

Tips for Working at Home

Monitor and Keyboard

- Monitor should be directly in front of you and directly behind the keyboard.
- Monitor should also be an arm's length away.
- Optimal height would be eye level with the top of the monitor or a few inches lower.
- Brightest source of light should be to the side of the monitor.
- Keyboard height needs to allow wrists to be flat while typing.
- Try to use keyboard shortcuts as much as possible to eliminate unnecessary mouse movements.

Seated Desk Posture

- Optimal chair position allows for feet to rest comfortably on the floor with both knees and hips at a 90-degree angle.
- If feet cannot touch the floor, use a footrest.
- Chair needs to hug curves of the spine. Rolling up a towel and placing it behind your lower back can help correct the curvature of the spine.
- Sit up tall while seated and avoid slouching forward.

Other Tips

- Get up and move around every hour, if possible.
- Perform chest stretches and hip flexor stretches after periods of long sitting.
- If using a phone while typing, use a head set or put the phone on speaker. Avoid pinning phone between the shoulder and ear.
- Keep your under-desk area clear.