

Working from Home - A Guide to Good Ergonomics at Home

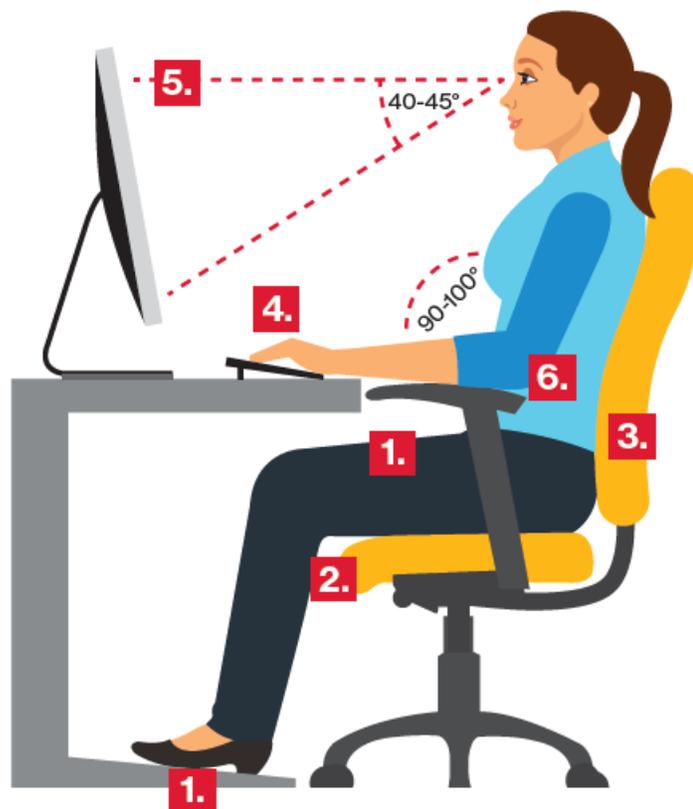
For those who don't already have a home office set up with a desk and adjustable chair, working from home on a laptop can introduce some ergonomic challenges. The information in this guide will help you set up a safe and comfortable work environment, depending on what equipment and furniture you have.

1. If you have a desk, adjustable chair and monitor at home, use these and take the time to set it up to fit you using the Workstation Check-up below.

Workstation Checkup

A properly adjusted workstation allows you to adopt a neutral and comfortable posture. Follow the recommendations below to set up your workstation.

1. Your thighs should be parallel to the floor with your feet properly supported on the floor or a footrest.
2. The distance between the back of your knees and the front of the seat pan should be the size of a fist.
3. Your lower and mid-back should be properly supported with the lumbar support of the chair's backrest fitting the small of your back.
4. The keyboard and mouse should be at approximately elbow height, allowing for relaxed shoulders, forearms parallel to the floor and straight wrists while typing and using the mouse.
5. The monitor(s) should be positioned directly in front of you, approximately an arms-length away, with the top of the screen(s) at eye level.*
6. The height of the armrests should be set at elbow height and level with the work surface so that they provide support for the arms during rest periods and when using the mouse.



2. If you don't have a desk, adjustable chair or monitor, here are some tips in choosing the best options for working from home in a temporary location:
 - If you don't have a desk, find a hard, stable surface you can use as a temporary workstation. The surface should allow you to work with the keyboard at approximately elbow height when you're seated. Avoid working off your coffee table or other low surfaces.
 - Choose a chair that allows you to have your back straight. Avoid soft or low seating such as couches or loungers. If you are in a soft chair or one that's too deep, use a firm pillow to provide back support. A footrest (or box) can be used to support your feet and put your legs in the recommended position.
 - If you don't have a monitor, position your laptop to use as your monitor and follow the additional steps below.
3. Laptop computers are convenient and portable and great for short periods of time, however they are not designed for continuous use. Here are some guidelines to follow if you are using your laptop for the work day:
 - Plug in a full size keyboard and mouse
 - Use the laptop as your screen, raising it to the appropriate height (at, or just below eye level)
 - Position the screen approximately arm's length away. Move the screen closer if you have difficulty seeing what's on screen or find yourself leaning forward to see things
 - Position the screen to reduce reflections or glare from lights or windows, or use blinds or curtains.

Pulling it all together - [video \(to play video, disconnect from VPN before connecting to YouTube\)](#)



4. Use good work practices:
 - Relax your neck and keep it aligned with your back
 - Blink frequently to keep the eyes hydrated; Use the 20-20-20 rule - Every 20 minutes, take a 20-second break and focus your eyes on something at least 20 feet away
 - Take a break from sitting every 30 minutes or so
 - Change your body posture and stretch regularly

Take the time to set yourself up properly –your body will thank you!