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Staff Wellness – Occupational Health

Proactive Ergonomics Program

Traumatic Brain Injury (Concussion) and Returning To Work

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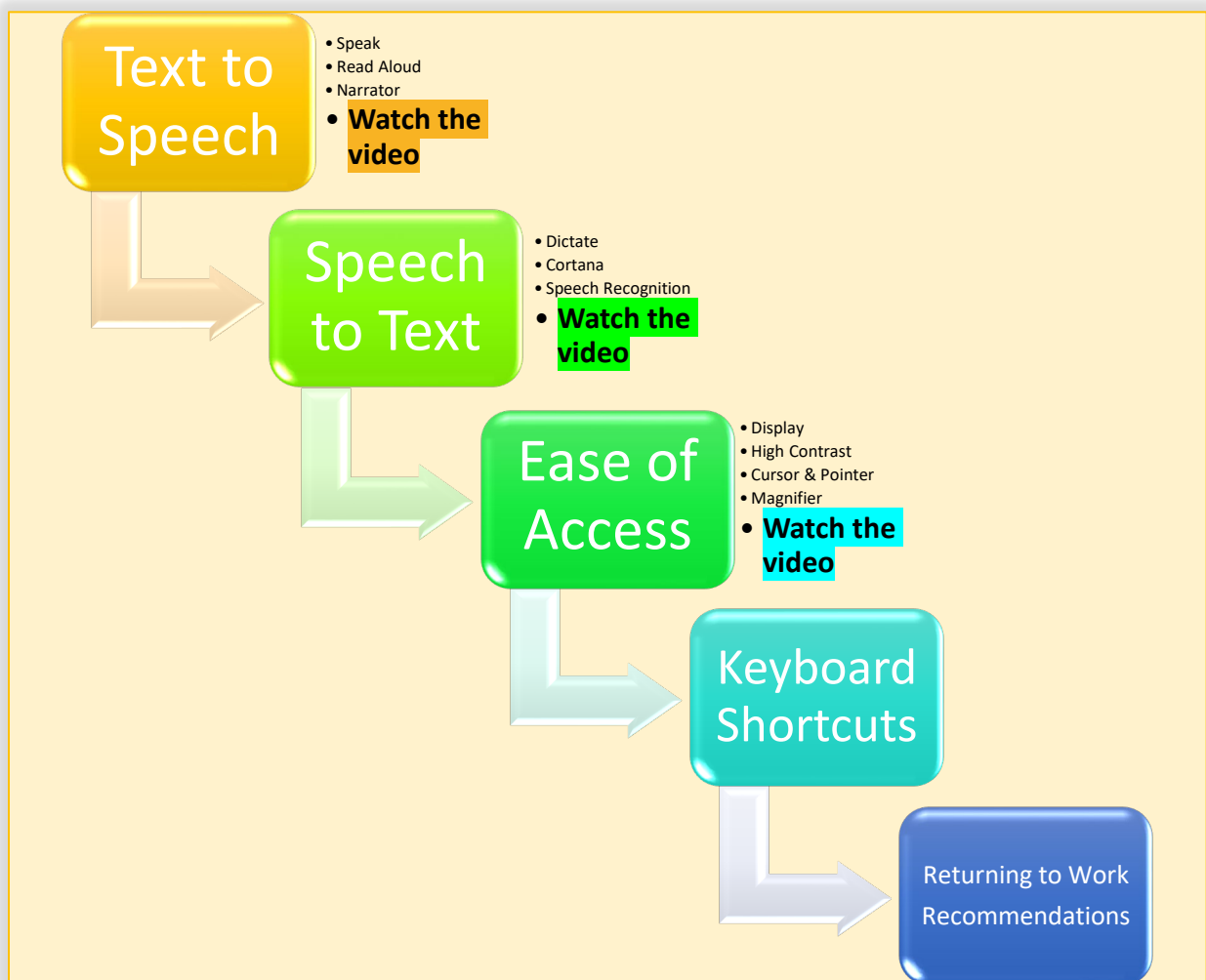
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Set up your device to work with accessibility in Office 365

Office 2016 Office for business Office 365 for home Office 365 Small Business [Office Accessibility Center](#) Choose the settings based on your device: **Windows** **macOS** **iOS** **Android**.
For more information: visit Student Accessibility Services – Assistive Software Options



Click on the above buttons for instructions and/or “Watch the Video” for step-by-step instructions.



