

# STAY SAFE AND HEALTHY WHEN WORKING REMOTELY



Best practices in workstation ergonomics—whether you're using a notebook computer or a desktop computer

## USE THE RIGHT CHAIR

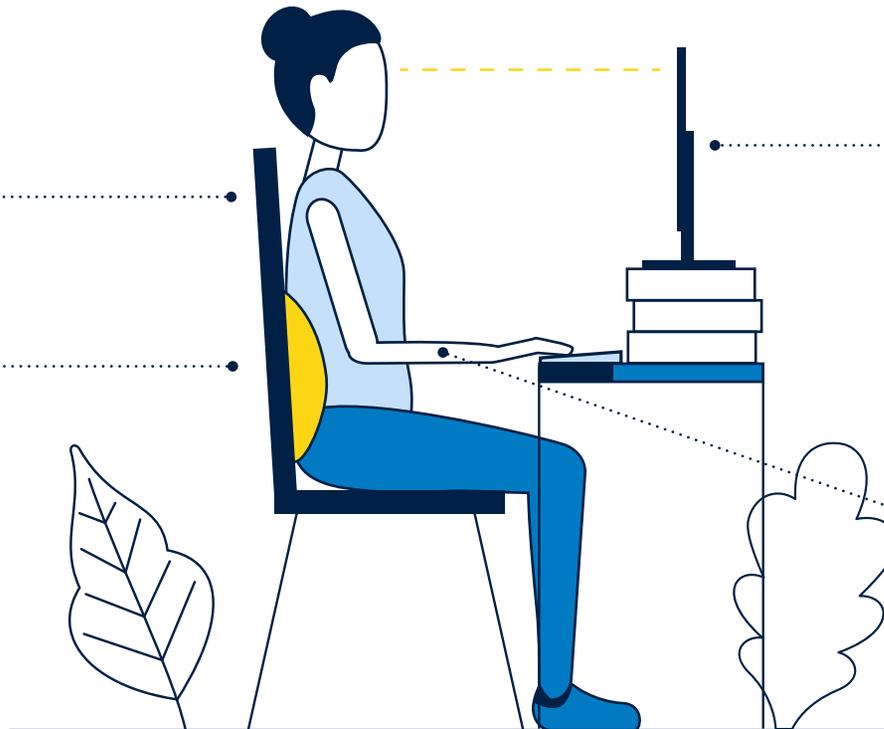
Choose a chair that's stable, provides good lower back support, and allows for sitting with thighs parallel to floor and feet flat on floor or supported.

## ADD A PILLOW

A small pillow or rolled towel at the lower back may provide additional support. For more seat height, chair cushions or pillows may help.

## CHOOSE A BRIGHT SPACE

Ensure there's adequate lighting for reading hard copy documents.



## REDUCE TENSION

Make sure the top of the monitor is level with the top of your head to reduce neck flexion when viewing the screen. Raise monitor to the appropriate height or raise or lower the seat for optimum viewing height.

With a notebook computer, consider using a separate full-sized keyboard and just raising the notebook screen to proper viewing height.

## PRACTICE GOOD POSTURE

Place computer keyboard and monitor directly in front of your body – avoid twisting the torso.

Place keyboard at elbow height, and key with wrists and forearms level with the floor.

## GOOD ERGONOMIC HABITS:

- Rest eyes by occasionally looking at a distant object for a few seconds.
- Get up, stretch, and move around.
- Take frequent “micro breaks” (15 seconds).
- Keep frequently used tools, such as calculators, within easy reach.
- Key with wrists level with floor. Use a rolled towel/wrist rest for support.
- Alternate keying tasks with other tasks such as copying or faxing.