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### Ergonomics for Remote Work

Carleton College. Human Resources

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## How To Set Up Your Workstation

To improve comfort, safety, and productivity anywhere

- Raise the top of your monitor to eye level or below
- Screen distance should be an arm's length away (18-30")
- Keep elbows at your sides and rest gently on armrests
- Maintain neutral wrists and forearms parallel to ground
- Rest feet flat on the floor with knees at or below hip level  
Leave 1" to 2" space between calves and the seat's edge

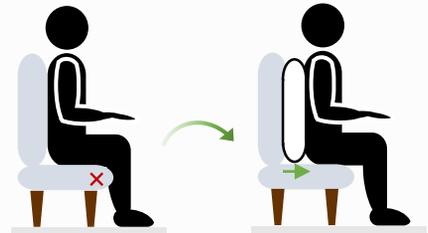


## Using A Laptop?

- Raise your laptop to eye level  
*Try a stand, box, or step stool*
- And use a separate keyboard and mouse



- Or use a monitor and type on your laptop  
If you have a keyboard, mouse, and monitor, raise your laptop off to the side to use as a dual monitor



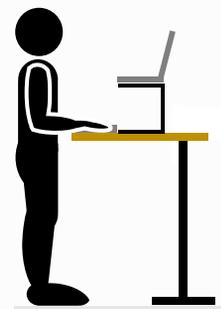
## Sinking In Your Deep Couch?

- Use a pillow to shorten the seat  
A pillow or towel roll can also be used for lumbar support



## Work Surface Too High?

- Use a taller chair or raise your seat with a cushion
- Use a footrest or box to support your legs from dangling
- Type on a lower surface like a keyboard tray, lap desk, or side table



## Prefer To Stand?

- Find a counter or tall surface
- Wear comfortable shoes
- Try standing on a kitchen mat



# Take A (micro) Break

Every hour  
for at least five minutes



## Get Moving

### Try Microbreak Exercises

When you exercise and move around, you activate your muscles and help improve circulation, energy, and mood. At the very least look away, stretch, get up, or walk. This can help you feel refreshed when you resume your work. Giving your body a break from prolonged and/or repetitive activities can help reduce your risk of injuries.



## Change Positions

### The Next Position is the Best Position

No matter how good your posture is, if you have not moved in an hour, you are still loading the same structures in your body in the same direction for an hour.

### Switch It Up

Take active breaks by changing how you perform a task to reduce risk of repetitive motion injuries. *If able, try standing, varying your sitting positions, standing with one leg forward, switching hands, changing locations or alternating tasks.*



## Check Your Posture

### Check In With Yourself

Bring your equipment to you instead of conforming your body to your equipment. Try setting a timer every 30 minutes to identify and correct any awkward postures. *Have you been hunched over your laptop? Leaning on your elbow? Crossing your legs? Rotating your neck to the right? Holding your fingers up when mousing?*



## Be Well

### Stay Hydrated

Remember to keep drinking plenty of fluids. Take opportunities for water breaks.

### Take Care of Yourself

You can work more effectively and comfortable when taking care of all aspects of your health and wellness.

### Reduce Eye Strain and Fatigue



## Protect Your Eyes

# 20

Every 20 minutes of screen time

# 20

Look away for  $\geq 20$  seconds

# 20

At something  $\geq 20$  feet away



### Hydrate Your Eyes

Remember to blink



### Minimize glare

Avoid facing or having your back to a window

## Questions?

For general ergonomics information, or to schedule an ergonomics assessment, contact Karyn Jeffrey at x4174.



Special thanks to the University of Wisconsin-Madison for the poster design.