

Physical and Mental Health Checklist for Remote Workers

Mental and physical health go hand in hand—and attention, time, and resources should be invested in both when employees work from home for extended periods of time.

Help your business establish policies and practices that support the physical and mental health of your remote workforce by completing the checklist below. If you answer “NO” to any of the questions, it may indicate there are additional steps that need to be taken to prioritize the health of your employees.



| Questions for Employees | Yes | No |
|---|-----|----|
| Have you established a dedicated work area in your home—even if you don’t have a separate home office? | | |
| Do you have an ergonomic workstation that includes a suitable chair and desk? Creating a Safe Healthy Home Office | | |
| Do you maintain a daily routine that includes regular start and stop times for work, as well as breaks? | | |
| Are you using the tools and resources made available by your employer to support remote work? | | |
| Are you communicating regularly with colleagues by phone or video conference? | | |
| Are you taking time to enhance your skills or develop professionally? | | |
| Are you engaging in self-care activities, such as exercise, yoga, or meditation? | | |
| Are you maintaining a healthy, balanced diet? | | |
| Are you staying hydrated throughout the day? | | |
| Are you getting enough sleep? | | |
| Are you consistently taking prescribed medications and supplements? | | |
| Are you controlling your media consumption (especially overwhelming negative news)? | | |

| Questions for Business Leaders and Managers | Yes | No |
|--|-----|----|
| Do you stay in regular contact with remote employees, including through phone calls and video conferences? | | |
| Do you maintain formal and informal workflows for remote employees? | | |
| Do you provide sufficient IT support for remote employees? | | |
| Do you help remote employees access the resources they need to successfully do their job? | | |
| Do you provide digital communications channels for both work and social engagement amongst your employees? | | |
| Do you take the time to acknowledge the contributions and achievements of remote workers? | | |
| Do you provide employees with opportunities for professional development? | | |
| Do you sufficiently onboard new employees, including through video conferences, to introduce them to team members? | | |
| Do you provide employees with training about healthy work-from-home practices? | | |
| Do you help employees set up ergonomic home workspaces? | | |

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