



At the moment, many people work from home, even if it is a necessity.



The data points out that from now on, working from home will be more common.



79% of office workers lean towards working from home on some days.



Home office removes geographical barriers.



The vast majority of home workers are university graduates and do office work.



59% of employees find home office more productive than office work.

### NOISE AND MUSIC



Productivity may drop by 66% due to office noise.



65% of businesses say that music improves productivity.



Listening to music for 15-30 minutes increases concentration.

## HOME OFFICE WORKING GUIDE GETTING MAXIMUM EFFICIENCY FROM HOME OFFICE

### COLOR YOUR WORKING AREA

Scientific studies have revealed a close relationship between color and work efficiency.

White, gray and beige are the least productive.

Blue and green colors are closely related to productivity.

The blue color has a calming feature and improves focus.

### SITTING SUPPORT



One in every 2 people has back pain. This reduces productivity.



While sitting, your arms should be close to your body and between 90 and 120 degrees.



You should use a back-supported work chair and the angle of your knee should be between 90 and 120 degrees.

### LIGHTING

Get a powerful desk lamp.



Increasing the light level from 300 lux to 2000 lux increases the productivity by 8%.

### REGULATE THE TEMPERATURE



Productivity is closely related to the ambient temperature. Brain functions work most efficiently between 21-23°C.

### DISTRACTING PEOPLE



Many distractions are bad for work productivity, but using social media moderately is a good rest.



### SCREENS and YOUR EYES



The screen should be in line with your eyes and away as one arm distance.

### HAVE ENOUGH SLEEP



16% of those who work at home get better sleep. This increases productivity.



40-minute daytime sleep increases wellness by 34%.



20-minute siesta relaxes the body much more than 20-minute night sleep.

### TAKE A BREAK



Taking regular 2-minute breaks can increase productivity by 11%.



Micro breaks increase wellness by 13%.



15-second breaks every 10 minutes can reduce fatigue by 50%.



# INTRODUCTION

- As of March 2020, the most effective method that can be taken against the spread of Coronavirus disease (COVID 19), which is seen in our country and has an effect all over the world, is to minimize the contact with people.
- Working in turns was introduced in order to reduce contact in our workplaces.
- This system enables one person determined from each department to work in the office and provide coordination and to direct other employees to the houses, enabling remote work.

# THINGS TO CONSIDER FOR HOME OFFICE WORKING

We specify the things to consider for home office working in 6 main titles.

- 1) Ideal working environment
- 2) Things to consider while working with display devices
- 3) Exercises recommended at certain intervals
- 4) Safety precautions to consider while working from home
- 5) Things to do at home to reduce the risk of coronavirus infection
- 6) Things to do during an emergency

# IDEAL WORKING ENVIRONMENT

## Determination of the Working Area

- Working at home may not be as easy as working at office. In order to avoid focusing problems while working at home, it is useful to determine and prepare the working area first.
- Such as determining a certain part of a particular room as a working area and having devices such as a computer, notepad, etc. to be used only for work at the worktable.



# IDEAL WORKING ENVIRONMENT

## Establishing a Working System

Inform your family or friends living at home about when to contact you during the work. Set some rules together and be attentive to follow these rules. Being interrupted constantly, etc. can cause extra stress.



# IDEAL WORKING ENVIRONMENT

## Determination of Working Routines

- Make plan for work start time & end time, breaks, etc. and make sure to work within these plans.
- For those who go to work, the beginning of a day is made unavoidably by waking up and getting ready, travelling between home and work, 'good morning' conversations with colleagues.
- However, when you are at home, all you have to do is to wake up and go to another room and start working. This is a more difficult process to awaken the body and adapt to work.

# IDEAL WORKING ENVIRONMENT

## Determination of Working Routines

- Try to achieve this adaptation with some routines.
- Adapt yourself to work by setting routines such as having breakfast after getting up in the morning, listening to music for 10 minutes and then drinking a coffee.



