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## WORKING REMOTELY-YOUR NEW OFFICE

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Due to COVID-19, many dosimetrists were instructed to work remotely to minimize exposure and the spread of the virus. Listed below are tips and tricks to help make this transition a little less stressful.

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### SETTING UP YOUR WORKSPACE

- Set up your working space away from your living/sleeping space.
- Have a complete desk setup with a comfortable chair.
- Need a desk and chair and on a budget? Check out Facebook Market Place, Letgo or Craigslist for deals.
- If you want to buy new, now is the time many companies are discounting due to the virus.
- Having a secondary monitor is very helpful. If you do not have one, you can look for deals on new and used monitors online.
- Utilize a desktop computer you already have at home, connect with laptop your employer may have provided.

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### KEEP YOUR ROUTINE

- Start and end your workday as you would if you were going into your place of employment.
- Though you can wear comfortable clothes, you may want to consider dressing like you would for work in the event you have virtual meetings.
- Remember to take breaks to give your eyes a rest, exercise and stretch regularly.
- Take a lunch break. Working from home does not mean you are not working as hard. Take a walk or step outside for fresh air.
- Communicate with your fellow employees during the day, team meetings and email. It is important to not lose the interactions that happen in the office.
- Schedule morning update calls.
- Update co-workers if you will be stepping away from your desk for lunch or an appointment.

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### SETTING BOUNDARIES

- Stay HIPAA compliant – use VPN, ensure you are the only one who can access your computer, use appropriate security on computer, use of passwords.
- Avoid taking personal phone calls.
- Avoid social media and news outlets; stay focused on work.
- Let your friends and family members know that even though you are home, you should not be disturbed. Close door to office space if possible.
- Switch off at the end of the day. Do not be tempted to check your email after the working day has finished.



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## WORKING REMOTELY-ERGONOMICALLY CORRECT

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Due to COVID-19, many dosimetrists were instructed to work remotely to minimize exposure and the spread of the virus. Listed below are tips and tricks for an ergonomically optimized workspace.

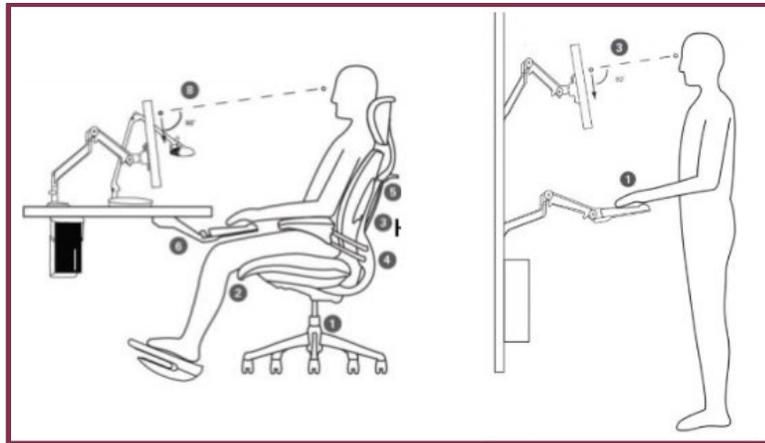
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### ERGONOMIC TIPS

- ✓ While seated ensure elbows are at the same height as keyboard and mouse.
- ✓ Monitor placement should be a distance of 1 arm's length away with the top of the screen(s) at or slightly below eye level.
- ✓ Use a flat or “negative tilt” keyboard in order to promote proper wrist placement.
- ✓ Keep feet positioned flat on the floor with knees nearly parallel to hips.
- ✓ Follow the 20/20/20 rule: For every 20 minutes of screen time, spend 20 seconds looking at an object (or pet!) 20 feet away.
- ✓ Check with your institution’s human resources department for ergonomic assistance and workstation evaluation support.
- ✓ Don’t hunch and eat lunch!

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### AT HOME OFFICE WORKSTATION PROPER SETUP



Digitally altered image sourced from:  
<https://www.sph.emory.edu/alumni-friends/stay-connected/newsletters-publications/2020-summer/career-tips/index.html>

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### ADDITIONAL HELPFUL SOURCES

- ✓ <https://www.flexjobs.com/blog/post/work-from-home-ergonomics-101/>
- ✓ <https://www.osha.gov/SLTC/etools/computerworkstations/index.html>
- ✓ <https://www.cdc.gov/niosh/topics/ergonomics/ergoprimer/pdfs/Computer-Workstation-Checklist.pdf>
- ✓ <https://www.sph.emory.edu/alumni-friends/stay-connected/newsletters-publications/2020-summer/career-tips/index.html>



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## WORKING REMOTELY-OFFICE ON A BUDGET

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Due to COVID-19, many dosimetrists were instructed to work remotely to minimize exposure and the spread of the virus. Listed below are cost saving tips when setting up your home office.

