



**CORONAVIRUS**  
Be extra  
careful!

# INSTRUCTIONS ON WORKING FROM HOME

## Dear employee,

As a measure to prevent the spread of the new coronavirus, our company has decided to temporarily authorize work from home for employees who are able to because of the nature of their activities and as coordinated with their managers. The measure will help to reduce the circulation of people at our units and on public transportation.

These instructions were prepared to guide you on working from home and gives tips on working remotely as well as hygiene recommendations to help you prevent coronavirus contamination.

To maintain the same performance while working from home, see the following tips! Remember that ergonomics are important.

Remember, you should only return to the office after officially notified to do so. Stay tuned for future instructions. As soon as the situation stabilizes, the guidelines previously established in the home office policy will once again apply.

## Routine of your area

Discuss with your immediate leader the dynamics of working remotely of your area.

## Check out some tips on working remotely

### Selection of workplace

If possible, choose a space reserved exclusively for working remotely. Try to pick a quieter spot in your house. Well ventilated and lighted rooms are also a good idea. Important:

do not work remotely from caf es or other public places. The recommendation is for employees to stay at home.

## Ergonomics and well-being

- Your working surface should be 72 to 75 cm high and at least 60 cm deep.
- Chairs with an adjustable seat, back and arm rests are recommended. Chairs with adjustable seat depth are perfect for persons with different anthropometric measurements (sizes). For greater comfort, use a chair with a soft seat or use a cushion.
- Your display should be at your eyelevel when seated.
- If you are using a notebook, use an external keyboard and mouse. Remember to adjust the chair so that your elbows are at the same level as the working surface.
- If necessary, use a monitor support, external keyboard, mouse or mouse pad.
- As much as possible, take short breaks during the day to drink water, eat healthy meals and stretch.

## **Family**

It is important to talk to your family about your work. Establish a time during which you will not be available to be with your family and to discuss daily life situations. Avoid distractions to resolve personal issues during working hours.

## **Working hours and habits**

Set a time to start working, i.e., plan your day for it to be compatible with the routine of the co-workers in your area.

## **Keep your workplace organized**

Just like at the company, an organized workplace facilitates your life and increases your productivity.

## **Meetings**

We recommend that scheduled visits, events or any other activities involving people be cancelled or postponed temporarily. As an alternative, use Microsoft Teams, a tool that connects people more conveniently, faster and safer.

## End of work shift

Did your work day come to an end? It is time to finish your activities and switch off your computer.

## There are a few hygiene recommendations that will help you prevent coronavirus contamination.

- Wash your hands often and avoid touching your face. Use hand sanitizer to ensure that your hands are always sterile.
- Use disposable tissues for nasal hygiene.
- Cover your nose and mouth when sneezing or coughing and immediately wash your hands.
- Do not share personal items (cutlery, dishes, glasses, bottles, etc.);
- Avoid close proximity to people with signs or symptoms of the disease.
- Clean and disinfect objects and surfaces that are touched frequently.
- Maintain healthy habits, such as a balanced diet and drink lots of water.

## For more information, please contact:

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Protecting the health and well-being of  
our teams and their families is a priority  
for Suzano.



