



## REMOTE WORKSTATIONS

are locations where some employees may work on a temporary basis. It could be a conference room, hotel room, temporary office or working from home. Whether it's a few hours or several days, it's important to consider how your work set up may affect your body, comfort and productivity. Keep the following ergonomic tips in mind for your remote workstation.

## ERGONOMIC TIPS:

- **Keyboard:** Ensure you are able to work with your shoulders relaxed, elbows at your side bent at 90°-100° and wrists straight.
  - If the keyboard is too high, raise your chair (if adjustable) or place firm pillow or other support on the chair seat.
- **Monitor:** You should be able to view the monitor screen by looking straight ahead without tilting the head up/down, slouching or leaning forward.
  - Adjust the monitor height by raising or lowering it. A box or stack of books can be used to raise it.
  - Laptop users should consider connecting to a separate full-size monitor. Alternatively, the laptop can be raised and used as a monitor. You will need to connect to a separate keyboard and mouse.
- **Chair:** Use a comfortable chair. If the chair does not adjust for support, try placing a pillow behind your back.
- **Feet:** Feet should be fully supported by the floor. If not, use a footrest, sturdy box or step stool. Feet should not be so raised so high that knees are higher than the hips.
- **Eyes:** Follow the “20-20-20 rule”. Every 20 minutes, take a 20-second break to look at something 20’ away. Remember to blink.
- **Microbreaks:** A microbreak is a brief break (30-60 seconds) to change your body position at least every 30 minutes. Examples include: walking to get a document from the printer, doing some gentle stretches/exercises or standing up to take a phone call.

## WHAT TO DO!

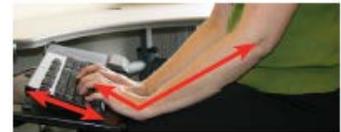
- Take early action to ensure your hardware, furniture and other equipment are adjusted properly.
- Visit the UO Ergonomics webpage, [safety.uoregon.edu/ergonomics](http://safety.uoregon.edu/ergonomics), for more information and resources.
- If you are uncomfortable after following these ergonomic tips and making adjustments to your remote workstation, contact the Ergonomic and Safety Coordinator.
- Tell your supervisor if you are injured or develop physical symptoms you believe are work-related.



**Correct**  
Hand, wrist, and forearm are in a straight line



**Incorrect**

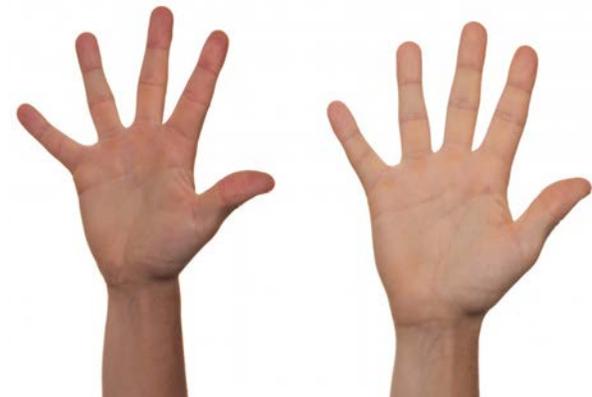


**Incorrect**

Adjust the keyboard to a proper height.



Use a separate keyboard and mouse with a laptop so the screen can be raised to the right height.



Take microbreaks throughout the day!

