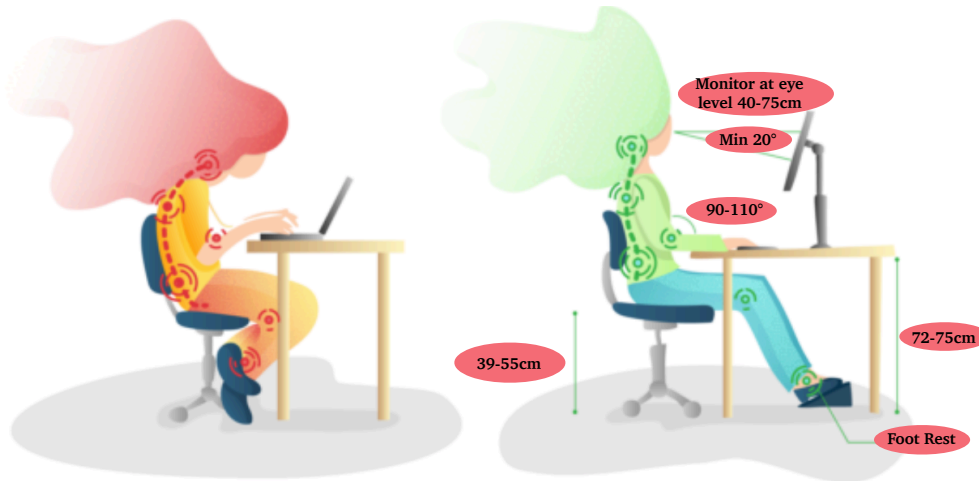


Ergonomics at Home

A Healthy Work Station



Setting Up Your At-Home Desk



Monitor: set the top of your monitor at, or slightly below eye level, arm's length away

Neck: hold straight, instead of craning or twisting

20-20-20 Rule: look 20 feet away every 20 minutes for 20 seconds



Arms: close to your body, with elbows near your sides

Wrists: keep straight, by floating your hands above your keyboard when typing



Back Support: sit so that your back is fully supported, slightly reclining if possible

Avoid: the couch, stools and exercise balls



Support: use a hard flat surface, like a desk or table

Clutter: keep the area directly in front of your seat clear

Shoulders: raising or lowering your seat can help relax your shoulders

Knees: Feet flat on the floor, knees at 90°.

Quick Fixes

- Use an extra chair cushion for comfort or height
- Use a box as a footrest
- Use speakerphone or headphones
- A stack of books can raise your monitor to a comfortable height
- Use the zoom setting on small monitor screens
- Tilt laptop screens back to create more distance
- Stand up and move more often if your setup is not ideal

More Tips

- Don't sit for more than 2 hours
- Try standing for non-computer-related tasks
- Change positions often; walk when possible
- Keep a routine
- Take breaks
- Prepare a healthy lunch
- Stay engaged with coworkers
- Manage surrounding noise
- Try to create proper lighting
- Be sure your space is well-ventilated; use a fan if needed