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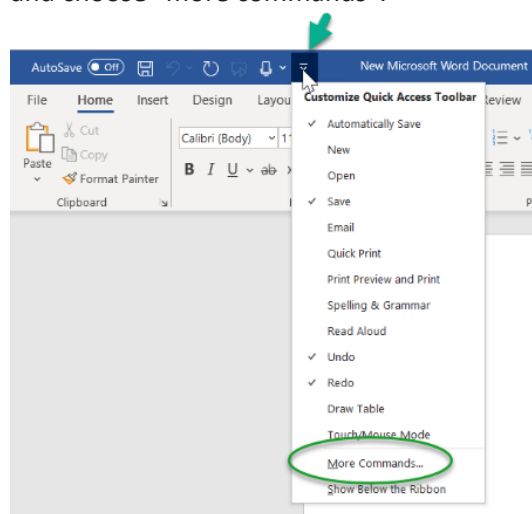
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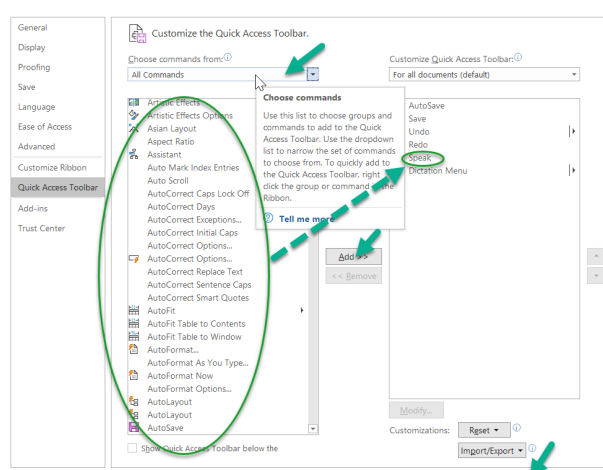
Text to Speech: Speak, Read Out Loud and Narrator Instructions

Add **Speak** to the Quick Access Toolbar **Word, Outlook, PowerPoint, Excel and OneNote**

Top left corner: click the dropdown menu and choose “more commands”.



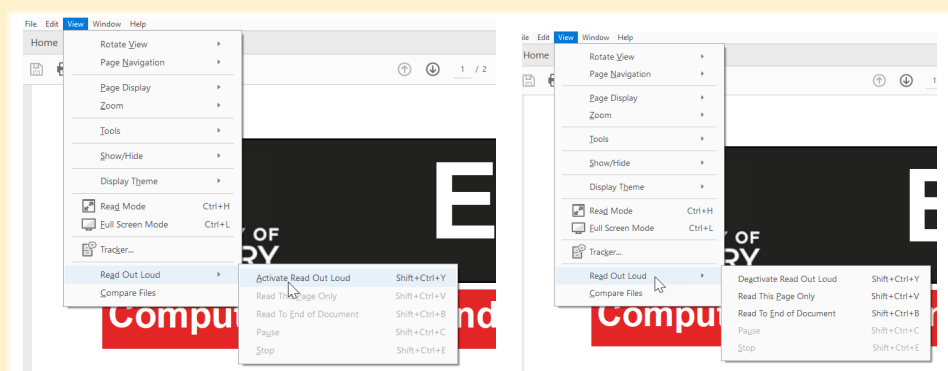
Click the menu, choose “All Commands”, scroll in the vertical menu, find and click the “Speak” command. Click Add and then Ok.



