**Ergonomics For Telecommuters**

**How To Set Up Your Workstation**

*To improve comfort, safety, and productivity anywhere*

- Raise the top of your monitor to eye level or below. If you wear bifocals/trifocals, lower the monitor so your chin is 90 degrees parallel to the floor.
- 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. If you wear bifocals/trifocals, make sure your chin is 90 degrees parallel to the floor. **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 for dual monitors.

**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.
Get Moving

Try Microbreak Exercises
When you exercise and move around, you activate your muscles and help improve circulation, energy, and mood. 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.

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.

Change Positions

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?

Check Your Posture

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

Be Well

Reduce Eye Strain and Fatigue

Protect Your Eyes

20 Every 20 minutes of screen time

Stay Hydrated

20 Look away for ≥ 20 seconds

Minimize glare

20 Look at something ≥ 20 feet away

Hydrate Your Eyes

Remember to blink

Questions? Ergonomics | Risk Management & Safety | Risk.Management@uvm.edu | 802-656-3242

For general ergonomics information, please visit [www.uvm.edu/riskmanagement/ergonomics](http://www.uvm.edu/riskmanagement/ergonomics) If you have any questions or are experiencing discomfort related to your remote workstation, or are interested in a virtual ergonomics consult, please contact: [Risk.Management@uvm.edu](mailto:Risk.Management@uvm.edu)

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