



NUFFIELD
DEPARTMENT of
MEDICINE

Work environment | choose a suitable, designated place to work and, if possible, not in your bedroom.

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.

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.

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.

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.

