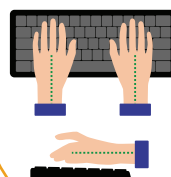
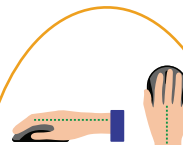


Ergonomic Tips for Temporary Work From Home

Make sure that your palms are facing down, and your wrists are in a straight neutral position. This is where your keyboard should be.



Sit up straight, roll your shoulders back, drop your arms down at your sides and place your hands out in front of you so that you make a 90-degree angle at your elbow.



Don't sit too far away from your keyboard and mouse. Position them at a distance where you can keep your elbows bent in a neutral position.



If using a laptop, it is best if you have an external mouse and keyboard. Then the laptop can be positioned so the top of the monitor is at eye level and within touching distance.

Find a chair at that allows for your feet to be comfortably resting on the floor. If you don't have a chair that seems right, try to find a chair that is a little taller and use a footrest.



- ✓ If you find that your desk or table is too low, try raising it with blocks.
- ✓ If your keyboard is too high, try raising your chair and using a footrest so that you maintain the weight balance and 90-degree angle at the hips. An empty box or three-ring binder can be used as a footrest.
- ✓ If the chair you are using does not have a natural S curve in it, add a small throw pillow or rolled-up towel, secured in place with duct tape or a belt.
- ✓ If your chair isn't high enough, try sitting on a pillow.
- ✓ Avoid twisting of the spine and reaching. Position things such as phones, scanners and number pads close so that you can avoid reaching.
- ✓ A rolled-up washcloth or small towel can be used as a wrist rest for your mouse or keyboard.
- ✓ Try to avoid glare on your screen. Be intentional about the positioning of monitor and window glare. Pull the window shade if you need to.
- ✓ Hold your phone or use a headset instead of squeezing it between your neck and shoulder. Over time, this position can cause a variety of neck and shoulder problems.
- ✓ Rest your eyes and be sure to blink regularly! Close your eyes periodically to help avoid eye strain. A popular tip is the 20-20-20 rule. Every 20 minutes take a 20-second break from looking at your monitor. During the break, look at something that's 20 feet away from you to vary your focus.

20-20-20 RULE