The Speak function is now added to your quick access tool bar. Highlight text, click the “speak” icon and your computer will read to you. Change the voice type and speed in Settings/Time & Language/Speech.

Read Out Loud - Pdf

Click
View/Read
Out
Loud/Activate
Read Out
Loud



Narrator is more advanced than “speak”. Press Windows Logo key + Ctrl + Enter to start Narrator. Narrator Guide



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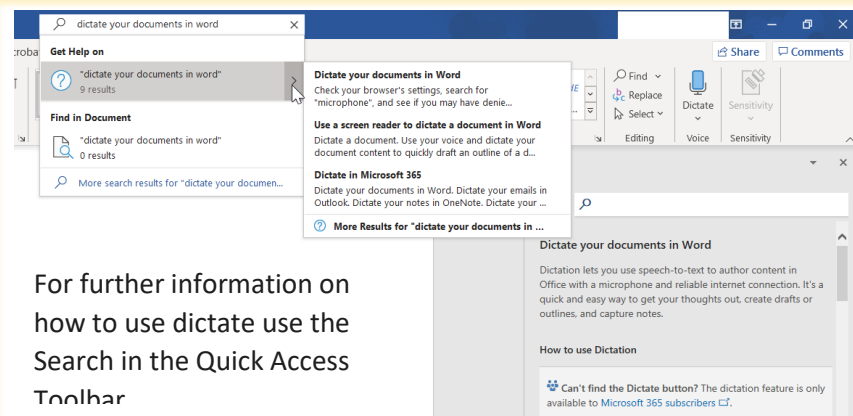
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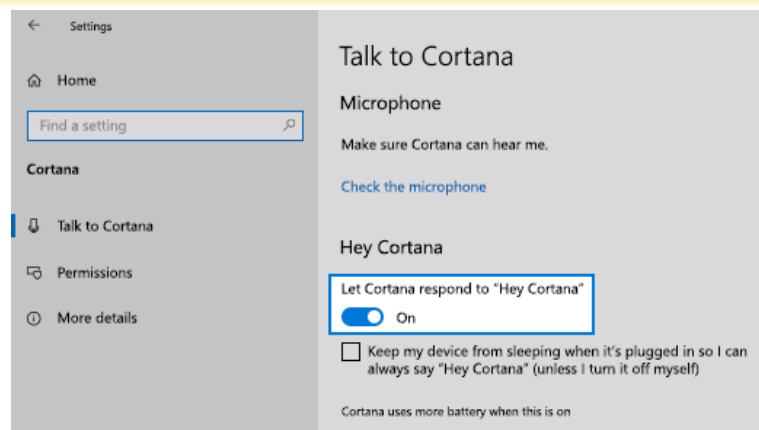
Speech to Text: Dictate, Cortana, and Voice and Speech Recognition

Use **Dictate** in Word, Outlook, PowerPoint, and OneNote
Use “Speak”

Instructions on page 2 to add dictate to the Quick Access Toolbar.



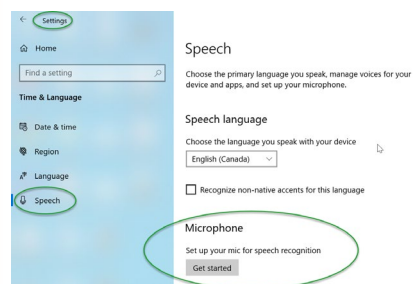
Use **Cortana** as your voice-controlled assistant to complete basis tasks. What is Cortana.
Select Settings, under Hey Cortana and click On. To activate, say “Hey Cortana”.



Windows Speech and Voice Recognition

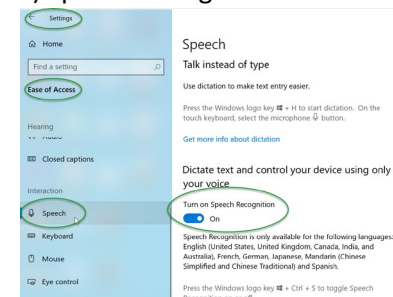
- Use voice recognition to assist with dictate and speech recognition.
- Use your PC without a keyboard or mouse.

