Ergonomic Tips for the Remote Worker

Home Office Considerations

- Raise monitor to eye level. Use books to raise your monitor if needed. When using a laptop consider using an external keyboard so the monitor can be raised.
- Raise/choose a chair that allows your elbows to be slightly higher than your keyboard to keep your forearms from being "pinched" on the edge of the table, potentially restricting blood flow.
- Alternate between sitting at a table and standing at an island/elevated station.
- Choose a chair that has a back to provide support.
- Sit all the way back in the chair, if you are short put a pillow behind you to take up some of the space.
- Get up and move! Try to move around every hour to increase blood flow and keep your body limber and loose.

Reduce Eye Strain

- 20/20/20 Rule - Every 20 minutes, look 20 ft. away for 20 seconds.
- Enlarge text on your screen. Small font size requires the eyes to work harder to focus.
- BLINK! Blinking hydrates your eyes.
- Clean screens and equipment to eliminate dust and glares.
- Make sure the brightness on your screen is appropriate and remember to dim the screen for nighttime use.

Take a Stretch Break!

Begin these breathing and stretching exercises by sitting on the edge of your seat with feet hip-width apart and flat on the ground. Extend the crown of the head toward the ceiling, creating an elongated spine.

- **Deep Breathing** - Inhale deeply through the nose, allowing the belly to rise as the air first fills the belly, then the ribs, and finally the chest. Exhale through the nose.
- **Shoulder Rolls** - Roll the shoulders forward and up to your ears and then roll the shoulders back and towards the floor, allowing the shoulder blades to slide down the back. Repeat five times in both directions.
- **Eagle Arms** - Inhale, stretching your arms out to the sides. Exhale, and cross your arms in front of your chest and wrap around your body.
- **Seated Child’s Pose** - Inhale, lengthen the spine toward the ceiling. Exhale, and fold forward towards your thighs. Allow the arms to drop to the floor. Breathe deeply and relax for 30 seconds. Inhale as you slowly return to a seated position.
- **Ankle and Wrist Rolls** - Roll ankles and wrists in clockwise circles. Repeat counter-clockwise.