TELECOMMUTING:
If you are telecommuting, it may be a new practice for you, or something you do frequently, it’s important to continue to practice good ergonomics!

When working at home, there is a temptation to sit in non-standard set-ups: The bed, the coffee table or the couch using your laptop or taking phone calls. Previously, this may have been OK when working at home for short intervals, but now if you are working at home for longer durations, it may leave you susceptible to ergonomic risks that aren’t present in a typical office environment.

Here are a few ways to improve your home office ergonomics.

1. THE WORK SURFACE:

   ![Work Surface Image]

   Look for an optimal work surface. Choose home-based work location that emulates a desk. If you have a desk this is probably your best bet.
   Work Surface Too High? Use a taller chair or raise your seat with a cushion
   Feet Positioning is important. Rest feet flat on the floor. If dangling use a footrest or a box to support the feet.
   Leg Room Helps: Make sure that your workstation has ample leg space. Avoid working in front of cabinets or drawers. This will limit how close you can get to your computer and may cause awkward back and upper extremity postures.

2. THE CHAIR:

   ![Office Chair Image]

   Have an office Chair? If you are working on an office chair, great.
   Working on an alternate chair? If you are working on an alternate style chair, you can pad your chair as most kitchen and dining room chairs are not designed for prolonged sitting.
   Sinking In Your Deep Couch? Use a pillow to shorten the seat a pillow or towel roll can also be used for lumbar support.
   Make minor changes. This minor change can increase comfort in your home workspace.
3. THE COMPUTER OR LAPTOP:

➢ The Computer:

Keyboard Positioning: When using the keyboard position the forearms parallel to the floor at a level where elbows are at 90-120°.

Mouse Positioning: If using a mouse, position it at the same level as the keyboard. Also position it close to the keyboard to avoid overreaching.

Shoulder and Elbow Positioning: The shoulders should be dropped and relaxed in neutral position.

Monitor Height: The monitor should be at eye level – see picture.

Monitor Distance: Keep the monitor approximately arm’s length away. Approximately 18-30”.

Monitor Height: Raise the top of your monitor to eye level Screen

The Laptop:

Screen to low? Laptop users tend to position the screen too low, which can result in awkward neck postures. Raise your monitor by placing your laptop on a couple of books, or your tablet or a laptop stand. If you do this, make sure you are using a separate keyboard and mouse.

4. THE LIGHTING:

Consider Lighting. Make sure you have good lighting. Open the blinds and turn on the lights to keep your workstation well-lit.

Got dim light? Working in a dim room will make it harder for you to read the notes you take on paper and can increase the contrast between your computer screen and the rest of your workstation.

Look at Monitor Positioning: Position your monitor or laptop screen at a 90-degree angle from the light source to avoid glare.
5. MICRO BREAKS:

**Take Five to Move.** Micro-Breaks are key. Remember, the next position is the best position. Switch it up. Take frequent micro-breaks throughout the day. Taking a micro-break can help you feel refreshed and ready to resume your work. Giving your body a break from prolonged and/or repetitive activities can help reduce your risk of injuries.

**Take Five to Hydrate:** Take opportunities for water breaks. Remember to keep hydrated.

**Take Five to Rest your Eyes:** Take a few minutes for the eyes too. Don’t forget your eyes a break too! **Remember, the 20,20,20 Rule** Every 20 minutes, Look at least 20 feet to the distance for at least 20 seconds.

Added resources:

The Computer Ergonomics Web based tutorial available via UC Learning Center:

Complete the [Computer Ergonomics Tier 1 Evaluation and Training](https://uclearningcenter.ucsd.edu) eCourse on UC Learning Center.

**If using this resource, please note the link for ergo referrals is not currently active.**

If you have any questions or are experiencing discomfort related to your remote workstation, or are interested in a virtual ergonomics consult, please contact: ehsergo@ucsd.edu.

Be Well,

The UCSD Ergo Team
Environment, Health and Safety
E-mail: ehsergo@ucsd.edu for more information or assistance.
ADDED HOME-BASED WORKSTATION TIPS:

Boxes and books elevate the laptop to eye level

Feet fully supported

**TIP:** Use boxes, cushions, or reams of paper as a footrest

Input devices are at elbow height

Cushions, towels, and pillows provide additional support and raise you to proper seating height

Boxes, books, and a microwave elevate the laptop to eye level

**TIP:** Wear supportive shoes when standing

Input devices are at elbow height

Photos courtesy of UC Berkeley and UC San Francisco Ergonomics

ADDED UCSD RESOURCES: Get Up Triton Subscribe Now: UC San Diego Recreation e-mail video stretching program sent to your inbox at 10 am and 2 pm