

**From:** "Johnston, Sadhu" <Sadhu.Johnston@vancouver.ca>

**To:** "Direct to Mayor and Council - DL"

**CC:** "City Manager's Correspondence Group - DL"

**Date:** 9/24/2020 10:37:02 AM

**Subject:** Well-being and remote working

**Attachments:** HR-HS-ST-SafetyCrewTalk-COVID-19-home-workstations.pdf

Dear Mayor and Council,

Some of you have expressed interest in information about how our staff – and you - can better manage their physical, emotional and mental well-being while working remotely during the pandemic.

Below and attached is information shared with staff that you may also find useful. Specifically, we issued the attached Safety Talk that outlines how to safely work from home. Citywire COVID-19 pages also address concerns about impacts of remote work in [tips for wellbeing and remote working wellness](#) along with other health, safety and [wellbeing support for working during COVID](#).

All staff working from home have been requested to complete a Remote Work form, which provides guidance to employees for setting up their remote workspace. These workbooks help managers support their staff to have safe and healthy workspaces outside the City office environment. Staff were then supported with optional loaned computer equipment, such as monitors, and they were allowed to temporarily borrow their own desk chairs.

In addition to the wealth of information on our internal web site – [Citywire](#) – which we regularly link to from emails and e-newsletters, staff also have access to counselling via Homewood Health.

I hope this information is helpful to you.

Best,  
Sadhu

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Pronouns: he, him, his



*The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the Musqueam, Squamish, and Tsleil-Waututh peoples.*

## COVID-19 (Coronavirus) – safe working from home – setting up your workstation

April 1, 2020

*The following are important health and safety reminders to share with staff:*

- The City is continuing to follow advice from Vancouver Coastal Health, BC Centre for Disease Control (BCCDC), the Public Health Agency of Canada (PHAC) and the Provincial Health Officer. Your health and safety are a priority.
- The City is continuing to adapt to the quickly changing COVID-19 situation with all departments seeing changes to how we work. As we are seeing more people work from home, here are some instructions for ensuring your home workstation is set up right.

### IN YOUR HOME:

- Set up your work area keeping in mind proper lighting, sitting, keyboarding and viewing positions.
- Room lighting (artificial and natural) should not produce shadows or glare in your eyes.
- The backrest on your chair should support the hollow of your lower back when you are sitting up.
- **NOTE:** A docking station is not necessary but a separate keyboard and mouse is recommended.
  - The use of only a laptop will cause back pain since most of us lean forward to reach its keyboard.
  - Your elbows should be at 90° (i. e., the same height as the middle row on a separate keyboard).
  - Raise the laptop up so that the top of the screen is at eye level (or use a height-adjustable screen).
- **CAUTION: For most of us the top surface of an office desk is too high for using a keyboard and mouse.**
  - In most cases the desk is too high for keyboarding unless you can raise the height of your chair.
  - If you have an office task chair you can raise the height of the seat (your knees should be at 90°).

- If you raise the seat, you may feel pressure on the back of your legs since your feet are off the floor.
- You will need a footrest or another solid object (reams of paper or books) to support your feet.
- If the front surface of the desk has a sharp (square) edge, use a palm rest in front of the keyboard.
- **OTHER TIPS:**
  - Look away from your screen frequently to rest your eyes.
  - Use micro-breaks (ideally 2 to 3 minutes every 30 minutes) to get up, stretch and move around.

**FOR ADDITIONAL ASSISTANCE:**

- Read more on [Citywire](#)
- Contact the Safety Specialist assigned to your department or call 604-873-7668.



**Organizational Safety  
Supplemental Safety Crew Talk – COVID-19**

Safety Talk Sign-in Sheet

<b>Business Unit:</b>	<b>Worksite:</b>
<b>Department:</b>	<b>Date</b>

**Topics Discussed:**

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**Record of those attending:**

NAME (Please print clearly)	Initials	NAME (Please print clearly)	Initials

**Absent (ensure absent staff receive this safety talk upon their return):**

NAME (Please print clearly)	Initials	NAME (Please print clearly)	Initials

**Comments/Suggestions/Action Items**

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Delivered By: \_\_\_\_\_ Signature: \_\_\_\_\_

Save records of:

Safety talk sign in sheets in your department's VanDocs **Safety Training Program Records** folder in 07-4000-40 **Or** your meeting minutes that include safety talks in your department's VanDocs **Staff Meeting Records** folder in 01-2500-10 **Or** the **TrackIt** application, if your group uses TrackIt