Cal Poly Pomona | Environmental Health and Safety

Ergonomic Tips for Setting Up a Telecommute Workstation

Desktop Workstation:

Head upright and over your shoulders

Eyes looking slight downward without bending from the neck

Wrist in a neutral (straight) posture

Backrest should support the natural curve of the lower back

Table height≈ Elbow height

Elbows bent at 90°, forearms horizontal Shoulders should be relaxed, not raised

Thighs horizontal with a 90°-110° angle at the hip

Feet supported and flat on the floor If this isn't possible, then feet should be fully supported by a foot rest

Laptop Workstation:

Elevate laptop to eye level with a stand or stacks of books

Bring laptop close enough to see without tilting your head forward

Use an external keyboard & mouse; if not possible, use a stand to angle the laptop keyboard

Support neutral elbow posture with armrests or cushions

Feet flat on the floor or a foot rest, if necessary
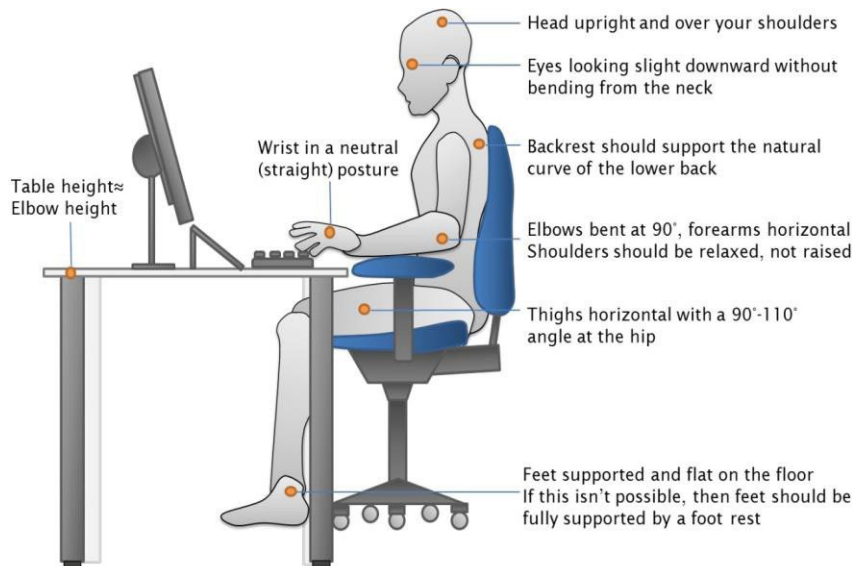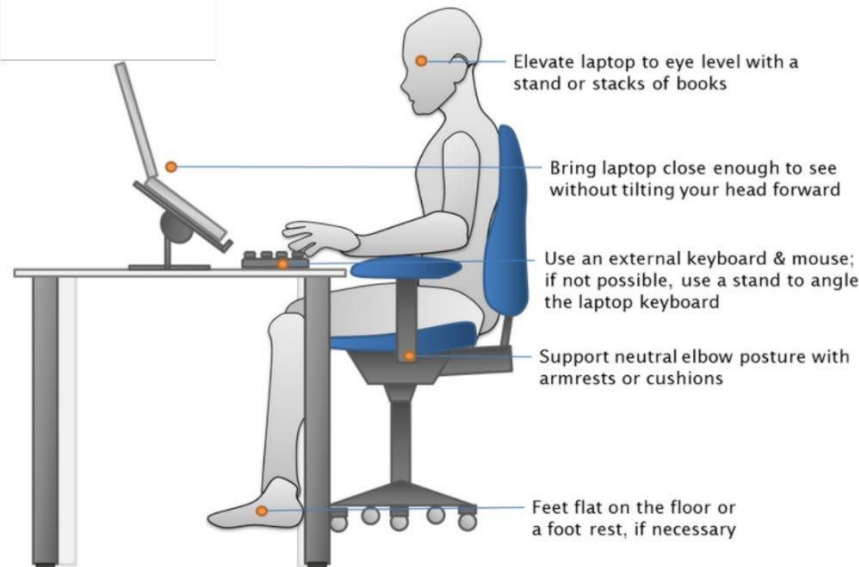
MICRO BREAKS

- It is important to move often during your work day. Prolonged sitting places excessive stress on the body and can lead to sore muscles and stiff joints.
- Micro-breaks (short breaks approximately 2 minutes in length) are used for standing, stretching, and moving.
- These breaks help relieve muscle strain and fatigue, improve breathing and circulation, and increases attention and engagement.

Try These Stretches!

Designated Space: Create space at a desk or table that can be dedicated for computer use. Avoid sitting on a bed or couch.

Monitor: Use an external monitor. If using a laptop, place it on a stand or on books at eye level. Position the screen so you can easily read it (18"-30" away or about an arm's length).

Keyboard and Mouse: Use an external keyboard and mouse. Do not use a laptops built-in keyboard and mouse.

Chair: Use a chair with back support. For a kitchen or dining chair, insert a seat cushion and roll up a soft towel or blanket to place in your lower back area.

Phone: Use a headset, speakerphone, microphone / voice activation. Use computer audio for conference calls.

Lighting and Sound: Position your computer at a 90° angle from any windows. Use room and task lighting as needed. Try noise-canceling headphones.

Plan your Day: Establish a schedule/ routine. Create a process to check in with your team.

Physical and Mental Breaks: Take regular breaks away from your work area to each lunch, drink water, and change your focus/posture.

20-20-20 Rule: Every 20 minutes, look 20 feet away for 20 seconds to give your eyes a break from looking at the monitor.

Training: An online training course can be accessed through SumTotal.

Contact Us: ergo@cpp.edu or cpp.edu/ehs