

# Best Practices for a Healthy Work Environment



Corporate  
Fitness  
Works

Keep yourself  
healthy by  
following these tips  
to optimize your  
workspace!



# Manage Stress Levels



Stress can negatively impact your mood, body, and behavior. Keep yourself healthy by managing stress with:

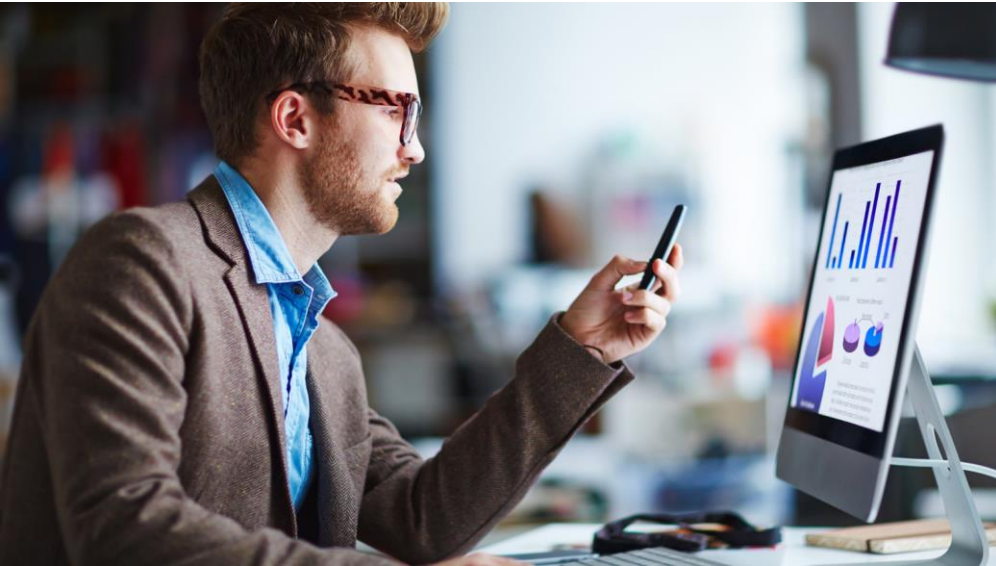
- Deep breathing
- Meditation
- Fresh air
- Connecting with colleagues
- Physical activity
- Maintaining a sense of humor



# Snack Smart

- Keep healthy snacks in a desk drawer
- Prepare snacks ahead of time so you are ready before you feel hungry
- Choose nutrient dense options that will fuel your body and mind
- Wash your hands prior to eating any snacks or meals

# Prevent Eye Strain



Eye strain can occur from looking at a computer screen for too long.

- Blink often to refresh your eyes
- Take eye breaks- look at something 20 feet away, for 20 seconds, every 20-minutes
- Choose appropriate eyewear like bluelight glasses



Keep exercise shoes near your workstation to encourage regular walking breaks and minimize excuses!

# Set Movement Reminders

Moving bodies are happy bodies. Sedentary lifestyles have negative effects on our health. In contrast, movement is medicine!

Whether its a break to fill up your water bottle, walk the dog, stretch, or grab a snack, set a reminder! Use your phone, calendar, or sticky notes to remind you to get up and move.



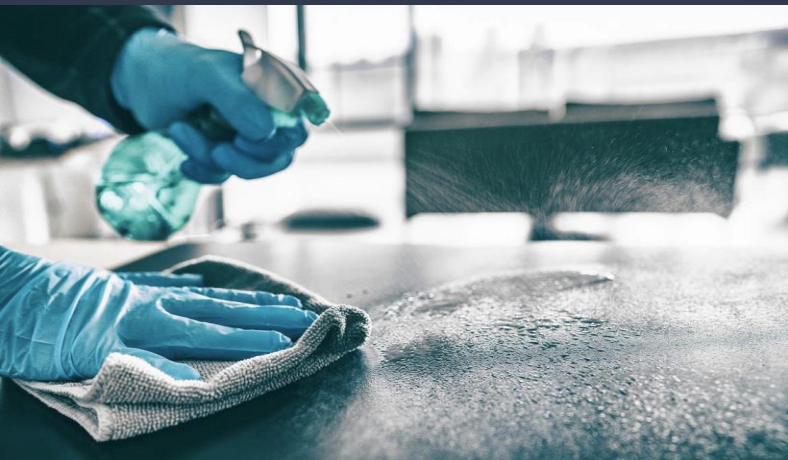
# Spruce Up your Space

Liven up your workspace with indoor plants! There are [many health benefits](#) that plants can offer, including:

- Improved air quality
- Reduced stress
- Improved sense of well-being
- Improved environmental wellness



# Establish a Regular Cleaning Routine



## Keep it Clean:

- Dust desk
- Disinfect high touch areas (mouse, keyboard, phone)
- Tidy up

## Examples for making this a regular part of your week:

- Every day after finishing work, disinfect your desk and belongings before leaving
- Every Monday morning before starting work, wipe everything down
- Every workday after lunch, tidy up miscellaneous desk items

# Pay Attention to Posture

Vary your posture throughout the day and create an environment that encourages good ergonomics. Examples:

- Sit/stand desk
- Elevated monitor to avoid slouching
- Move around throughout the day, avoid sitting in one spot/position for extended periods
- Regular short breaks to stretch



# Keep Water Front and Center!

The more visible it is, the more likely you are to drink more of it.

Recommended Intake:

Females: 2.7 liters (91 oz)

Males: 3.7 liters (125 oz)





**Practice Good Hygiene:** Wash hands frequently, utilize alcohol based hand sanitizer, cover your cough.

# Prepare your Meals



Whether working from home or an office, having a homemade lunch increases the chances that you are choosing options that benefit your health in the long run.



Avoid mingling with sick employees.

A proactive approach will keep you healthy long-term!



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