

ERGONOMICS GUIDE

Your Complete Guide to Setting Up an Ergonomic Home Office

COVID-19 has profoundly affected all our lives, and many are working from a new environment – home.




Ergonomics at home is equally as important as it is in the office. The following tips and guidelines from Cority Enviance's office ergonomics team aim to help you set up at home:

- ✓ **Set up** your workspace.
- ✓ **Line up** in neutral body position.
- ✓ **Get up** and move around.
- ✓ **Speak up** and report discomfort as soon as possible.





Create your Ideal Environment

An ergonomically optimized environment can boost productivity and comfort while minimizing stress and distractions.

Look for an area that offers the following:

-  Good lighting that doesn't cause monitor glare
-  Low background noise
-  As few distractions as possible

To achieve this, keep these tips in mind:

-  Reposition lights and adjust window coverings as needed
-  Turn off media or other distractions
-  Use a closed door or other signal to let family members know when you need quiet
-  Take regular breaks

Find the Best Available Location

Your home work location is a personal choice, and each person's situation is unique. The ideal work location is a dedicated office or room in your home, but that's not always possible.

Potential places to work (best to least desirable):



Desk (adjustable if available)



Kitchen table



Couch or easy chair



Bed

Use the Right Equipment

Your equipment is key to ensuring you can work comfortably. The following equipment can help you work safely, comfortably, and efficiently while at home:



A desk or table that is stable and flat, preferably height adjustable if available)



An adjustable chair that supports your back



An external monitor, keyboard, and pointing device when using a notebook computer



A hands-free phone, such as a headset, computer audio, or speakerphone, for calls



A document holder if referencing documents

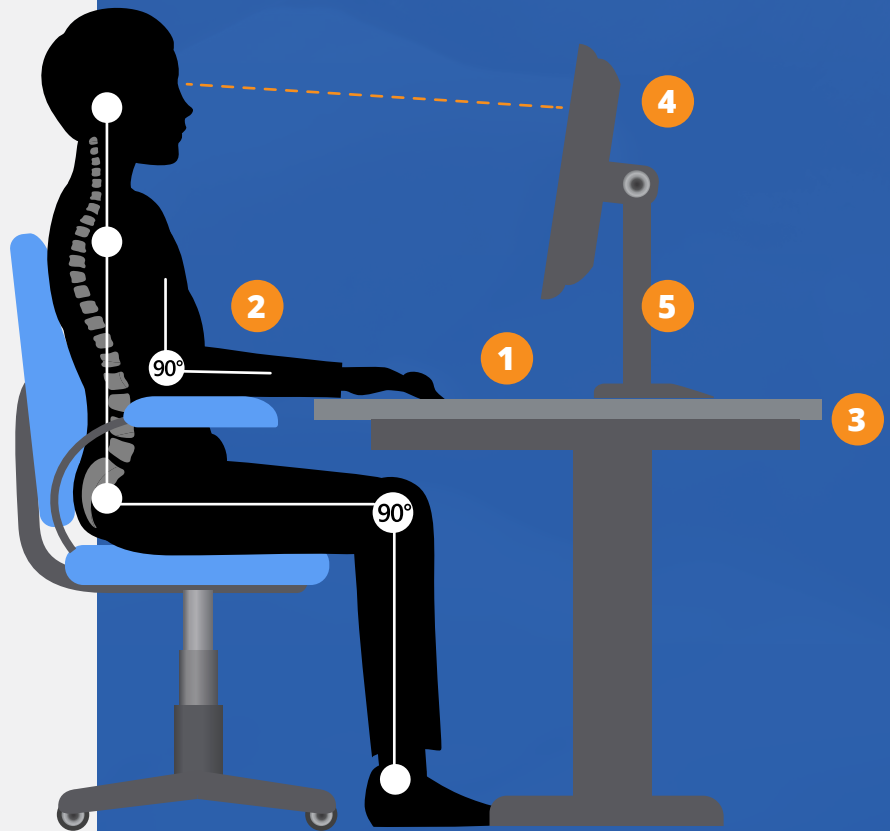
Properly Set Up Your Workplace

When setting up your chair:

- ✓ Position arm rests just below elbow height to support your arms as needed
- ✓ Adjust the back support to support your back and add lumbar support if needed, such as a wedge or rolled towel
- ✓ Adjust chair height to allow feet to rest flat on the floor or a footrest

Much like your office setting, how you set up and adjust your space is critical in making it fit you. This may be more challenging in a home environment because you may or may not have a dedicated workspace. While working at your desk, think about your body from head to toe, and consider if any muscles are consistently engaged, such as your neck, shoulders, arms, or wrists.