# IDEAL WORKING ENVIRONMENT

## Creating a Working Environment

- Make sure there is enough fresh air in the working environment.
- Noisy environment will reduce working productivity and focus. Listening to music at certain intervals can increase working productivity as it will provide relief.
- The ideal air temperature for work is around 22°C. Make sure the temperature of your workplace is appropriate.



# IDEAL WORKING ENVIRONMENT

## Creating Working Environment

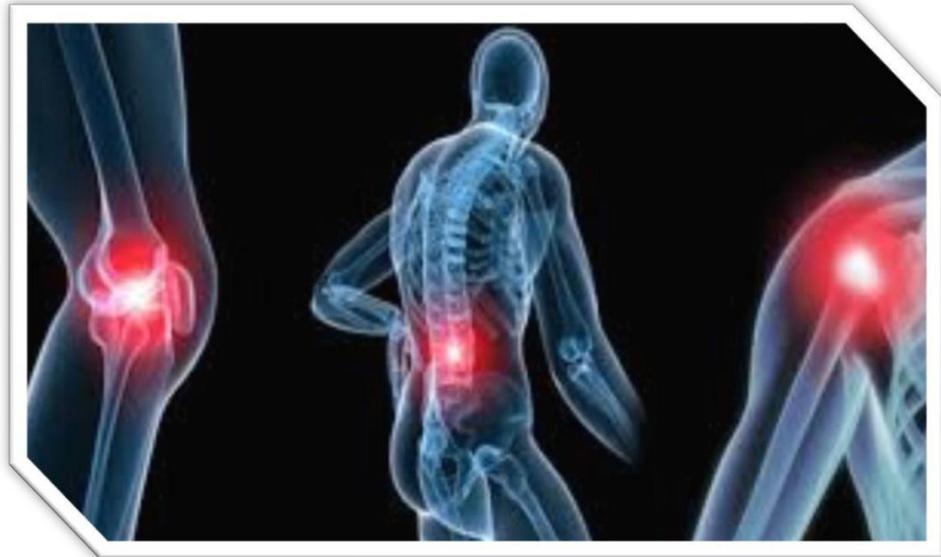
- Make sure ambient lighting is sufficient. Avoid reflection of light on the screen.
- If there is not enough lighting in the working environment and if the light is reflected on the screen etc. fatigue and deterioration of eyesight may be resulted.



# WORKING WITH DISPLAY DEVICES

## WORKING WITH DISPLAY DEVICES

- During our work at home, there are some exercises we can do to avoid musculoskeletal disorders.
- Paying attention to these issues will ensure comfortable working during the day and prevent musculoskeletal disorders in the future.



# WORKING WITH DISPLAY DEVICES

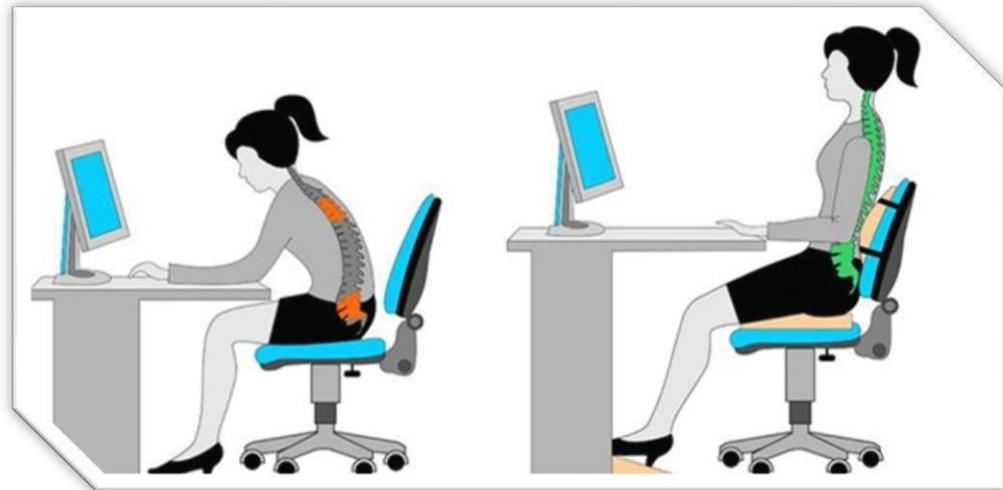
## Table Setting

- The top of the worktable should not be too messy and should be ergonomically comfortable for work. (It will do good to ensure that our frequently used pens, mouse, keyboard, phone, etc. are within easy reach. The practical method used to determine this distance is that you can draw an arc when your two elbows are on the table. The part of this arc is the area of active use. The maximum area that our hand reaches without moving our body is the area where we need to put the tools we use less.)