A) Voice Recognition



Speech Recognition Commands

B) Speech Recognition





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Ease of Access: Display and High Contrast

Quick access: press the Windows logo key+U.

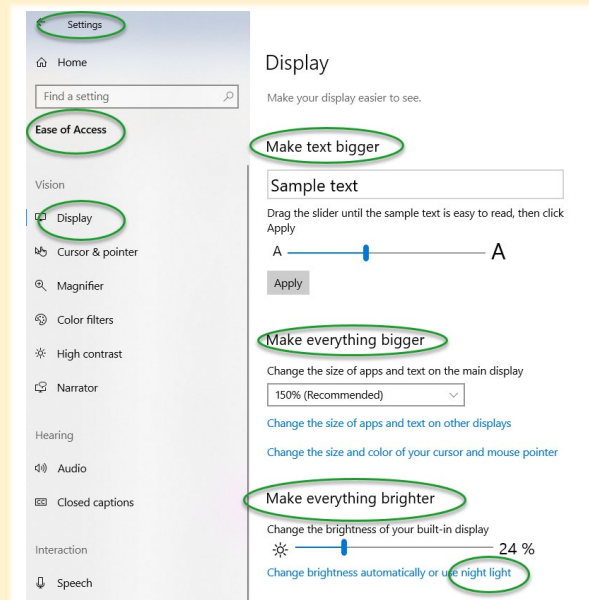
Display

Change text size

Enlarge text and apps

Adjust brightness to match environment.

Use night light to decrease blue light



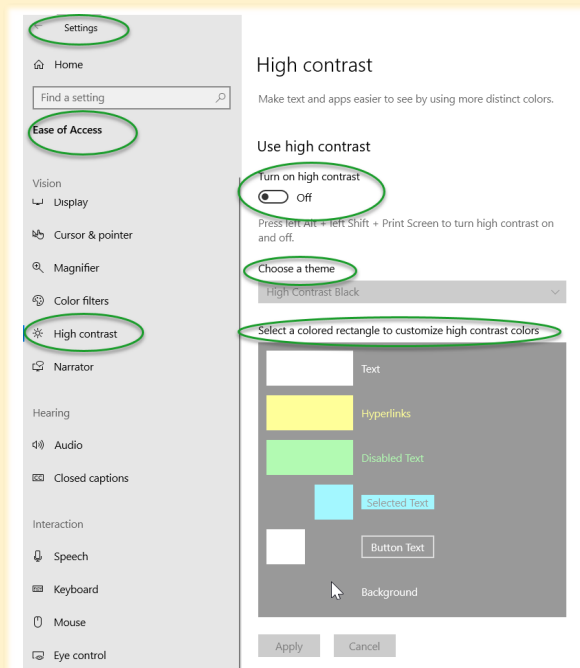
High Contrast

See text and items on your screen better.

Turn On, choose a theme and select colour.

Turn On from the keyboard, press left Alt + left Shift + Print Screen.

Refer to [Use high contrast in Windows](#)





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Ease of Access: Cursor & Pointer and Magnifier

Quick access: press the Windows logo key+U.

Magnifier

Change Magnifier view
Full Screen, Docked (separate window) or Lens (follows the pointer)

