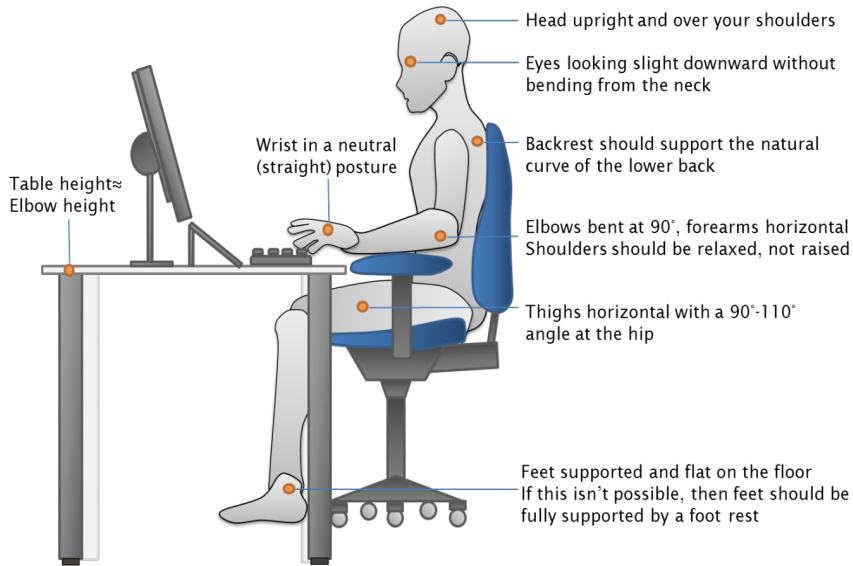
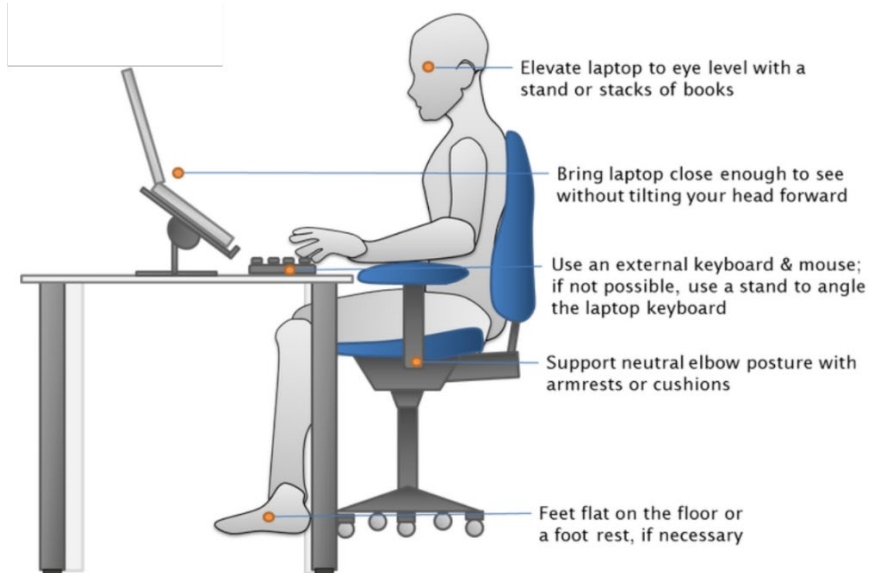


## Ergonomic Tips for Setting Up a Telecommute Workstation

### Desktop Workstation:



### Laptop Workstation:



#### 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 increase 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 laptop's 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](https://sumtotal.com).

**Contact Us:** [ergo@cpp.edu](mailto:ergo@cpp.edu) or [cpp.edu/ehs](http://cpp.edu/ehs)