Keep these considerations in mind to limit muscle usage when setting up your workstation:



1 Bring frequently used items, such as your keyboard and mouse, as close as possible

2 Position the keyboard and pointing device at same height as elbows

3 If available, raise or lower the worksurface to maintain the same height as your elbows

4 Keep your eyes level with the top of the monitor

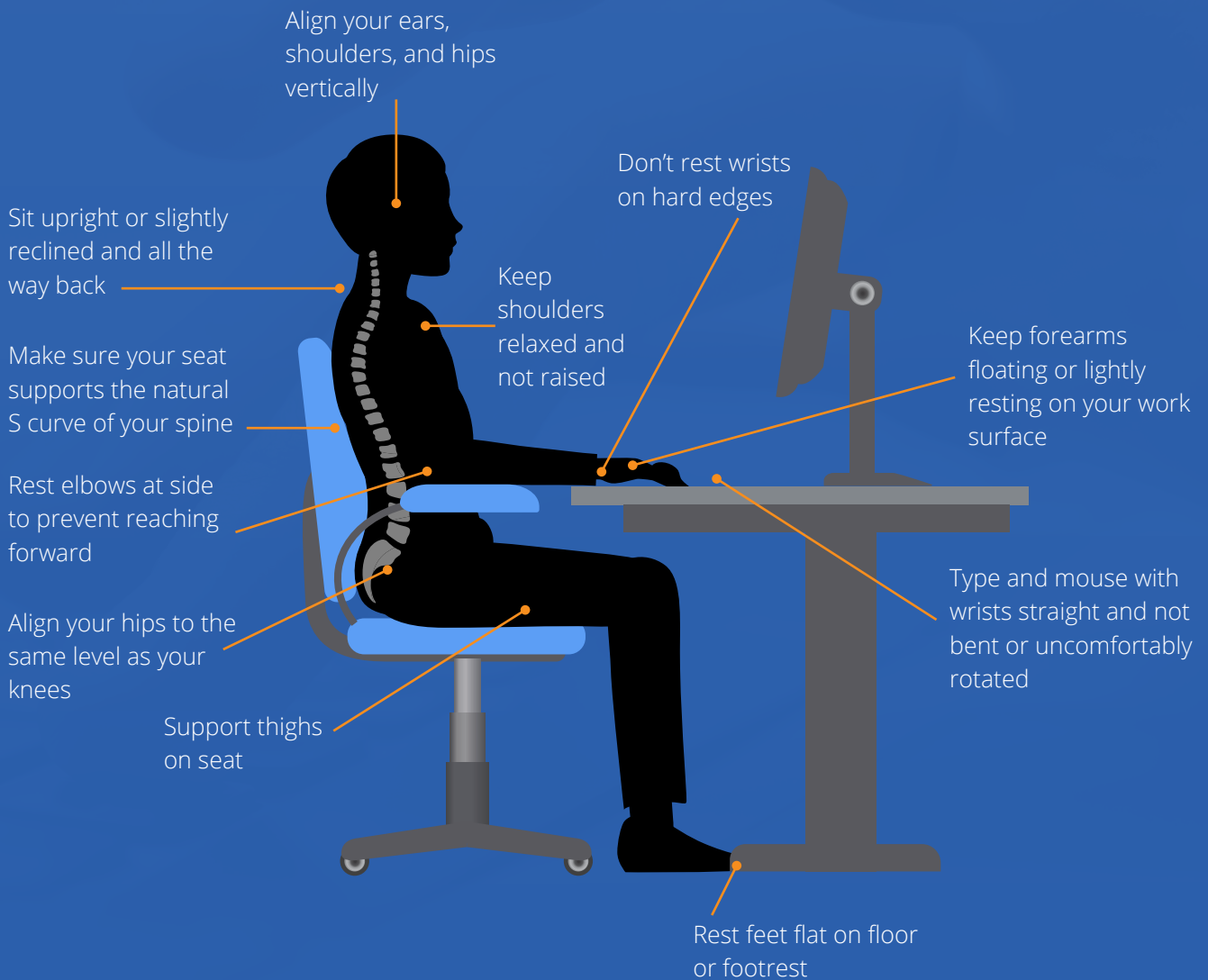
5 Keep your monitor at about an arm's length away in a position that minimizes your need to rotate your neck

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Line Up a Neutral Body Position

Whether you're home or at the corporate office, it's important to work in comfortable positions that minimize impact and stress on your body. These are often called neutral positions.

To achieve neutral positions at home, follow these tips:



Get Up!

Frequently changing your position and taking regular breaks is a key part of ergonomic health. Breaks allow you to rest your eyes, mind, and body. Now that you're working from home more often, they are as important, if not more so.

Tips for taking breaks can include:



Use a behavior-based, "smart" break timing tool, which is much more useful than a straight timer.



Drink water throughout the day



Stretch



Take calls away from your computer



When you're on a break, walk away from all screens, not just work



Keep regular hours to prevent overexposure

Speak Up!

Just because you're working from home doesn't mean you should no longer speak up to your manager or other company resources if you're experiencing discomfort. Be patient but communicate if you're in discomfort and need assistance.

Keep the following in mind when considering speaking up about discomfort:

- 1 Addressing problems through early reporting is key to solving and minimizing ergonomic discomfort
- 2 Be flexible - many employees and ergonomic evaluators are adjusting to working from home as well
- 3 Get creative and use household items to create an ergonomic work environment
- 4 Don't ignore early signs of discomfort & fatigue

For more information on how to stay healthy and productive while adjusting to remote work, visit :

CORITY.COM/HOME-ERGO