

Helpful Tips on Working Remotely:

- When creating your workspace at home, make it as ergonomic as possible to reduce strain on your body. Try to have a desk or table at a comfortable height, a chair that will support correct posture, and adequate lighting (please see the information on ergonomics below).

A few specific pointers on ergonomics:

Desktop Ergonomics

- Adjust monitor(s) so that the top of the screen is at eye level.
- Place mouse and keyboard on the same plane to avoid overreaching.
- Keep wrists/hands/forearms aligned and shoulders relaxed.

Laptop Ergonomics

- Utilize wireless keyboard and mouse whenever possible.
- Find a chair that is comfortable, one in which you can sit back while positioning the laptop in your lap for the most neutral wrist posture that you can achieve.
- Angle the laptop screen so that you can see it with the least amount of neck deviation (avoid static forward head posture).

- Stick to your regular work routine as much as possible. This means starting and finishing work at the same times, as well as taking your regular lunch break. It also means doing the same activities that you normally do. For example, if you usually enjoy going for a walk outside for part of your lunch, continue doing so while working remotely. Similarly, if you like to have snacks at certain times during the day, continue doing this as well. Sticking to your usual routine will create a sense of stability, keeping you focused on what is most important: the work.

- For some people, putting on work clothes even when working from home can help get you into the right frame of mind. It can help you take your work seriously and stay focused.

- If you're going to be in any kind of meeting where other people can see you, dressing the same way that you would in the office is advised.

Stay connected! Ask for help when needed. Communicate with your co-workers as much as you normally would, as best you can. Your availability while working remotely should be equal to in-office availability. In addition to helping you with your work, this will keep you from feeling isolated.

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10 Tips for a Perfect Fit Worksheet

1. Does the chair positively support the body?



2. Are the wrists/hands/forearms aligned?
Are the shoulders relaxed?



3. Is the mouse kept inside the "Mouse Zone"?



4. Is the mouse on the same plane as the keyboard?



5. Is the top of the screen adjusted to sitting eye height?



6. Is a document holder being used?



7. If monitors are equally viewed, are the screens split and angled?



8. If one monitor is used more than 60% of the time, is it centered?



9. Is a headset being used for the phone?



10. Is work area free from glare? The screen should be 3X brighter than overhead lights.

