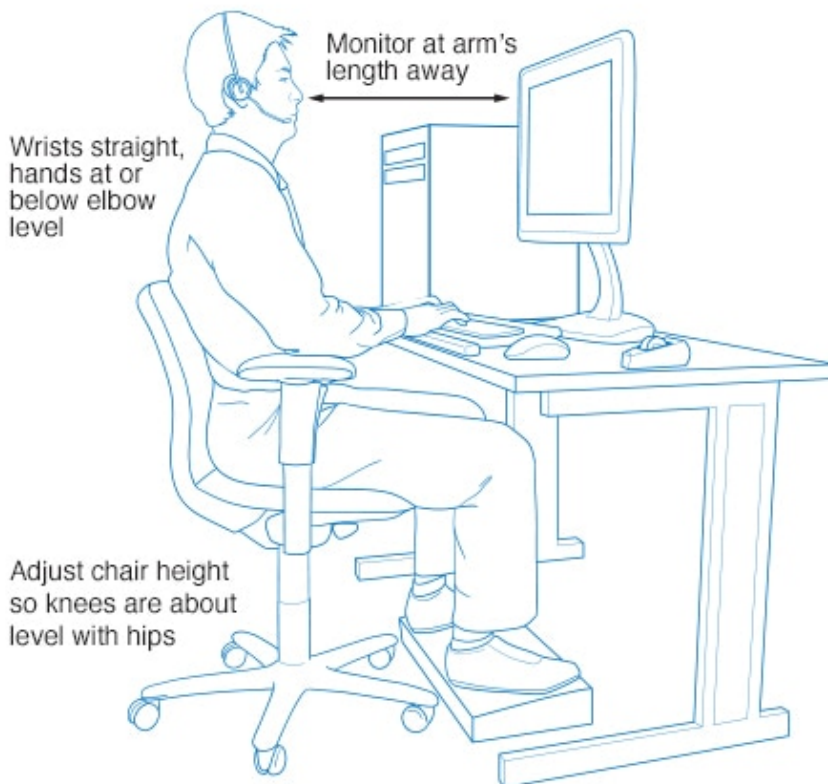




# Home Office Ergonomics

- While you are teleworking, we want to ensure you remain healthy and safe while working from home.
- A comfortable workspace can help you feel your best. Give your sitting work area a makeover with this visual guide to office ergonomics.
- Proper office ergonomics — including correct chair height, adequate equipment spacing and good desk posture — can help you and your joints stay comfortable at work.



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- Shoulders down, relaxed and arms at sides
- Elbows at 90 degrees
- Back resting into backrest
- Lumbar curve of spine supported
- Ears over shoulders
- Wrists in neutral position
- Buttocks at the back of the seat- no perching!
- 90-degree angle at knees
- Evenly positioned onto both sit bones
- Feet resting firmly on floor/or other supportive items

**Take a 2-minute stretch break every hour!! To decrease the negative effects of extended periods of sitting. Get up out of the chair and walk around/engage in another task.**

## MONITOR

- **Height:** Top of monitor casing (whether a standard monitor or a laptop monitor) should be level with eyes when you are seated at a comfortable seat height. Corrective lens users (reading, bifocal, progressive) position somewhat lower, if possible, or raise seat height up slightly and use foot support, to set screen(s) into the near sighted portion of corrective lens.
- **Position:** directly in front of you. Dual screen set up should have screen slightly angled inwards towards you and where the two screens meet should be in line with your belly button.
- **Distance:** Approximately an arm's length away.
- **Glare:** Position monitor(s) perpendicular to primary light source (windows). Use blinds or pull-down shades when necessary.
- **Lighting:** Ensure your work area has adequate lighting for visual comfort.
- **BLINK!** - The number of blinks substantially decreases, while viewing screens (monitors, tablets, cellphones) for extended periods of time, from 21 blinks per minutes (occurs during regular activities like conversation) to 7 blinks per minute. This can lead to dry eye symptoms and eye fatigue. To decrease workloads on the small eye muscles look off into distance every hour to decrease work load on the near sighted visual system used when reading the screen(s) all day.

## CHAIR

- Not all home chairs have the same adjustability that your office chair may have but there are a few tips/adjustments you can make to increase the comfort and support.
- **Height:** Adjust height of chair until elbows are at 90 degrees/elbow is at the same height as the work surface/table/keyboard tray you are working from and wrists are in neutral (appear flat) when typing/using mouse. This may mean raising the height of your chair up and placing your feet onto a hard, flat item that simulates foot support (reams of photocopy paper, small box, etc.). If your chair does not adjust in height, placing several pillows on the seat pan may raise you high enough, while maintaining comfort, to ensure your upper extremities are level with the work surface you are typing/using a mouse from.
- **Backrest:** Should have good lower back (lumbar) support - if not available use a lumbar roll, small pillow or rolled up small towel, placed into the lower back curve of your spine.

**Armrests:** If your chair has adjustable armrests, where the arm cap swivels/pivots

inwards, attempt to use them as much as possible while typing/using the mouse.

Use of armrests assist in supporting the weight of each arm during frequent, extended periods of typing and mouse tasks and decreases the workloads on muscles of the neck, shoulder and shoulder blades when set at appropriate height, shoulders relaxed, bend elbows at 90 degrees, armrest pads should be adjusted to where elbow bends naturally and the weight of the arms rested on each pad. If the chair has no armrests, increase amount of mini stretch breaks taken throughout the workday to decrease workloads on your upper extremities, neck, upper/middle back areas.

