

ERGONOMIC TIPS: WORKING FROM HOME



NEUTRAL POSTURE

Whether you are at your office desk, home office or even kitchen table the same ergonomic principles apply. Your shoulders should be relaxed, elbow to wrist and hips to knees should be 90 degrees (right angles).

KEY TIP: BEFORE MOVING TO A COUCH, TRY WORKING WITH A CHAIR THAT YOU HAVE. USE A ROLLED TOWEL BEHIND YOUR BACK IF YOU NEED ADDITIONAL BACK SUPPORT AND A FOOT REST OR BOX UNDER YOUR FEET TO ACHIEVE A NEUTRAL POSTURE.

MONITORS AND LAPTOP

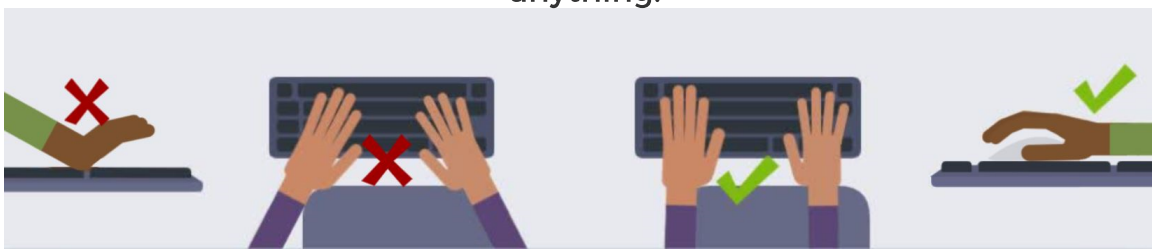
Use an external monitor or laptop stand (with an external keyboard and mouse) to prop up your screen. When looking at the screen, your eye line should be level with the address bar on your web browser. The screen should be about an arm's length distance from where you are sitting.



KEY TIP: USE BOOKS OR A STURDY BOX AS LAPTOP STAND TO ENSURE PROPER EYE LEVEL.

KEYBOARD AND MOUSE

While typing and using your mouse your arms and wrists should be straight and not be resting on anything.



KEY TIP: USE AN EXTERNAL KEYBOARD AND MOUSE INSTEAD OF THE ATTACHED LAPTOP KEYBOARD.

MAKE TIME TO STRETCH

Small breaks of at least 20-30 seconds should be taken every 1-2 hours of desk work. Below is a helpful document depicting examples of stretches you can do while on a break.

[E3 Office Stretches](#)



STAND UP AND GET MOVING

For every 20-30 minutes spent looking at your computer screen, you should spend 20 seconds looking at something else 20 feet away. This gives the muscles in your eye a break and helps reduce eye strain. Standing up and moving during breaks will help prevent you from staying in a static posture for too long.

