

## Working from Home Ergonomics

In the face COVID-19, many of us have transitioned to working from home. This includes both employees who may be accustomed to working from home and already have a dedicated home office, as well as employees who have never worked from home and lack a dedicated space. It is important that we take some time to set-up our home workstations to support us working efficiently, comfortably and safely.

### Step 1: Equipment:

If you do not have the necessary equipment at home, talk to your Manager to determine if it is possible for you to schedule a time to go back to your office to pick up your **monitors, external keyboard, mouse, chair etc.**

Arrangements for this will need to be made in accordance with applicable COVID-19 guidelines, whether you can access your building and/or safely transport and store equipment. Please refer to [Guidelines for Temporary Remote Work Arrangements - COVID-19](#) for additional information and follow up with IT to complete the form for signing out equipment.

### Step 2: Workstation Set-up

As best you can, set up your home workstation ergonomically. See pages 3 & 4 for examples.

- Feet supported
- Comfortable chair with back support
- Keyboard and mouse below your elbow
- Monitor: top line of text at, or slightly below, eye level
- If you have a full computer workstation at home, try to set up your office according to standard [office ergonomic guidelines](#).
- If you are using a laptop/tablet, look through some examples on pages 2 & 3 to determine what combinations of positions will work best for you.
- **Remote ergonomic assessments are available.** Contact [healthandsafety@selkirk.ca](mailto:healthandsafety@selkirk.ca) to arrange your assessment.

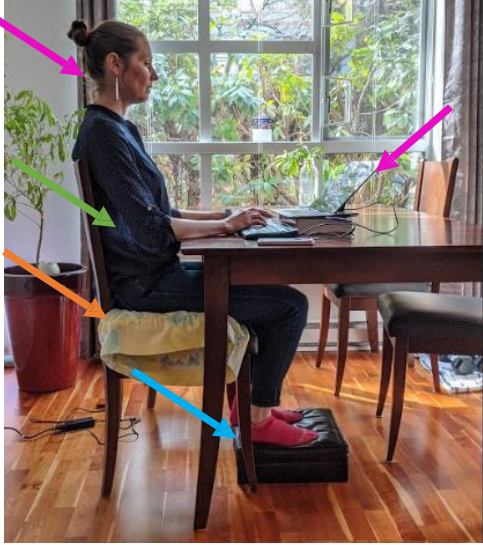

### Step 3: Positional Change & Social Connections

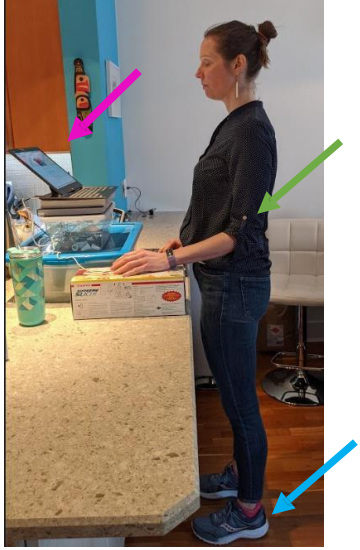
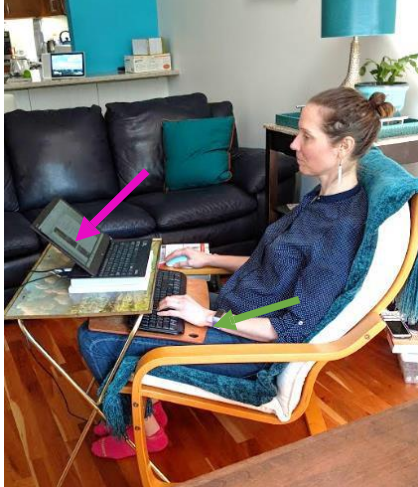
- Make frequent positional changes. Some of us will not be able to set up our home workstations perfectly. This means that it is even more important that we take advantage of the opportunity to make positional changes.
- Breaks. Take your coffee/lunch normal breaks. Fit in movement or [stretches](#) throughout the day
- Exercise. Try to maintain a regular exercise routine. If appropriate, go outside for a walk or run.
- Stay hydrated. This is particularly important for our eyes. Increased screen time may result in eye strain. Staying hydrated may also decrease our tendency to snack throughout the day.
- Stay connected to your colleagues. Check-in with each other and offer support when appropriate.
- Virtual, confidential counselling support services are available through the [Employee and Family Assistance Program](#) (EFAP).

## Home Workstation Examples

Many of us had not planned to work from home for extended periods and may not have ideal equipment. Nonetheless, there are many things you can do to improve your workstation set up. Each of the examples below have their strengths and weaknesses, you will need to consider which combination of factors will work best for you. If you have a full computer workstation at home, try to set up your office according to standard [office ergonomic guidelines](#).

Remember to change positions often. If you have questions, contact [healthandsafety@selkirk.ca](mailto:healthandsafety@selkirk.ca).

Picture:	Comments
	<p><b>Laptop Screen.</b> Depending on the design, your tablet or laptop screen may be angled back 10 to 30° which may impact the preferred screen height. Typically, the more angled the screen, the lower the height. The standard recommendation is to place the top line of text at eye level but in this scenario, it is more comfortable for me to position the screen lower.</p> <p><b>Keyboard and mouse.</b> Positioned below elbow level</p> <p><b>Chair Height.</b> Pillow used to raise me high enough so that my keyboard and mouse are below elbow level.</p> <p><b>Feet Supported.</b> If necessary, place something under your feet to provide firm support with your knees at approximately 90°</p>
	<p><b>Screen Angle &amp; Height.</b> This picture shows a laptop with the screen positioned flat. In this scenario, it is more comfortable to have the screen positioned higher as compared to the picture above.</p> <p><b>General Tips.</b> If you feel that your neck is bent down, try raising your screen. If you feel that you are tilting your head back or your eyes are feeling dry, try lowering your screen. Remember to enlarge your font to make easier to maintain a neutral working posture.</p>

Picture:	Comments
	<p><b>Change it up and try standing.</b> Try to rotate positions regularly. Remember that sustained static standing may not be any better than static sitting. Positional change is the key.</p> <p><b>Laptop Screen.</b> Prop up your laptop screen so that you can maintain a neutral neck position when reading from your screen.</p> <p><b>Keyboard &amp; Mouse.</b> Prop your keyboard &amp; mouse to just below elbow level. If the mouse is too low, it will result in wrist extension. Try using the mouse on the left periodically.</p> <p><b>Shoes.</b> Wear comfortable shoes</p>
	<p><b>Change it up and try sitting in different positions.</b> This chair allows a more reclined position, which can make for a nice change.</p> <p><b>Laptop Screen.</b> Prop up your laptop screen so that you can maintain a neutral neck position when reading the screen.</p> <p><b>Keyboard &amp; Mouse.</b> The keyboard is on a cutting board on my lap. The mouse is propped up on books and a stool and level with the chair armrest.</p>