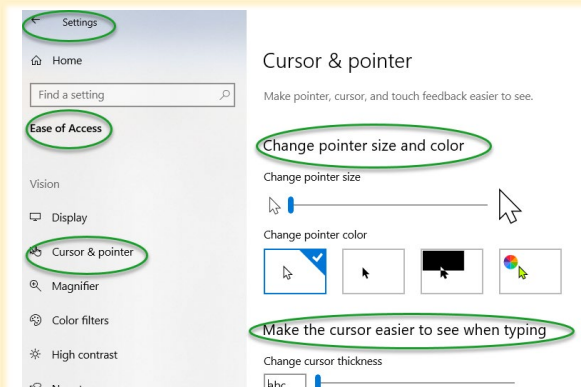
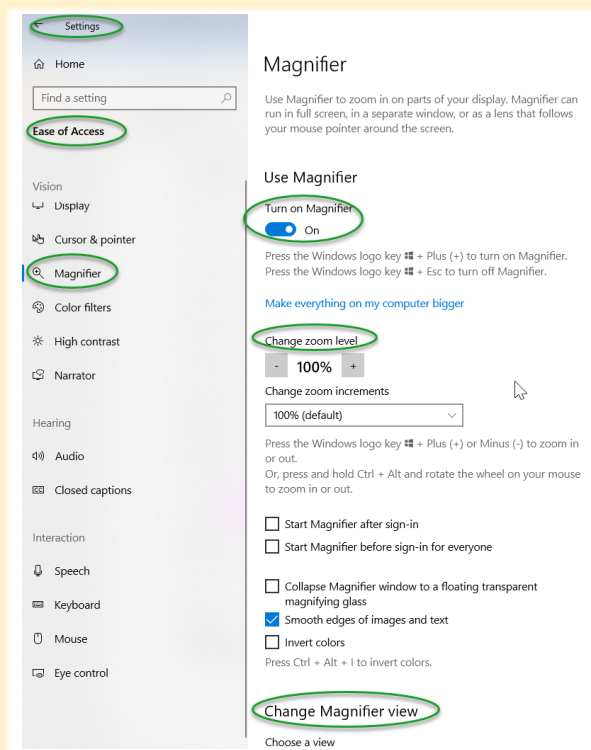
Turn Magnifier On

To magnify the screen content
press Windows logo key + plus
key(+) (-)

To exit Magnifier and close the
tool, press the Windows logo
key+Esc.

For more information, go to [Use Magnifier to see items on the screen](#)

Change **Cursor** thickness,
size and colour


















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Keyboard Shortcuts

DOCUMENTS		
Select all	Ctrl + A	
Copy	Ctrl + C	Ctrl + Insert
Paste	Ctrl + V	Shift + Insert
Cut	Ctrl + X	
Undo	Ctrl + Z	
Redo	Ctrl + Y	
Bold	Ctrl + B	
Underline	Ctrl + U	
Italics	Ctrl + I	
Find	Ctrl + F	
Beginning or End of Document	Ctrl + Shift + Home or End	
Page up or down	Shift + Pg Up or PG Dn	
Beginning or End of line	Shift + Home or End	
Move/highlight one character	Shift + Right or Left arrow	
Move/highlight one word	Ctrl + Shift + Right or Left arrow	
Move/highlight one line	Shift + Up or Down arrow	
FILES & WINDOWS		
Open File Explorer	 + E	
New document or window	Ctrl + N	
Close window	Alt + F4	
Switch between windows	Alt + Tab	
Open start menu	 Windows key	
Desktop	 + D	
Minimize all windows	 + M	
Open minimized windows	 + Shift + M	
Minimize all windows except the current window	 + HOME	
Minimize current window	 + Down arrow	
Maximize current window	 + Up arrow	
Snap window to right or left	 + left or right arrow	
Move window to second monitor	 + Shift + left or right arrow	
Task view	 + Tab	
Move through tasks	 + Ctrl + right or left arrow	
Close task view	 + Ctrl + F4	
ASSISTANCE		









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Open Cortana	 + C	"hey Cortana"
Open Settings	 + I	
Lock computer	 + L	
Open Ease of Access Center	 + U	
Zoom using magnifier	 + (+) or (-)	
Exit magnifier	 + Esc	

