for 5 minutes every half hour to stretch your neck and upper back and chest



Place your laptop on a kitchen work surface to **stand and work for 10-30 minutes** at regular intervals during the day.

Click to find out what more you can do to prevent aches and pains



Eyes



Neck & Shoulders



Back



Stretches



When to seek help

Care first



Support

# EYES

**Are you getting headaches or blurred vision?  
Or suffering from dry eyes or neck and  
shoulder pain?**

These are all indications of digital eye strain, from either the glare of a computer screen or from staring at a screen for too long.

Follow the 20-20-20 rule to give your eyes a break

Take a 20 second break to view something  
20 feet away every 20 minutes.

20 feet is approximately how many metres?

2

4

6

8

# EYES

The correct answer is

20 feet is approximately how many metres?

2

4

6

8

## WHAT MORE CAN YOU DO?



Work near a window with **natural light**



**Cut glare** by having your screen at a 90-degree angle to the window



Change the **brightness** of your screen - it shouldn't be lighter or darker than your surroundings



Raise the **contrast** on your screen



## NECK & SHOULDERS

**If your neck and shoulders hurt, it could be from poor posture or the way you're looking at your work. Check:**



Is the spacebar on your keyboard centred in front you?



Is the top of your screen roughly level with your eyeline?



Is your keyboard a comfortable distance so your arms are it outstretched!



Is your screen centred in front of you?



Are you sat back in your chair rather than hunched forward or leaning over?

# NECK & SHOULDERS

## WHAT MORE CAN YOU DO?



Keep **frequently-used objects nearby** so you can comfortably reach them



Use a bulldog clip or blu tack to attach documents to the edge of your screen so you **don't keep looking down** (or use a document holder positioned next to your screen if you have one)



Get up and **move around frequently** to increase circulation.





# BACK

**The way you sit can put a strain on your back.**

The best position for your back when working from home is:

Leaning forward

OR

Sitting upright

OR

Sitting back

# BACK

**The correct answer is ...**

## **Sitting back**

When you sit back (with your chair slightly reclined if you have an adjustable chair), some of your body weight is supported by the chair back, easing the pressure on your lower spine.

Leaning forward can increase pressure on that area by up to 200% compared with sitting back in a relaxed position.

### **WHAT MORE CAN YOU DO?**



Don't forget to use a cushion or rolled up towel if your chair does not have good lower back support



# STRETCHES

Try to stretch regularly throughout the day...

Four rules to follow:

Stretch regularly  
during the day

Hold the stretch  
for a minimum of  
15 seconds

Avoid sudden  
movements

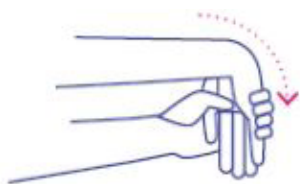
Feel muscle  
tension but  
no pain



Tilt your **head** to one  
**side**



Raise your **shoulders** and  
slowly let them fall.



Extend your **hand**  
toward the floor



Bend your **hand**  
backward

# STRETCHES



Extend your **arms and shoulders** backward.



Stretch your **hands** forward and round your upper back.



Stretch one **leg** and bend your **trunk** forward, keeping your **back** straight.



Place your **ankle** on your **opposite thigh**. Exert slight pressure on your **knee** while keeping your **back** straight.



## WHEN TO SEEK HELP

**Symptoms are not necessarily a sign of long-term damage. It is common to experience aches and pains when using the body differently, like when you start a new exercise programme.**



- ✓ Aches and pains which ease once you change position or when you stop working are signs that muscles may be working differently than usual.
- ✓ Symptoms are often the body's way of telling you to move.
- ✓ As discomfort is often muscular, heat may provide temporary relief.
- ✓ Other factors can also cause musculoskeletal symptoms, including feelings of isolation, family issues or wider concerns around the health.
- ✓ Speak to your manager in the first instance if symptoms continue to cause problems.



# SUPPORT RESOURCES

As a UK Jaguar Land Rover Employee you have access to a range of resources and services to support your wellbeing.

Visit the [wellbeing website](#) for more information, or download our [mental wellbeing journey](#) or [physical wellbeing journey](#).

## Care first

### Employee Assistance Programme (EAP)

The **free and confidential** helpline is available 24 hours a day, 365 days a year to provide emotional support, and practical support and information on a range of issues, including relationships, money, and legal matters.

Call 0800 015 5630 or visit [eap-carefirst.com](http://eap-carefirst.com) and enter:

**Username:** lifestyle1234

**Password:** carefirst



### BEN – the automotive industry charity

Whatever you're going through, ben's **confidential** support can help you get back on track. Access self-help tools, advice and information online. Contact ben via online chat, call our confidential helpline free on 08081 311 333

(Mon-Fri 8am to 8pm) or visit [ben.org.uk](http://ben.org.uk)

