

For working at home or any remote location, here are some tips to follow to stay healthy and safe while using a computer for extended periods of time.

Designated Space	Create space at a desk or table that can be dedicated for computer use. Avoid sitting on a bed or couch.
Modify Your Space	Make modifications to your work area to support and promote your ideal postures. Review <a href="#">Working Remotely</a> for insights and ideas.
Remote Keyboard and Mouse	If using a laptop, use a remote keyboard and mouse and position the laptop on a laptop stand or similar platform.
Chair	Use a chair with lumbar support. For a kitchen or dining chair, insert a seat cushion and roll up a soft towel or blanket to place in your low back area – see <a href="#">Working Remotely</a> for specifics.
Phone	Use a headset, speakerphone or computer audio for conference calls. Avoid cradling the telephone handset between your ear and shoulder
Lighting	Position your computer at a 90-degree angle from any windows. Use room and task lighting as needed.
Plan your Day and your Breaks	Take breaks away from your work area to drink water, eat lunch and change your postures. Micro-breaks are an essential part of your daily routine.
Training	Take the online ergonomics training and self-assessment known as “Healthy Working” which is accessible on <a href="#">UC Learning Center (LMS)</a> . Become familiar with the principles of Smart Body Management by reviewing the Back Safety Training accessible on the <a href="#">UC Learning Center (LMS)</a> .
Supervisor	Work with your supervisor to discuss any equipment needs and telecommute agreements.
Long-term Telecommuting	Consider investing in an adjustable task chair, adjustable height desk or workstation, or other equipment specific to the demands of your work to optimize efficiency and comfort.
Additional Help – Remote Work Evaluations	Review the suggestions and information provided here and in the links listed. If you need additional help with your specific situation, or if you are currently experiencing pain and discomfort, request a <a href="#">Virtual Ergonomic Evaluation</a> .

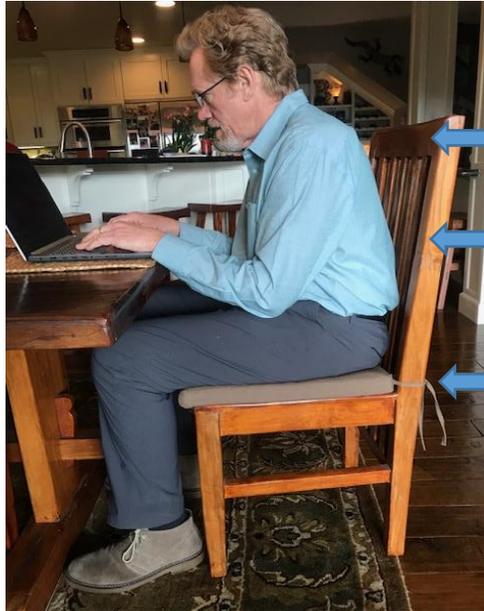
Modify the places you chose to work from to promote and maintain preferred postures. Below is just one example. Refer to [Working Remotely](#) for more detailed information

### Poor Ergonomic Set-up/ Poor Posture

The monitor is too low, which promotes forward head posture (looking down)



The work surface is too high



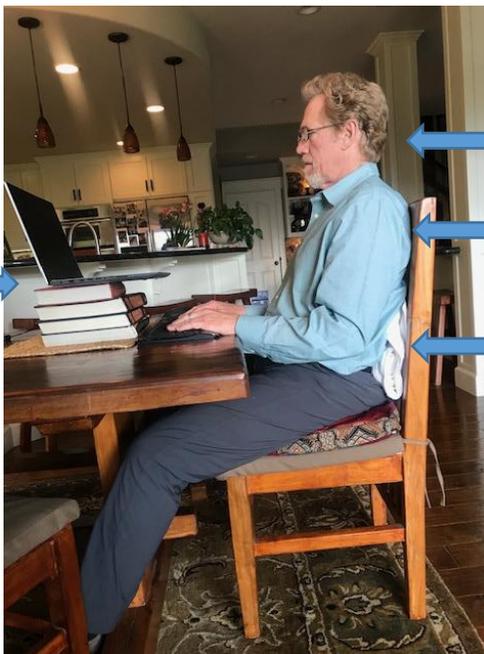
Slumped posture – rounded back, forward leaning torso and forward head posture.

No back support, no lumbar support

The chair is too low...the hip/torso angle is closed (less than 90°)

### Ergonomic Set-up/ Preferred Posture

Use of a remote keyboard allows the monitor to be raised to eye height (using a stack of books)



Preferred posture: head up, not forward or looking down; spine more straight, not rounded

Torso rested against the backrest of the chair. A rolled-up towel provides appropriate lumbar support.

Pillows raise the height of the chair which provides an open angle at the hips (greater than 90°)