# WORKING WITH SCREEN DEVICES

- The way of sitting should be upright using the chair and feet flat on the floor. It is useful to put a footrest (riser) under the feet if the feet do not touch the ground completely.
- The elbows should be at 90-110 degrees, slightly above the level of the table.
- Attention should be paid to work without bending the wrists.
- The head and neck should be straight, not leaned forward.
- Eyes should be slightly above the monitor level.
- Waist supporting chairs should be used.
- If a laptop riser is used, it should be used with an additional mouse and keyboard.



# RECOMMENDED EXERCISES

## Eye Protection

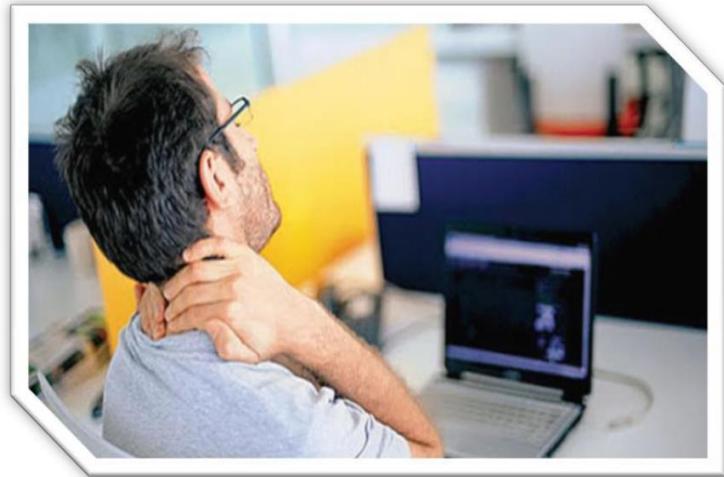
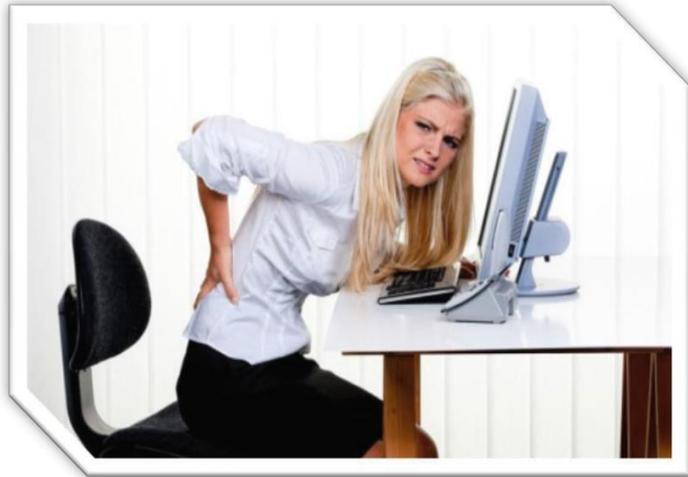
- In display devices, a short break is required every 15 minutes in order to avoid deterioration of eyesight during long periods of work. Take your eyes off the screen for a short time and look around.
- In order to reduce the fatigue of the eyes, it should be paid attention that the typefaces used should not be eye-straining and the size of the fonts should be appropriate.
- Since the reflection of light on the screen will also be eye-straining, the screen must be positioned so that the light does not reflect.



# RECOMMENDED EXERCISES

## Protection of the Musculoskeletal System

- Sitting for long periods of time causes fatigue in the muscles and circulation problems.
- Therefore, stand up and move for 15 minutes every hour. It would be relaxing to walk around the table or in the house, to exercise or to go get tea/coffee.



