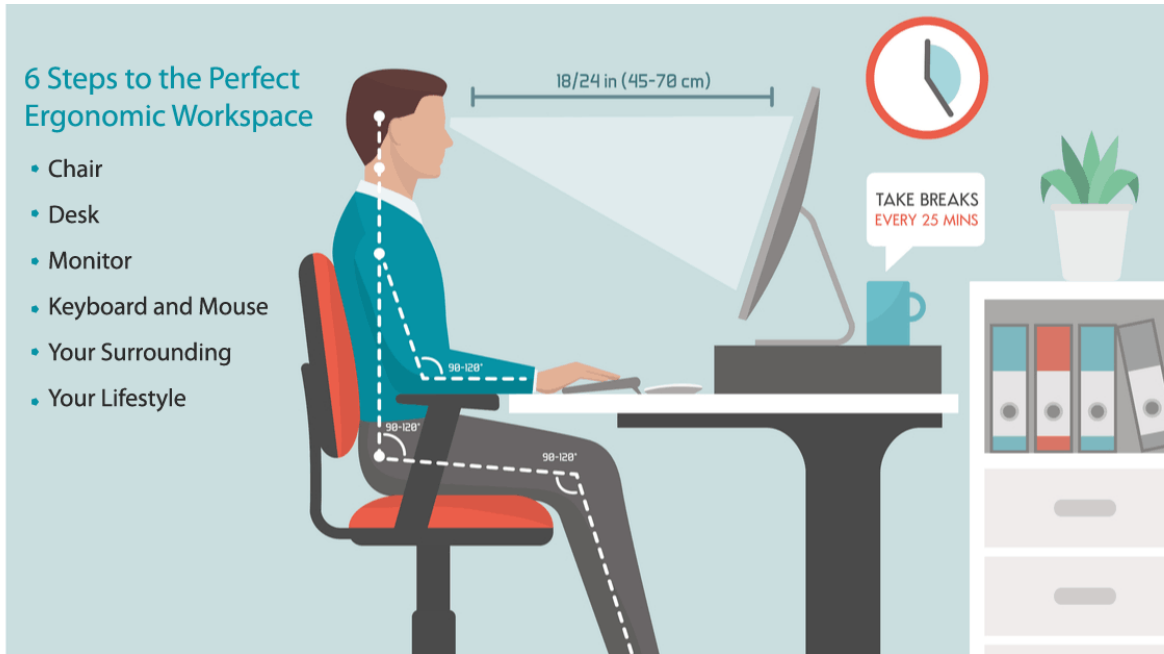


Ergonomic Tips for Remote Office Setup

Be kind to yourself, set up your home workspace to reduce stress on your body. We have enough stress in our lives nowadays, we don't need to add aches and pains.

A quick check of your work environment can ensure you are set up properly.



Chair – Setting your chair up to fit you will help your legs and lower back feel better. When seated,

- sit with your feet flat on the floor and your thighs roughly parallel to the floor. If you need a taller chair in order to reach a too-tall desk, use a footrest to get the right leg angle.
- Maintain the natural curve to support your lower back. Consider using a lumbar support pillow if your chair lacks proper lumbar support.
- Keep two fingers space behind your knee so your feet don't fall asleep on the job.

Desk – Your legs should fit comfortably under the desk if you are sitting with your feet flat on the floor. If the desk is too high you will end up with aching shoulders or painful hands when keyboarding on the desk surface. If the desk is too low your lumbar will soon let you know.

- The angle between your forearm and upper arm should be between 90 degrees and 110 degrees while your arms are at rest on the desk.
- If you can, alternate between sitting and standing while maintaining these arm angles. The kitchen counter/island can be a big help in creating a standing environment if you don't have an adjustable desk.

Monitor – The way we hold our head affects how our neck and shoulders feel. Did you know your head can weigh up to 40 lbs!

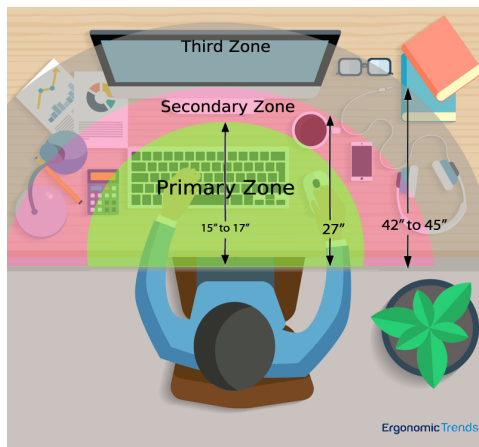
- Positioning your monitor so that when you look straight across you see the top line of your document. Let your eyes move up and down the document not your head.

Keyboard and Mouse – Each arm can weigh 15 pounds, that's like doing an intensive weight training session over the course of the day and can be a real pain in the neck and upper back.

- Position yourself in alignment with the letter 'B' on the keyboard and your 'belly button'. This will give your hands equal reach of the keys. Even reaching slightly to one side or the other will cause a strain in the scapula.
- Keep your wrists flat, this maximizes the carpal tunnel space and makes it easier for your fingers to move.
- Position the keyboard close so you don't have to reach forward. Keeping your arms on the chairs armrests or if you don't have armrests, close to your body reduces stress on your neck and shoulders.
- Keep the mouse and keyboard on the same surface, reaching for the mouse can cause strain in the forearm or tendonitis.

Surrounding – The position of your monitor in relation to light is important to reduce glare and eyestrain. Don't try to look around the glare by contorting yourself.

- Position your monitor perpendicular to windows or bright light sources to minimize glare
- The monitor emits light and we tend to blink less when working. Protect your eyes, try to stay an arm length from your monitor to reduce eye strain.



- Put the things you use most close to you and the things you use occasionally farther away.



Lifestyle – Taking frequent breaks gives your muscles a chance to work in different ways and reduces strain.

- Take a break to stretch every 30 minutes
- Go for a walk in your neighborhood, while keeping the appropriate physical distancing, getting fresh air can rejuvenate you
- Look into the distance, changing your focal distance from the computer screen to something far away gives your eyes a much-needed break.

Be kind to yourself and others. If you need help, ask. We are all in this together.

As always, we are committed to helping you work safely. If you would like to discuss a specific challenge feel free to reach out. If there is anything you need to make this transition to home offices easier please feel free to reach out via email or phone and we will be happy to assist with your requirement.



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