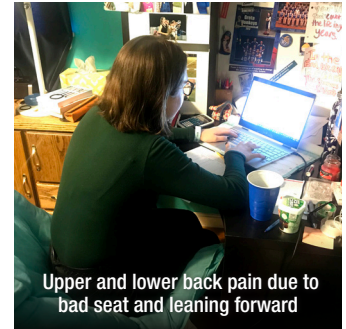
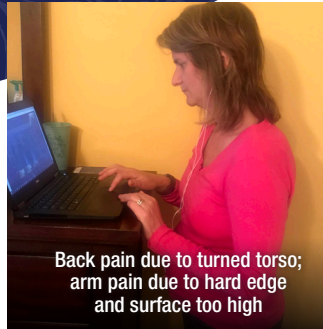
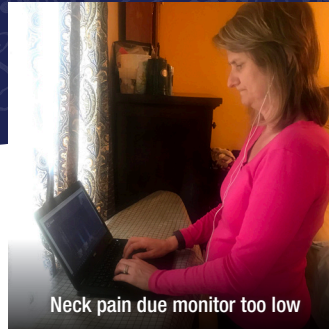


Ergonomic Guidelines for Adult Home Offices



As so many of us shift from the office at work to the home office, we are faced with a work environment that is not set up for all-day work (e.g. more than a couple of hours). At work, we often have a desk made for computer work, flat screen monitors, and a decent chair. But as we have been thrust into our homes, we don't have a dedicated work desk or ergonomic chairs, and are now working on laptops. To help you optimize posture and comfort at home in the new "normal", we have developed a top ten list of human factors ergonomic concerns and related economical fixes.

1) Poor fit to chair including no lumbar support, non-adjustable, and no arm rests

FIX: use a hard, small pillow between back and chair back, make sure you stand and/or walk around once every 30 minutes.

2) Hard edge of table or counter where keyboard sits

FIX: use a soft fabric cloth or pipe insulation on edge, position chair close to table edge so that arms can rest flat on table surface.

3) Non-adjustable or seated only workstation

FIX: use objects around house to create a standing workstation like an ironing board, boxes or laundry basket on top of table or kitchen counter, make sure height of the top of the computer screen is slightly at or below eye level and between 20 - 40 inches away from you (e.g. eyes to screen about an arm's length).

4) Glare from overhead lights or windows

FIX: Position monitor away from window or at a right angle to window with sun glare to the back of the monitor, position monitor slightly behind the overhead light.

5) Laptop on the lap results in head to be flexed forward

FIX: Place a pillow or lap desk/tray under the laptop, (use a sturdy hard surface between the pillow and laptop to prevent monitor heat buildup and be sure cooling vent is not blocked by your solution).

6) Long periods of inactivity, fixation and static postures causes discomfort and eye strain

FIX: Move approximately every 30 minutes, varying seating posture, stand and walk-outside if available. Give eyes a break, focus on something 20 feet away for 20 seconds.

7) Extended use of mouse will result in wrist and shoulder problems, especially if arm is extended away from body

FIX: Use mouse in a position where arm is supported and not extended, take routine breaks (every 30 min), if long durations of mouse activity is required, use other hand.

8) Use of two monitors may result in twisted posture of neck and/or back

FIX: Place monitor that is being used most directly in front of you with secondary monitor to the side (e.g. split between monitors not directly in front).

9) Small laptop keyboards and touch pads will result in poor wrist postures

FIX: Purchase an ergonomic keyboard and mouse for the laptop and use the monitor on the laptop at a proper viewing height.

10) Disruptions to managing a work/life balance

FIX: Create boundaries for work and personal time, maintain a routine of work and non-work activities, and develop a time management schedule.

11) Loss of connection and social isolation

FIX: Create a sense of work and social community by connecting with co-workers for informal chats and sharing personal stories about working at home, connect daily with friends/family.

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