



ACHIEVE ERGONOMIC EFFICIENCY IN A WORK-FROM-HOME (WFH) ENVIRONMENT

Whether in a home office or at the dining table or kitchen counter, you can practice ergonomic guidelines and healthy habits, allowing for a safer, healthier and more productive workspace. To start, we strongly recommend you find a work setting that includes a high-backed chair and a solid surface (e.g. table or countertop rather than sitting on a sofa).

ROTATE WORKSTATIONS

If you experience restlessness, try a few different workstations, and establish routines around which you use at different times of day. Aim to stand for 25% of your working day.

TAKE FREQUENT BREAKS

Step away from your workstation every half hour. Stretch, go for a walk, hydrate.

ARRANGE YOUR SPACE

- + Arrange furniture to avoid trailing wires.
- + Keep work areas tidy and clear of obstructions.
- + Choose an area with ample natural lighting (if possible), and a comfortable temperature. If you can open a window for ventilation and fresh air, all the better.
- + Close the blinds to reduce glare if needed.

On the back of this card, you'll find specific ergonomic guidance tailored to your home workstation of choice as well as creative solutions for outfitting your home workspace in the short term with little-to-no formal equipment.



For assistance, email ehs@csudh.edu.

MAINTAIN ERGONOMIC STANDARDS AROUND THE HOME:

WORKING AT A DINING TABLE

- + Your elbows should be resting by your sides with shoulders relaxed, at approximately a 90-degree angle, level with the top of the table. Forearms should be parallel with the floor. You may need to place a cushion on the seat to raise your seated height in order to achieve this position.
- + If you do not have a separate keyboard or mouse, use a sloping surface (like a hardcover binder or folder on its side) to raise the keyboard and screen slightly.
- + If your feet do not comfortably reach the floor, use books or other sturdy items as a footrest. Thighs should be nearly parallel to the floor with knees slightly lower than hips.
- + Maintain the inward curve of your lower back (lumbar spine) with a supportive cushion or folded towel.
- + Ensure your laptop screen is positioned centrally in front of you, so that you do not need to rotate your neck to view it. If you have a separate keyboard and mouse, raise the laptop to the point at which eye-level falls within the upper third of the screen (use stacked books or boxes to add height). Ideally you will be able to keep your head back over your shoulders in a neutral position when viewing the laptop.

WORKING AT A COUNTER OR BAR HEIGHT TABLE

- + If using as a standing workstation, raise laptop to elbow height using box or books.
- + Use books or boxes to prop one foot up intermittently, relieving pressure from lower back.

WORKING IN A CHAIR OR SOFA

- + Decrease seat depth with added back cushioning until position is close enough to edge that knees are slightly lower than hips and feet touch floor. If needed, raise seat height with further cushioning.
- + Raise your laptop so that you can keep your head back in a more neutral position over your shoulders.
- + A hardcover binder or folder placed on top of the cushion will help to you maintain an even better position. Aim to minimize time spent working on a sofa.

UNOFFICIAL ERGONOMIC TOOLS

Don't worry about dedicated ergonomic equipment; at home you can be creative.



AS A MONITOR RISER

Stacked books, printer paper reams, binders (great as a sloped riser for raising laptop screen while keeping keyboard low).



TO ADJUST SEAT HEIGHT, DEPTH, AND ADD LUMBAR SUPPORT

Firm cushions or pillows, folded towels or blankets.



AS A FOOTSTOOL FOR RAISING "FLOOR" HEIGHT

Printer paper reams, shoebox, stacked books



AS A LAP-BASED WORK SURFACE WITH ROOM FOR WRIST REST

Serving tray, flat stacked pillows, large storage container lid.