

IMPORTANT ERGONOMIC TIPS FOR SELECTING AND SAFELY USING REMOTE WORKSTATIONS AND MOBILE DEVICES.

Increased work-related usage of at-home remote stations and mobile devices (such as tablets, laptops and phones) sheds light on the challenge of practicing good ergonomics. Limiting time at stations and on devices is ideal but not always practical. Ideally, we should work with good ergonomic working postures, such as:

- Neutral head and back postures
- Straight wrists
- Ability to sit and/or stand comfortably while working

ENHANCE COMFORT BY CHOOSING THE RIGHT EQUIPMENT

While achieving good ergonomic work postures is challenging, more and more accessory equipment is allowing us to work comfortably. Whenever possible, USB-compatible accessories can be used to reduce the cramped, pinched postures inherent with using mobile devices.

Since the array of available devices is ever-changing, consider the following:

- Portable input device/mouse
- Plug-in foldable keyboard
- Headset to prevent awkward neck cradling
- Secondary monitor available while working at home

With wireless technology, portable input devices are becoming easier to carry (and use) when traveling. The portable mouse and folding keyboard are readily available and come in a variety of models you can customize for your needs. Using these two input devices can help keep the wrists in flat, relaxed postures, and reduce hunching the back to type on a small keypad.



Follow these basic steps to improve your comfort level when temporarily working from home for extended periods.

Use a laptop holder to elevate your monitor. If a laptop holder is not available, elevate the monitor with household items like books. A portable keyboard and footrest can also be used.

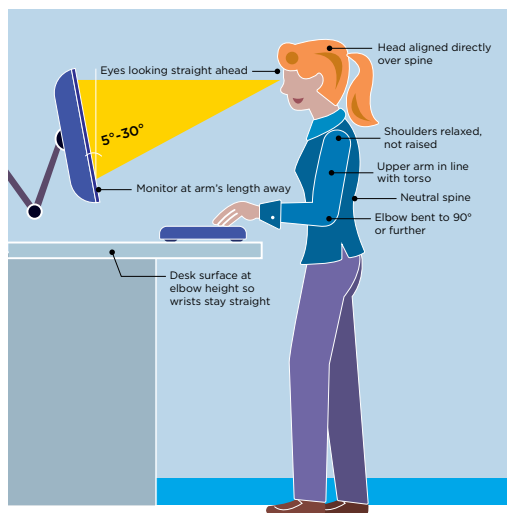
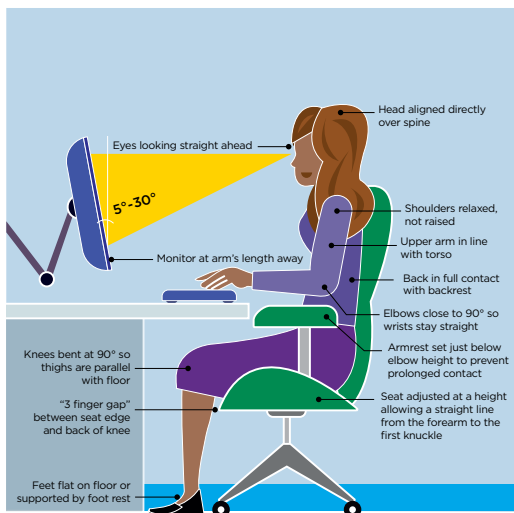


DON'T FORGET - REST IS BEST

Taking ample rest breaks will allow your body to rejuvenate and function at its peak.

- Overall body – For every hour of computer work, spend about 40 minutes sitting, 15 minutes standing and 5 minutes taking an active break.
- Visual breaks – 20-20-20 rule: Every 20 minutes, look 20 feet away for 20 seconds.

continued



MAXIMIZE PRODUCTIVITY WITH A SMART WORKSTATION SETUP

CHAIR

When looking for office chair adjustments be sure to identify 5 common features:

- Seat height
- Lumbar support
- Armrest height
- Seat depth
- Backrest recline tension

KEYBOARD AND MOUSE

- Input devices should be placed close to the body to minimize reaching and pulling the back away from the chair's backrest.
- For heavy mouse users, consider replacing your "traditional style" mouse with a vertical design. Some models can be purchased for under \$20.

WRIST RESTS AND PALM SUPPORTS

- Resting the palms on a supportive surface can assist with keyboarding, however, placing pressure on the wrist crease should be avoided.

MONITOR POSITION

- Position external monitors close enough to the eyes so that you don't have to lean forward to see small text on the screen. For most people, this distance is about an arm's length away while the shoulders are touching the chair's backrest.
 - » Note: the use of corrective lenses may change viewing distance and angles - for example, bifocal users may benefit from monitors being adjusted unusually low.

DESK AND DOCUMENT ORGANIZATION

- Desk height should be adjusted so that the user can work with the shoulders relaxed. This height, for most users, is lower than the factory standard 28.5."
 - » Ergo tip: Sit in a comfortable chair away from your desk and relax. Grab a buddy and ask them to measure from the floor to your elbow. This measurement should be your desk height.
- Place the most utilized documents and objects close to the body to minimize reaching.

IMPROVED ERGONOMICS WILL HAVE YOU SITTING PRETTY.

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