

Home Ergonomic Setup

Setting up your home workspace correctly is the first and most important step in preventing discomfort and remaining productive throughout the workday. The following are tips and ergonomic guidelines to assist you in setting up a comfortable workstation at home. We realize that every person is different. However, whatever your needs, you will benefit from following these simple guidelines.

Home Computer Workstation Tips:

- Make sure that your monitor is directly in front of you. If using dual monitors, position the middle of both screens directly in front
- Your keyboard should be directly in front of you (and not off to the side)
- The mouse should be located directly to the side of the keyboard AND on the same surface
- Your monitor is located within arm reach—typically 18-24 inches away from you
- The top of the monitor is positioned at eye level (or top 1/3 of monitor at eye level)
- Both arms rest comfortably at your side with elbows between 90-120 degrees
- Make sure that your wrists are in a straight line and not bent up, down, or deviated excessively to either side
- Your chair should be adjustable to allow your feet to rest comfortably on the floor (or footrest) while allowing your knees to rest between 90-120 degrees
- Make sure that your chair provides adequate lumbar (low back) support
- If possible, select a chair with smooth casters to allow for easy rolling
- Your hips must be positioned at or slightly above knee level to decrease pressure on the low back and help circulation
- You should receive training on the basic functions of the chair to adjust height, tilt, seat pan depth, and arm rest position as desired
- Your wrists and forearms must not rest on the sharp leading edge of the computer workstation during work tasks
- For data entry, we recommend use of a document holder to reduce downward gaze
- If you will be engaged in calls, wear a headset to reduce awkward neck postures
- Rest breaks and occasional stretching breaks can reduce postural fatigue and stress



Working from home (WFH) can be a challenge! While it can seem like a nice change of pace, it's easy to become distracted or unmotivated when in your home environment. Consider the following eight suggestions for staying on top of your workload:

- 1) **Maintain normal work hours.** Clearly defined work hours help your family to know what to expect of you by establishing a line between work and family time.
- 2) **Prepare for your day just as you normally would.** Yes, we mean dress like you're going to the office. Get ready, brush your teeth, and make sure you have everything you need on hand when you "leave for work".
- 3) **Establish a physical work-only location in your home.** This is especially helpful in separating paid work from housework.
- 4) **Take standing and walking breaks.** See the 20/20/20 rule on the following page. Remember, you are allowed to take walks outside! Beyond the obvious physical benefits, you will feel much better if you have a chance to move outside of the four walls of your house.
- 5) **Schedule work-related activities to completed by certain times.** Establish deadlines for your daily projects (if your manager hasn't set them already). For example, we recommend checking your email at set times throughout the day instead of continually.
- 6) **Don't eat at your desk.** Step away from your desk or work area during lunchtime. And try to eat something healthful! Sugary drinks and salty snacks aren't the ideal fuel for maintaining focus while working at home.
- 7) **Keep a list of daily goals and check off your accomplishments.** Working from home takes a great deal of self-diligence. If you don't see tangible examples of what you have accomplished, it can feel like you've wasted your time.
- 8) **Give your hands a break!** If you use a standard keyboard, then your hands are your most important tools. In addition to regular standing breaks, perform the following stretches throughout your day:

1. Grasp palm and fingers and gently bend back wrist



2. Press hands together in front of chest, lowering hands until you feel stretch in wrists



3. Massage the inside and outside of your hand with thumb and fingers



20/20/20 Rule



Every **20 minutes**, stand up for **20 seconds** and focus your vision on something at least **20 feet away** (we recommend looking out a window, if possible). If you are unable to stand, simply turn away from your workstation

Incorporate this 20/20/20 rule into your routine to reduce eye fatigue, neck and shoulder strain, and postural fatigue.

Final Tips



Drink water often!

(And avoid drinks that are high in sugar)

Take stretching breaks!

Moving regularly is good for your body and your mind



Get some fresh air!

Current CDC and WHO guidelines do not discourage you from going outside. Continue to practice safe social distancing: if you encounter another person who you do not live with, maintain a distance of no less than 6ft.

