

Home Office Ergonomics

BECAUSE SELF-QUARANTINE SHOULDN'T BE UNCOMFORTABLE

Find a Good Place to Sit



GOOD

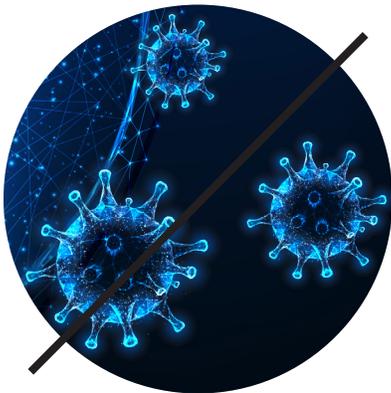
- Home office or any available desk – duh!
- Kitchen table – assuming it's cleared and clean.
- Card table set up in the basement or secluded area – If you have one.



BAD

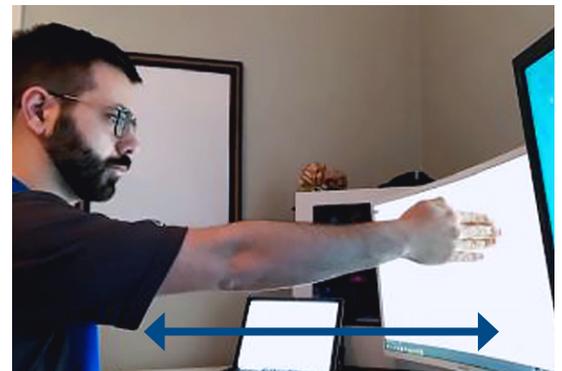
- Couch or Lazy Boy Recliner – 8 hour working day? Hello back or neck pain trying to find a good spot for your laptop.
- Bed – this is where you sleep, not where you work!
- Floor – This is never a good idea.

A Safe, Healthy, and Comfortable "Office"



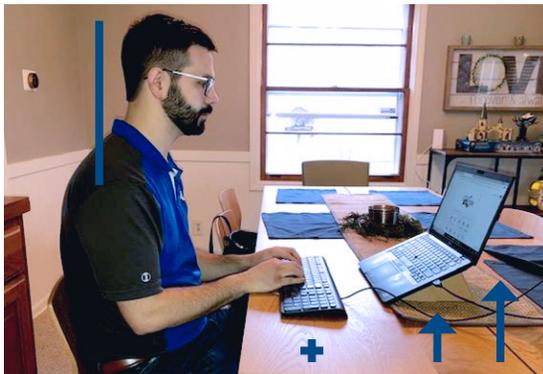
- Most importantly, ensure that your working area is sanitized. Wipe down all items every couple days with disinfectant wipes if you have them. Including your phone! Additionally, wipe down your laptop before you start using it from the office, in order to not bring "office" germs into your home. Lastly, wipe down your laptop before bringing it back to the office to stop "home" germs from becoming "office" germs.

- Safe monitor or laptop distance – A rule of thumb... or rule of arm... is to hold your arm straight out, 90° to your chest. The monitor or screen should be finger-tip's length away. This is to also prevent eye strain!



A Safe, Healthy, and Comfortable “Office” cont.

- Adequate lighting! If you’re sitting in front of a bright computer monitor in a dimly lit room, you will cause strain on your eyes. Bring your monitor brightness so it is just slightly brighter than the wall or area behind it.



GOOD



BAD

- Save your neck! If you have it available, it is important to use a separate keyboard in order to allow your laptop to be brought further back. If possible, rest your laptop on something to elevate it. Bringing your laptop up and off the table indirectly lets you tilt your head up to a normal position to prevent any neck strains. An old small cardboard box can be cut corner to opposite corner to create pyramid that makes for a perfect laptop stand!

You’re Still Going to Work!

Or at least, you can trick your brain into that. Staying in a healthy rhythm will ensure your transition from working in an office, to working at home, to back working in an office.

- Try to avoid wearing your pajamas. This is unsanitary to be wearing clothes for sleep and for eating, walking around your house, and working. Even if you put on a different set of comfortable clothes, that is fine! However, putting on presentable clothes will help you stay focused on what work needs to be done.



- SHOES! When is the last time you put on your running/tennis shoes to go take a nap? Exactly! When you put on your shoes, your mind says: “Let’s go do something important”. Putting your shoes on tricks your mind into thinking you are not able to rest right now, plus there’s nothing better than kicking them off at the end of the work day.
- “I am working right now”. Are you working from home with your spouse, pets, or kids? It is best to provide separation as it will be easy to distract you. Putting up a sign on the door that indicates to others you’re working will provide an easy way to remember that you should not be disturbed. This will allow peace of mind and help you maintain your focus.

Staying on Schedule



- Mental health is important, we all know that. Especially if this is your first time spending a full week working from home. While it may seem exciting at first for some – to be able to work from home – it is important that it is “business as usual” for all. If you planned on getting to work at 7:50 every day, you should plan on starting your day at home at 7:50 as well. It is the same with “leaving work”. If you expect to be home by 5:30 every day, plan on stopping what you’re doing at 5:30 each day at home. This provides a clear indication to yourself for when you should be working and when you should be resting. This increases your productivity when you are working!
- Plan your breaks. It can be easy to get up at any time and wonder over to the kitchen to grab a snack, which turns into you grabbing some mail, which turns into you reading that new magazine that just came in. Sticking to planned breaks and a planned lunch time ensures you keep focused and stay productive.

We’re All In This Together