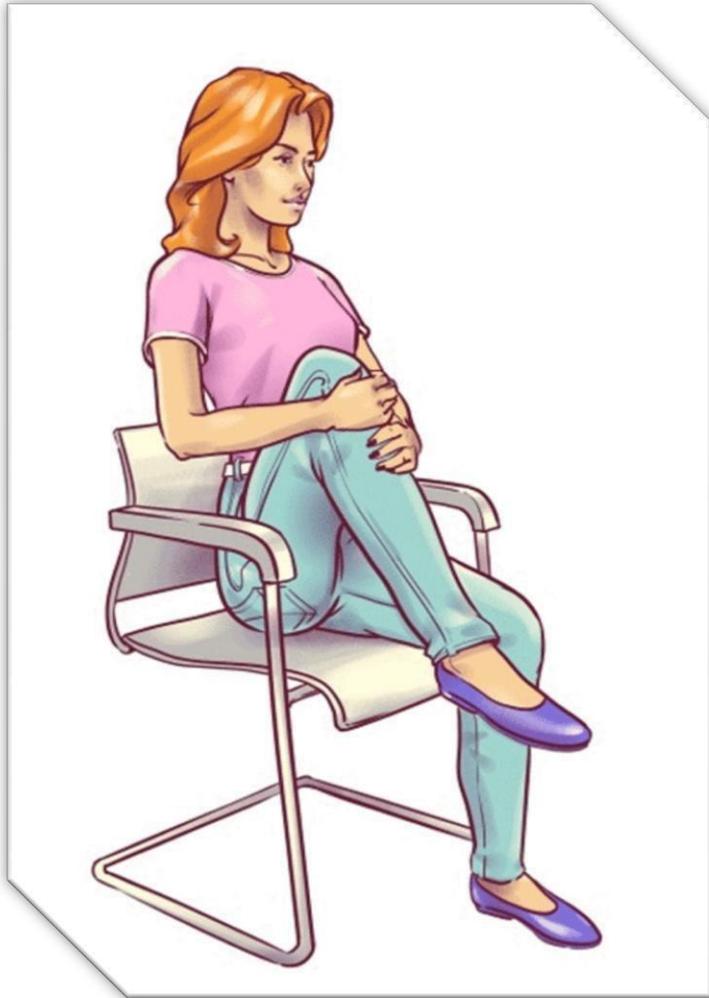
# RECOMMENDED EXERCISES

## Protection of the Musculoskeletal System

- During the day, you can reduce the fatigue and stress in the muscles by doing certain exercises at certain intervals.
- Let's look at some of these exercises as an example.



# RECOMMENDED EXERCISES



- Sit upright without your back touching the chair. Keep your feet wide at hip width.
- With your back straight, raise your right knee towards your chest and strain your abdominal muscles towards inside. Repeat this exercise 20-30 times with both your legs, respectively.