### KEYBOARD

- **Location:** Should be set at a height where your elbows are positioned at 90 degrees when shoulders are relaxed (not hiked upwards or drooping/slouching downwards). If too low adjust place keyboard and mouse onto books, thin boxes, etc. that position keyboard/ mouse at your seated elbow height. If keyboard is set on top of workstation/table that is too high, a temporary measure is to raise chair height up/or use pillows under your buttocks until elbows are level with workstation/table and use foot support (footrest or reams of paper) to maintain 90 degrees in your lower extremities. Keyboard should be located directly in front of you.
- **Adjustable Feet Under Keyboard:** Should not be engaged/used to ensure neutral wrist position for touch typists (do not look at keys).
- Do not tilt towards you as this position bends the wrist during typing increasing the workloads the hands, wrists and forearms.
- The feet under a keyboard product may be engaged (tilted upwards) for finger typists (looks at the keys when typing) to decrease amount of neck bending needed to look down at the keys.
- Avoid resting the wrists/forearms on the hard edge of the desk/table or the desk/table surface for extended periods of time. This can exert contact stress to the forearms/wrists. Contact stress compresses muscles and tendons and may impact circulation.
- **Temporary Measure:** Place a loose, soft, rolled up hand towel in front of the keyboard to decrease the amount of contact stress to the wrists/forearms. Ensure wrists are in neutral. Ensure hands and fingers are relaxed when typing.

## MOUSE

- **Location:** Should be level with the keyboard and adjacent/close to keyboard to decrease the amount of extended reaching with the arm and outward rotation of the shoulder.
- Hold mouse loosely, do not grip tightly Ensure wrist is in neutral position
- Click with a light touch

## REFERENCE MATERIAL

### **Do not position to side of keyboard, mouse or monitor**

- Position either on an adjustable document holder or an empty 2-3" h empty binder, directly in front of you between the monitor(s) and the keyboard ( this should not force you to adjust your monitor higher ) - place all documents you need to read/review here.
- Move monitor back slightly if needed.

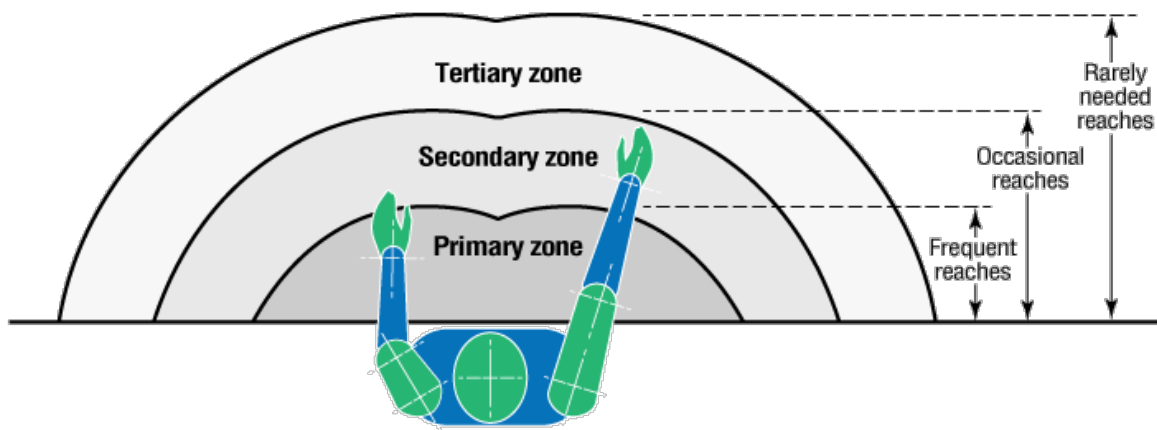
## LAPTOP

- Laptops are generally great for portability but are a nightmare ergonomically to position the user into neutral postures. The issue stems from the fact that when the typing area of the laptop is set to the users comfortable working height (90 degree elbow), the laptop screen is positioned too low which promotes neck bending. If the monitor is then positioned to the users viewing height (casing level with eyes when seated), the keyboard of the laptop is then too high which positions the forearms, wrists and hands out of neutral.
- To set up your laptop ergonomically, set the laptop onto some books, etc., to set the casing of the laptop monitor screen level with the eyes and install an external keyboard and mouse to position the forearms, wrist and hands into neutral.

## TELEPHONE/CELLPHONE

- Ensure they are positioned close to you, to decrease extended reaching and forward/sideways leaning in the chair, if using frequently for your job.
- Use speaker feature as much as possible to avoid “cradling” of the telephone/cellphone between your neck and shoulder if multi- tasking while on the phone. This posture increases workloads in the neck, shoulder, upper/middle back areas.
- Avoid Text Neck! by positioning the cellphone more in front of you when exting, to maintain neutral neck postures.

- All frequently used items needed to complete work tasks (keyboard, mouse, phone, label makers, pens, stamps, etc.) should be placed in the primary zone to decrease amount of forward leaning in the chair and extended reaching. Items used occasionally can be placed in the secondary zone and accessed only when needed.



**DILUTE YOUR STRESS WITH H2O**

**Ensure you are drinking enough water  
throughout the workday!**