ERGONOMICS WHILE WORKING FROM HOME

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The Workspace

◦ Choose a table or desk with adequate clearance for your knees, thighs, and feet to slide under

◦ **Avoid working on the couch** – it causes the spine to curve unnaturally and will result in soreness and pain over time

◦ Find a spot away from harsh lighting; if near a window, sit perpendicular (at a 90° angle) to avoid glare in eyes or on your screen

The Chair

◦ Use a chair that has a firm back and is low enough so feet can touch the floor with thighs parallel to the ground. Add DIY footrest if necessary (e.g. boxes, stack of large books, empty trash can on its side).

◦ If possible, adjust chair height so that your forearms, wrists, and hands are in a straight alignment and your shoulders are relaxed and down while using keyboard or mouse.

◦ For increased lower back support, consider adding a small pillow or rolled up towel to the backrest where it meets the curve in the small of your back.
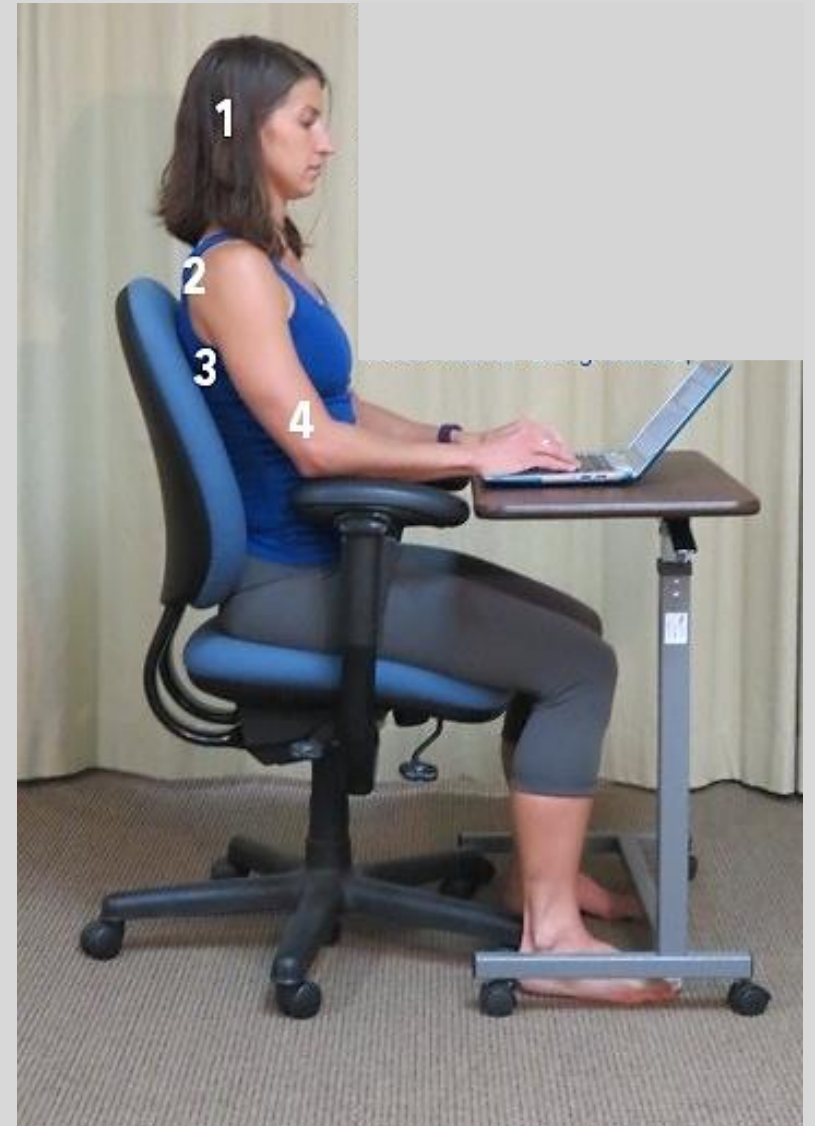
The Laptop/Monitor

- While using a laptop, use an external keyboard and mouse if possible. If not available, place laptop at proper height for typing and angle the screen up so you can look down with the eyes while maintaining good posture, or slightly tilt the chin down to see.

- Avoid bringing head and neck forward and down to see the screen.

- If possible, adjust monitor or laptop screen so the top of the screen is at eye level.
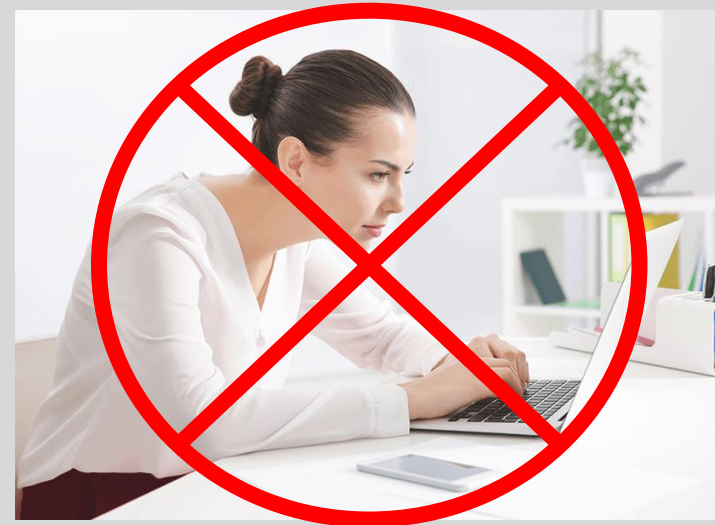
Additional Tips

◦ Take frequent breaks! Set a reminder to get up and stretch every 30-45 minutes.

◦ Reduce eye strain and headaches. Follow the 20-20-20 rule: Every 20 minutes, look at something 20 feet away for 20 seconds

◦ If you regularly use the phone, put it on speaker or use a headset to avoid cradling it between your head and shoulder

◦ While typing, keep your elbows and upper arms comfortably at your sides and your wrists as straight as possible.

◦ While using an external mouse, grip it lightly and move it using the elbow as opposed to bending at the wrist.