

Ergonomic essentials for working at home

Simple steps to promote comfort and productivity in an at-home workstation

With the quick onset of the COVID-19 pandemic, more and more employees are working from home. And, due to the rapid transition, many employees do not have a traditional office set-up and are instead working from makeshift workspaces or using their kitchen table as a desk. 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
- Use an external monitor or keyboard with a laptop

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

Learn more at guardianlife.com