Additional keyboard shortcuts

Work Environment

- Set up your workstation ergonomically using the [Office Ergonomics Self Adjustment Tool](#).
- Limit screen time (phones, I-pads, TV, computers) and ensure multiple computer screens have the same settings (brightness and similar font size).
- Keep your screens clean.
- Minimize glare: turn off your screen and check for glare. You may need to close blinds or adjust your monitor. Anti-glare screens are available for purchase.
- Reducing lighting (bright sunny days, reflections, fluorescent lights, and device screens):
 - ☐ Adjust screen brightness similar to the environment.
 - ☐ Install blue light reducing apps (see Windows 10 Night Light feature or blue light filter options on your devices).
 - ☐ Wear a hat indoors and outdoors.
 - ☐ Wear polarized sunglasses outdoors.
 - ☐ Use warm light within the office: for temporary impairments, Staff Wellness Ergonomic Program will loan lamps, if available.
- 20 x 20 x 20 – look 20 feet away from your screen, every 20 minutes, for 20 seconds.
- Use voice search and speech to text on your phone.
- Avoid loud sounds: use earplugs or noise cancelling devices.
- Decrease sound notifications.
- Avoid quick and repetitive movements of your head and neck.
- Decrease movement on your screen: pop ups, videos, disable screen rotation on your phone or I-pad.
- Use an app to remind yourself to take screen breaks and drink water.
- Take regular movement breaks away from your workstation to stretch and relax your eyes, neck and shoulders. 5 minutes/hour, for example:
 - Work 20 minutes: 20 second break (20 x 20 x 20 microbreak)
 - Work 40 minutes: stand up, stretch, take deep breaths, and perform eye exercises for 2 – 3 minutes.
 - Work 60 minutes: walk around for 2- 3 minutes or repeat the 20 x 20 x 20 microbreak
- Stay hydrated: have a water bottle at your workstation.



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Overall Health

Sleep:

- Avoid screens 2 hours before bed
- Keep a sleep schedule – go to bed and get up at the same time everyday
- Have a relaxing sleep routine
- Try to avoid napping
- Avoid caffeine and energy drinks (especially after 3:00 pm).

Eating:

- Eat proper meals – do not skip a meal
- Avoid foods/drinks that may cause headaches such as: “aged cheeses, chocolate, citrus, processed food, wine, caffeine and food with additive like MSG (monosodium glutamate) and nitrates and artificial sweeteners.” Sunnybrook Health Science Centre: Mild Traumatic Brain Injury/Concussion: Your Guide To Recovery
- Avoid stimulants such as energy drinks.

Exercise:

- Keep active and gradually increase your physical activities
- If you were not previously active start with walking and speak with your Exercise Professional prior to starting an exercise program.

Mental Wellness:

- Be patient with yourself and be kind to yourself
- Manage stress: take time to relax and try to return to some things you enjoy that do not require increased stress
- Talk to someone you trust or reach out for professional assistance to assist with your mood, emotions, and stress
- Visit the [WellBeing and WorkLife](#) website for resources and workshops or to speak to UCalgary's Mental Health Consultant
- The University of Calgary staff, faculty, and post-doctoral scholars have access to the Employee and Family Assistance Plan (EFAP). This is a confidential service, available at no cost, with services in counseling, lifestyle coaching, and online resources. More information, and how to access this service, can be found on the Staff Wellness, [WellBeing and WorkLife](#) website

Medication:

- Speak with your Health Care Provider about frequency and quantity of medication use (prescription and non-prescribed); pay attention to changes in medication use with increases in activity and/or stress level.



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Returning to Work and Daily Activities – The 4 Ps

Prioritize:

- Does this need to be done today? Can it wait a few days, weeks or longer?
- Can I get someone to help me complete this task?
- Can it wait until I am feeling better?
 - Assistive tool: reference the above questions when planning your day/week; use Post-It flags to help prioritize tasks

Pace:

- Take a break before you become tired
- Break tasks into smaller parts
 - Assistive Tools: timers and Post-It notes for reminders to take breaks or change tasks

Plan:

- Have a plan for your day; do not be disappointed if you are unable to accomplish everything you planned;
- Complete more complex/harder tasks when you feel your best (example: mornings);
- Provide extra time to complete tasks;
- Have an alternate plan for times when your symptoms increase unexpectedly (example: family member or a neighbour to assist with groceries, childcare, pet care)
- Do something you enjoy (walking, talking to a friend, playing with your pet, meditating); you will need to pace these activities as well;
- If you find your plan is too demanding decrease it for the next day or week; if you found it manageable attempt small increases each week;
 - Assistive Tools: written planning lists or voice recordings to help appropriately prioritize, plan and pace your day.