# RECOMMENDED EXERCISES



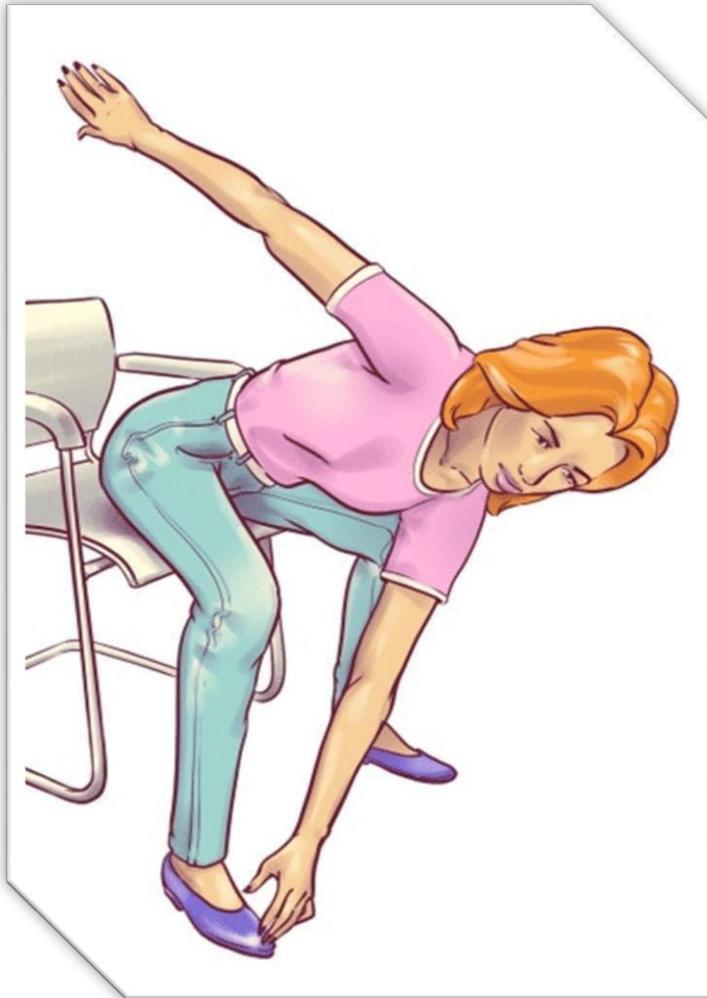
- Hold both sides of the chair with your hands.
- Raise your knees to your chest, keeping your back straight. Make sure your abdominal muscles are strained.
- Put your feet down, but do not touch the ground.
- Repeat this exercise 10-20 times.

# RECOMMENDED EXERCISES



- Sit on the end of the chair with your back straight and hold the edges of the chair with both hands. Lean your body to the side and just sit on one hip.
- Bring your legs together and raise your two knees towards your chest. Come to the starting position and turn to the other side.
- Repeat this exercise 10-20 times for both sides.

# RECOMMENDED EXERCISES



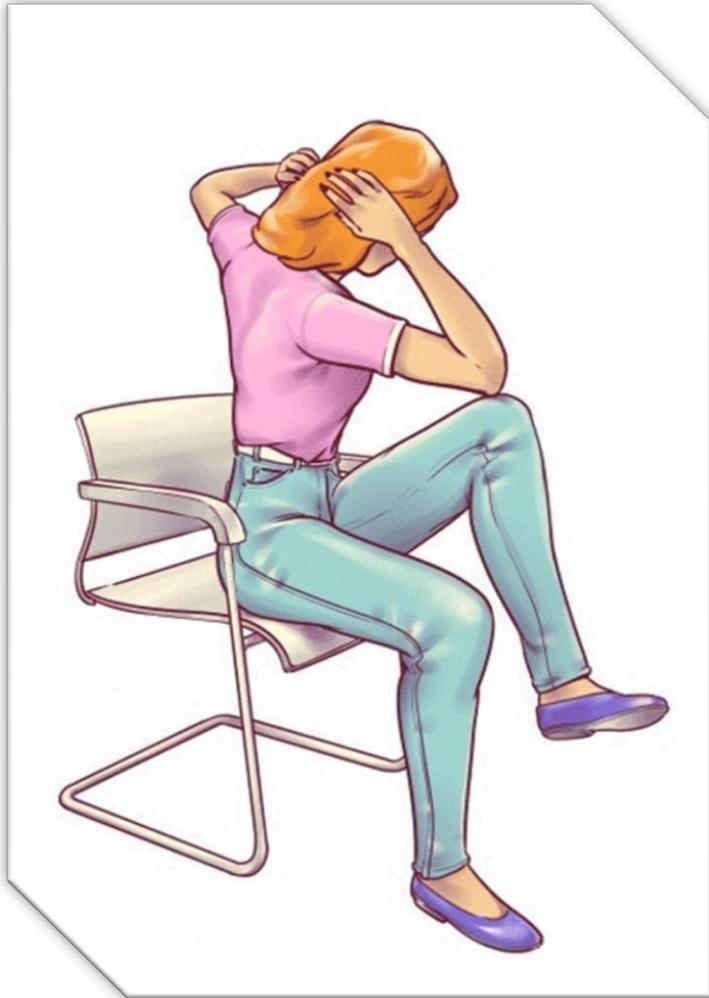
- Put your feet on the ground. Open your arms at shoulder level. Turn your upper body to the right, bend over and touch your left foot with your right hand.
- Repeat this exercise 20-30 times for both sides, respectively.

