

Ergonomic Tips for Teleworking

- **Create a designated home telework space or area. Isolate it from toddlers and young children, as you are able.**
- **Select a desk or other flat work surface that supports your forearms and wrists in a neutral position.**
- **Select a chair that supports good upright posture and allows your feet to rest comfortably on the floor.**
- **Adjust your chair, work surface and computer so that your eyes naturally align with the top of your screen.**
- **Adjust the orientation of your screen to reduce any glare.**
- **Turn on and adjust room lights to provide background lighting.**
- **You may find it more comfortable to connect and use a traditional mouse and pad.**
- **Take frequent short breaks and move about as you are able within the social distancing guidelines.**
- **Convert your commute time to exercise time, especially for your upper torso. The internet is awash with short exercise videos that do not require equipment. Again, any exercising should be done within social distancing guidelines.**
- **Finally, make small day to day adjustments to maintain a neutral posture if you experience any new aches or pains.**

**LOC Safety Services Division
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