Position:

When returning to work speak with your [Ability Advisor](#) regarding any recommendations from your health care providers related to accommodation or equipment you may require.

Complete the appropriate video to minimize risk factors and improve overall comfort at your workstation.

- [Office Ergonomics Self Adjustment Tool](#) (15 minutes) - an interactive step-by-step guide for employees to adjust their workstation.
- [Safe use of sit/stand workstations](#) (10 minutes) - for employees who use a sit/stand workstation. Users will learn about effective and safe use of sit/stand workstations.
- Decrease visual and audio input in the beginning of your recovery and gradually expose yourself to noise and bright lights.
- Assistive tools: noise cancelling headphones, earplugs, sunglasses, dim LED lamps, and anti-glare monitors



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The Rivermead Post-Concussion Symptoms Questionnaire to track symptoms * * King, N., Crawford, S., Wenden, F., Moss, N., and Wade, D. (1995) J. Neurology 242: 587-592

Periodically refer to the questionnaire to determine if there are any changes to your symptoms as you increase your activities.

After a head injury or accident some people experience symptoms which can cause worry or nuisance. We would like to know if you now suffer from any of the symptoms given below. As many of these symptoms occur normally, we would like you to compare yourself now with before the accident. For each one, please circle the number closest to your answer.

0 = Not experienced at all 1 = No more of a problem 2 = A mild problem
3 = A moderate problem 4 = A severe problem

Compared with before the accident, do you now (i.e., over the last 24 hours) suffer from:

Headaches.....	0	1	2	3	4
Feelings of Dizziness	0	1	2	3	4
Nausea and/or Vomiting	0	1	2	3	4
Noise Sensitivity, easily upset by loud noise	0	1	2	3	4
Sleep Disturbance	0	1	2	3	4
Fatigue, tiring more easily	0	1	2	3	4
Being Irritable, easily angered	0	1	2	3	4
Feeling Depressed or Tearful	0	1	2	3	4
Feeling Frustrated or Impatient	0	1	2	3	4
Forgetfulness, poor memory	0	1	2	3	4
Poor Concentration	0	1	2	3	4
Taking Longer to Think	0	1	2	3	4
Blurred Vision	0	1	2	3	4
Light Sensitivity, Easily upset by bright light	0	1	2	3	4
Double Vision	0	1	2	3	4
Restlessness	0	1	2	3	4
Are you experiencing any other difficulties?					
1.	0	1	2	3	4



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Daily Log

DATE: _____

Appointments/Scheduled Activities

- ☐ _____
- ☐ _____

Prioritize To Do

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Log:

DATE: _____

Appointments/Scheduled Activities

- ☐ _____
- ☐ _____

To Do

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Log:



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Health Care Provider and Rehabilitation Team Contact List

Family Doctor:

Phone #:

Address:

Appointments

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

Specialist:

Phone #:

Address:

Appointments

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

Treatment provider:

Phone #:

Address:

Appointments

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

Treatment provider:

Phone #:

Address:

Appointments

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

☐ Date:

Staff Wellness Ability Advisor:

Phone #:

Case Manager/Adjuster:

Phone #:

Mental Health Consultant:

Phone #:



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Additional Resource:

[University of Calgary, Sports Medicine Centre, Concussion Clinic](#)

[Parachute Canada](#)

[Ontario Neurotrauma Foundation Guidelines](#)

[Sunnybrook Health Science Centre: Mild Traumatic Brain Injury/Concussion: Your Guide To Recovery](#)