

# Ergonomic essentials for working at home

## Simple steps to promote comfort and productivity

With the quick onset of the COVID-19 pandemic, more and more employees are working from home. And, due to the rapid transition, many do not have a traditional office set-up. Simple steps can transform an at-home workstation into an ergonomic desk arrangement — promoting comfort and productivity while reducing the risk of pain, injuries, or musculoskeletal disorders.

**Workstations should support good posture and promote the natural alignment of your joints to reduce strain.**

### Desk and chair

- Position your desk and chair so that your wrists are straight when on your keyboard or mouse
- Hands should be at or below elbow-level
- Chair height should permit your knees to rest at hip-level
- Use a footrest to raise your feet if needed
- If you don't have a footrest, you can use a box, trash can, or another household item
- Use a pillow or a rolled towel for lumbar support

### Equipment

- Monitor should be an arm's length away
- Screens should be at or slightly below eye-level
- Keyboard and mouse should be at the same level
- Use a telephone headset to avoid neck strain
- When using a laptop, use an external monitor or keyboard



### Other considerations

- Take breaks
- Alternate from sitting to standing – you can use your kitchen countertop as a standing workstation
- Choose a dedicated workspace and limit distractions
- Talk to your employer to find out what resources they have that can support you

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