



Ministry
of Defence

A high-angle photograph of a woman with long dark hair and glasses, wearing a white button-down shirt and dark trousers, sitting on a grey tufted sofa. She is focused on her work, with her hands on a silver laptop. The room has light-colored wood flooring and a framed picture on the wall behind her.

Working at home Tips for Civil Servants

Some initial thoughts



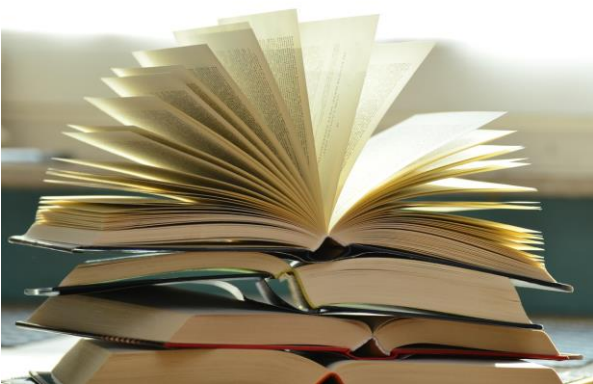
You may be used to remote working or this may be new. Either way it is important to take some steps to set your day and working environment.

Understandably, social distancing can be boring or frustrating. It may affect moods and feelings and you may feel low, worried or have problems sleeping and might miss being outside with other people.



Social isolation, reduction in physical activity, unpredictability and changes in routine can all contribute to increasing stress. Many people - including those without existing mental health needs and those who are [extremely vulnerable and are shielding](#), may feel anxious about this impact including support with daily living, ongoing care arrangements with health providers, support with medication and changes in their daily routines.

If you're shielding...



When shielding you may specifically want to consider the following:

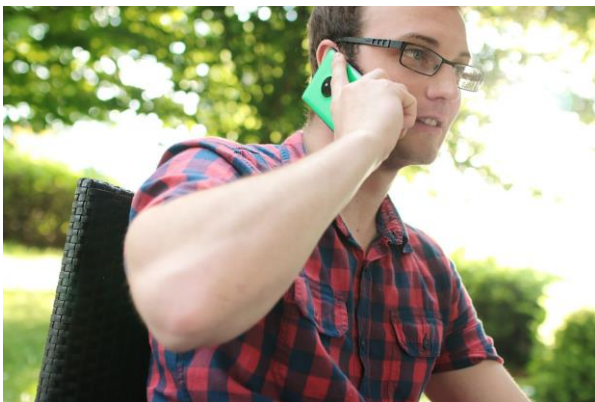
- look for ideas of exercises you can do at home on the NHS website
- spend time doing things you enjoy – this might include reading, cooking, other indoor hobbies or listening to favourite radio programmes or watching TV
- try to eat healthy, well-balanced meals, drink enough water, exercise regularly, and try to avoid smoking, alcohol and drugs
- try spending time with the windows open to let in the fresh air, arranging space to sit and see a nice view (if possible) and get some natural sunlight, or get out into any private space, keeping at least 2 metres away from your neighbours and household members if you are sitting on your doorstep.

Further hints and tips



Further hints and tips can be found on the BBC website [BBC - Coronavirus - 5 Ways to work well from home](#)

Mental Health First Aid England has published a really useful guide on [supporting your mental health whilst working from home](#). They have also published the [My Whole Self Toolkit](#) that has helpful tips to support you to build deeper, more authentic connections with colleagues, clients and customers to strengthen connections.



If you are struggling with your mental health. Please see [the NHS mental health and wellbeing advice website](#) for self-assessment, audio guides and tools that you can use. If you are still struggling after several weeks and it is affecting your daily life, please contact [NHS 111 online](#). If you have no internet access, you should call NHS 111.