# RECOMMENDED EXERCISES



- While sitting on the chair, hold on to the chair's arms securely.
- Lift your body from the chair with your hips and legs hanging in the air.  
Lift your knees towards your chest by using your abdominal muscles.
- Stay in this position for at least 15-20 seconds, then slowly return to the starting position and take a short break.
- Repeat this exercise 4 times.

# RECOMMENDED EXERCISES



- Sit upright without your back touching the chair. Put your hands behind your head.
- Raise your right knee towards your chest and at the same time bend your left elbow to touch your knee.
- Return to the starting position and repeat this exercise 15 times.
- You can do this exercise 4 sets.

# SAFE WORK AT HOME

- Fixing the Cabinets
- If possible, fix the cabinets and shelves to prevent them from falling over, for your own and your children's (if any) safety.



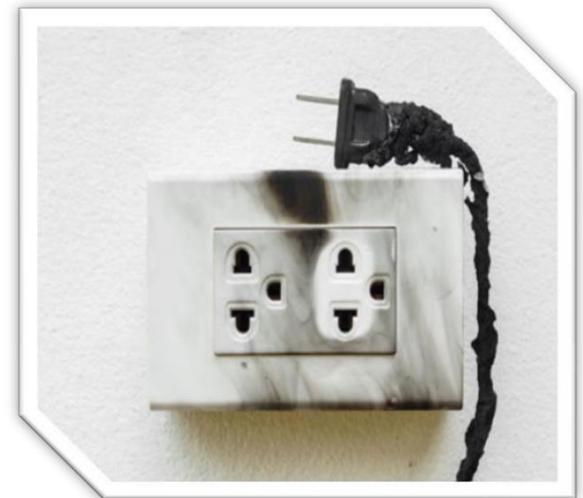
# SAFE WORK AT HOME

- Do not use the cables in such a way that they may cause to trip. Do not leave any objects around, which will cause you to trip and fall over.
- Do not leave flammable materials such as power cable, telephone, etc. next to heat sources.
- It is also recommended to have first aid materials and a fire extinguisher at your home.



# SAFE WORK AT HOME

- It is recommended to connect the electrical installation to the ground line and residual current relay. This minimizes the risk of electrical leakage and fire caused by electricity.
- Do not use cables with deformed shield.
- If there is a faulty power outlet, do not use without repairing it.
- Do not overload multi plugs to avoid causing too much current to be drawn from a single line.



# THINGS TO DO AGAINST CORONAVIRUS AT HOME

- Work is done from home in order to prevent the infection and spread of coronavirus. This is one of the most important measures that can be taken.
- Changeover to home office system means continuing life at home unless otherwise deemed necessary. Therefore, people should not go out unless it is mandatory.
- We recommend paying attention to our recommendations during the home office period.



# THINGS TO DO AGAINST CORONAVIRUS AT HOME

1. In cases where it is mandatory to go out for your needs, it is necessary to be disinfected at each return to home.
2. Hygiene rules must be followed at home. Clothing should be washed at 60°C. Door handles should be disinfected once a day with disinfectant or 1/100 ozone water.
3. When receiving parcels and orders from outside, distance should be maintained with the arriving person. Hands must be washed with soap and water for at least 20 seconds after receiving the arriving package.
4. Guests should not be accepted home. When guests arrive, you should pay attention to hygiene and hand washing rules and social distance.

