Wellbeing | stay aware of your mental health, look out for your colleagues, read advice from organisations like Mind. NDM HR are there to support you if you need help from outside your team – contact hr@ndm.ox.ac.uk

Breaks | take short, frequent breaks, get up every 25 minutes and move around. Set a reminder or an alarm.

Ways of working | be clear in your teams about how you are going to work together, share what you’ve achieved regularly, proactively ask for help.

Food | eat at your normal times and avoid snacking just because food may be more available at home. Set up virtual lunch breaks with others.

Staying connected | we all need to see people. Have ‘break buddies’, try to call on video as it’s easier to see how someone is than on the phone.

Routine | start and end the day with your normal routine. Get dressed, prioritise jobs, check in with colleagues just as you would in the office or lab.

Boundaries | try to keep to your usual hours of work, part-time/full time, and work as normal. Maintain a work-life split between times of day.

Communicating | make sure your colleagues know how to get in touch with you and each other, arrange ‘team huddles’ by video, have conversations rather than increasing emails.

Managers | recognize that a home worker is a lone worker, check in with them frequently, ask how they are. Think about the nature of each role and needs of your team members.