

## Tips for a Comfortable Workstation When Working from Home

Working from home may pose a challenge to maintaining proper ergonomic form due to the choices of where to work. It is recommended to create a comfortable work area and incorporate additional measures to maintain productivity and safety.

### Avoiding Back Strain

Working with poor posture can lead to back discomfort and fatigue; for example, bending forward to see the laptop screen while typing, or sitting in a hard chair for long durations that is uncomfortable or does not provide back support.

- Avoid working from bed. Sit in the most comfortable chair available that also provides some back support. Place laptop or keyboard and mouse at around elbow height. Utilize items such as small pillows or folded blankets to provide cushioning either as lumbar support or padding to sit on, if needed.
- When working on a laptop, angle the laptop screen upwards to avoid bending. Consider using a separate monitor placed at eye level, or a separate keyboard at elbow level, if available.
- Keep feet flat on the floor. Use a footrest, if feet are dangling. If a footrest is unavailable, consider using a sturdy item such as a book, box, or other prop or sturdy object.



### Avoiding Shoulder and Arm Strain

A computer keyboard and mouse are most comfortable to use and place less stress on your body when placed directly in front of you and within forearm reach.

- Maintain the location of your keyboard and mouse to minimize reaching and stretching and allow your shoulders to rest. Your upper arms and elbows should be close to your body and relaxed. Your forearms should be parallel to the floor, and wrists should be flat and straight.
- When working on a laptop, consider using a separate mouse, if available. When using the touchpad, be sure to alternate computer work with other activities and stretching.
- When making phone calls, do not hold your phone to your ear with your shoulder; either hold the phone in your hand, place the call on speakerphone, or consider using a headset or earbuds if you need to write or type while on the call.
- Periodically rest your hands in your lap for relaxation.

### Take Breaks, Change Positions, and Stretch!

- Break up the routine: stand, stretch, move around, and look away from your screen frequently. Set a timer for every 30 minutes to remind yourself to move around. Go outside for fresh air and sunlight.
- If you have a table or counter that is bar height, switch to standing for a few minutes every hour.
- Alter your job tasks, if possible. Intersperse alternate job duties with your main ones.
- Eat healthy and stay hydrated.

# What Does A Comfortable Workstation Look Like?

