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Remote Work Newsletter

Tips for Keeping Your Home Workspace Clean

Whether your work-from-home arrangement is temporary or long-term, a clean workspace can be good for your mental health and well-being. A clean workspace will help you stay healthy, while boosting work productivity and lowering stress.

The Dirty Truth About Workspaces

On-site offices and other workspaces are often cleaned daily, which means the home office could have more bacteria and germs. Furthermore, you may be sharing the space with family or friends and consuming more food and drinks while you work.

The average desk contains 400 times more germs than a toilet seat. The keyboard and computer mouse can be the dirtiest items as a result of having unwashed hands and eating at your desk.

Keeping It Clean

Continue practicing good personal hygiene habits, and develop healthy and clean remote working habits by trying the following tips:

- **Avoid working from the kitchen.** The kitchen is often one of the busiest and dirtiest rooms. It's important to arrange a designated workspace so you can

keep it tidy, helping you remain focused.

- **Get adequate ventilation.** Open your windows to let fresh air in.
- **Keep pets away.** Separate pets from your computer and other parts of the workspace so items don't get covered with fur and dander.
- **Avoid eating at your workspace.** Crumbs are a common source of bacteria and can easily hide under papers and keyboards.
- **Dust your work surfaces.** This includes your keyboard, computer, monitors, lamp and any other workspace items. Do so at least once a week.
- **Declutter your workspace daily.** It may be helpful to have a trash can nearby that is emptied daily.
- **Wipe down and disinfect work surfaces.** Clean surfaces a couple times each week. If surfaces are visibly dirty, clean with soap and water prior to disinfection. Alcohol-based wipes may be a better alternative for electronics.
- **Stay organized.** Once you've set up your workspace, keep items organized on shelves, in drawers or in other containers.





Dividing your home between work and relaxation can be a challenge—but keeping your working area clean is one way to make that easier. If you have concerns about your home workspace, talk with your manager.

6 Tips for Effective Videoconferencing

There are more than 11 million video business calls a day in the United States. Best practices and proper etiquette are important as more teams and departments make the switch—whether permanent or temporary—to using videoconferencing as a primary communication method.

Video calls take place in many forms, and they typically last between 30 minutes and an hour. Many employees find that videoconferencing can enhance their productivity while working remotely. Given the increased use of videoconferencing and the impact it can have on your workday, it's beneficial to maximize your time spent in these meetings.

No matter what technology platform(s) your organization adopts, it's important to apply videoconferencing best practices. Consider the following six tips for your next meeting:

- 1. Place the camera at eye level.** Look at the camera—instead of yourself on screen—when you're talking.
- 2. Check your background.** If you're sitting in a distracting location, blur your background, select a neutral background image or move to a less-cluttered spot.
- 3. Check your lighting.** Try facing a window or using a lamp to brighten up your webcam appearance.
- 4. Mute yourself when not talking.** Wearing headphones can also help prevent disruptive background noise. If you need to get up or move during the call, consider switching off your camera to avoid causing any distractions during that time.
- 5. Wear clean and appropriate clothing.** Dress appropriately for your audience and wear what you typically would if it were a face-to-face meeting.
- 6. Do a test run.** Schedule a test call with a co-worker to ensure everything looks and sounds good.

Video calls don't need to be intimidating or feel like a hassle. Consider how these best practices can help your next meeting run smoothly.