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### ESSENTIAL EQUIPMENT AND COST FOR A FUNCTIONAL HOME OFFICE

- Computer: \$100-300 (refurbished)
- Modular desk: \$125 (\$25 for a single monitor desk)/Standing Desk: \$30-160 or more
- Chair: \$50
- 24" monitor: \$100-120
- 24" LED TV: \$85

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### OPTIONAL (RECOMMENDED) EQUIPMENT AND COST

- HDMI Cable: \$16/VGA to VGA Cable: \$11
- USB to HDMI Adapter: \$22/ USB to VGA Adapter: \$17
- Monitor Riser: \$22-35 each
- Wireless Keyboard and Mouse: \$30-35
- Floor Mat: \$20
- Printer: \$60
- Waste Basket: \$12

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### CREATIVE IDEAS

- Thrift and Repurpose
  - Repurposed TV tray for mouse allowing for a more ergonomic position
  - Use an existing laptop and old TVs for monitors
- Yoga stability ball or sitting cycle to keep active while working – very inexpensive and easy to come by secondhand
- Massage chair or chair with high back: around \$200 and up – worth it if you sit for long periods of time

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### ADDITIONAL RESOURCES

- Secondhand websites
  - Craigslist, Facebook Marketplace, Amazon
- Thrift stores and secondhand furniture stores for desks and furniture
  - Possible source for electronic and electrical devices but be sure they work



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## WORKING REMOTELY-COMPUTER SPECIFICATIONS

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Due to COVID-19, many dosimetrists were instructed to work remotely to minimize exposure and the spread of the virus. Listed below are specifications to help with choosing the right computer equipment and secure access.

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### THE BEST COMPUTER SETUP FOR PLANNING

Any setup that works for you is really all that's needed, but there are specs/extras that can provide a little more efficiency.

- Computer Specs:
  - RAM: 16+ GB (12+ for laptops)
  - CPU: i7-7700k or better (i9-9900k) or AMD equivalent
  - GPU: 6+GB, e.g., Nvidia GTX 1080 Ti
    - Unnecessary unless also interested in gaming, machine learning, etc.
  - Memory:
    - HDD: Hard-Disk drives are cheapest but slowest in operation
    - SSD: Solid-State drives are faster and come in different types, e.g., SATA 3, NVMe but are more expensive
    - Combo: Due to the added cost of SSD drives, it is common to combine the two in a single machine to store the operating system and other applications on an SSD and your files on an HDD
- Monitors:
  - While not required, working with 2+ monitors can provide a boost to proficiency.
  - Anything will get the job done but if buying new, here are a few things to look for:
    - Type: TVs can work, but monitors are ideal, i.e., connections, picture, lag
    - Size: 24-27+ inch
    - Resolution: 1440-2160p
    - Refresh Rate: 60+ hz (144-240hz will be best for gaming, movies, etc.)
    - Response Time: 4-5ms but 1ms is best
    - Size: 24-27+ inch
  - If using a TV, make sure it has the connection to match your PC/laptop
    - HDMI, DVI, Display Port, VGA
- Operating Systems: based solely on preference, i.e., Windows, MAC, etc.

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## INTERNET/CONNECTIONS

- Connection Types:
  - Wi-Fi will slow the further you are from your modem/router
  - LAN/Direct connections are ideal for optimal speed
- Internet Speeds:
  - 25-100 Mbps at a minimum
  - 300-600 Mbps will improve performance
  - 1000+ Mbps will be best and most future proof
- Wi-Fi:
  - Type: A modem/router is needed at a minimum but a “Mesh” system can be a good investment for larger spaces
  - Version: v5 is most prevalent but v6 might be worth the upgrade if buying new for future proofing and as the number of connected devices increases
  - Public Networks/Security: not recommended (see “VPN Connections” below)
  - Ensure your Wi-Fi hardware is compatible with your internet speeds

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## WORKING WITH IT

- Remote Desktop Connections:
  - You’ll want to ensure you have the correct info/privileges to remotely log in to your work computer
- Cloud Based Connections:
  - You may need special certificates installed on your computer/web browser to allow secure connections to your cloud-based TPS/work apps
- Work Email:
  - You may need to ensure you have secure access to your email from home and/or your phone
- VPN Connections:
  - Your IT dept may have a VPN set up, but you may consider setting one up for yourself if you plan to work from various locations via public Wi-Fi connections
  - Public Wi-Fi connections are typically not secured and do not encrypt your data. This means any data transmitted can be intercepted and read in plain English. This is especially important when considering HIPAA, not to mention your private data such as bank information, passwords, etc.