# THINGS TO DO AGAINST CORONAVIRUS AT HOME

5. Nutrition and regular sleep routine should not be affected. Sleeping at least 7-8 hours and regular, balanced nutrition is important for the immune system.
6. Seasonal fruits and green leafy vegetables should be consumed at each meal.
7. Ventilate your working room and living area frequently. The rooms should be ventilated at least once every day for at least 30 minutes.
8. Be careful when using the common areas of the house. Use masks or gloves when necessary.
9. Follow the 14 rules proposed by the Ministry of Health.

# THINGS TO IMPLEMENT AGAINST CORONAVIRUS AT HOME



## #14 RULES

### AGAINST CORONAVIRUS RISK



Wash your hands frequently with soap and water for at least 20 seconds.



When coughing or sneezing, cover the mouth and nose with disposable wipes, if there are no wipes, use the inside of the elbow.



Keep at least 3-4 steps away from people showing symptoms of cold.



Cancel or postpone your travels abroad.



Ventilate your living environments frequently.



Clean surfaces that you use frequently, such as door handles, fixtures, sinks, with water and detergent daily.



Wash your clothes at 60-90 ° C with normal detergent.



Avoid close contact such as handshaking or hugging.



If you have symptoms such as fever, cough, difficulty in breathing, wear a mask and consult a healthcare provider.



If you have symptoms of a cold, do not contact the elderly and chronic patients, do not go out without wearing a mask.



Do not touch your eyes, mouth and nose with your hands.



Do not share any personal belongings (casual items such as towels).



Spend the first 14 days at home on your return from abroad.



Drink plenty of fluids, eat well, pay attention to your sleep routines.

# THINGS TO IMPLEMENT AGAINST CORONAVIRUS AT HOME



## DOMESTIC PANDEMIC PLAN

1

- Remove your shoes outside.

2

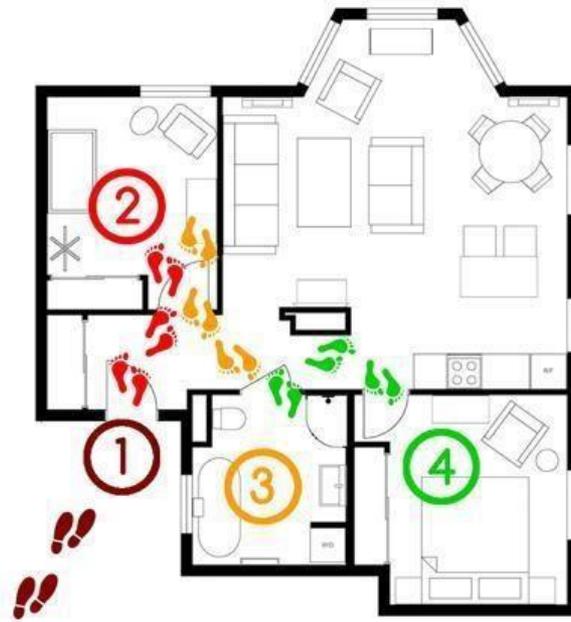
- Take off your socks.
- Set the room closest to the entrance as the dirty clothes room and remove everything you wear outside in this room.
- Ventilate the room every day.
- Do not remove any items you use outside in this room without thoroughly disinfecting them.

3

- Take dirty clothing to where the washing machine is and put them into the washing machine.
- Wash your hands for 20 seconds.

4

- Wear clean clothing that you wear only at home.



# THINGS TO DO DURING AN EMERGENCY

- If you or your relatives have symptoms of coronavirus, especially high fever, dry cough and difficulty in breathing, 184 should be called and it is recommended to stop contact with the outside to prevent the virus from spreading.
- The person showing the symptoms should wear a mask and gloves and be guided to the health institution with ambulance or taxi or private vehicle in the back seat alone, paying attention to social distance and contact. People who are in close contact with the person who has symptoms or diagnosed are recommended to quarantine themselves for 14 days for the symptoms.

# THINGS TO DO DURING AN EMERGENCY

- In case of symptoms or without symptoms, do not use or let anybody use any medication against the virus for protection, prevention and treatment purposes without consulting a physician.
- The most important thing is not to panic, not to follow the recommendations that are hearsay or published on social media, which are not approved by specialized agencies.

