

Potential Pitfalls of Working from Home

- Table is too high
- Monitor is too low
- Feet do not touch the floor
- Slouching forward to see screen
- Not leaning back into backrest of chair



Adjustments for a Safe Workspace-using equipment from home

- Provide external keyboard and mouse (purchase info below)
- Raise laptop with books or reams of paper so monitor is at an appropriate height
- Put books underneath feet so feet are fully supported on a stable surface.
- Provide pillow to raise person higher in chair so desktop is not too high.
- If needed, provide pillow so employee can sit back fully in chair to obtain better mid and upper back support.
- Place a towel underneath keyboard to soften the hard surface of the table.
- You can purchase a smaller height adjustable table to place in front of the higher table to create a “keyboard tray”. This table can roll under the kitchen table or to the side.



Inexpensive keyboard/mouse combo for home use: \$17.99 at Staples.

https://www.staples.com/Logitech-MK235-USB-Wired-Optical-Keyboard-and-Mouse-Set-Black/product_2622126

Seville table:

https://www.amazon.com/Seville-Classics-Mobile-Computer-Height-Adjustable/dp/B0097GMHXG/ref=sr_1_7?dchild=1&keywords=seville+cart&qid=1597356578&sr=8-7

Please feel free to share this video about Home Office Set up created by Steve Meagher:

<https://www.youtube.com/watch?v=BmKO2pOSbyM>

Other To Do's:

- Set up a separate spot for sit/stand. An ironing board or kitchen counter make a good standing set up. Move to standing workstation for short portions of the day.
- Take "mini" breaks. Every 20 minutes, quick stretch, stand up, take eyes off screen, stretch hands and fingers. Every hour, get up and walk away from your set up.
- Set a timer or use an app to create stretch breaks. Fit Break and StandUp! are both good apps to remind you to take breaks.