

Remote Office Ergonomics

Working From Home Basics



General Recommendations

- Create a distinct place to conduct your work to help with concentration
- Change postures every 30-60 minutes
 - Alternate between soft and hard surfaces (couch → dining table)
- Take frequent microbreaks to move around and stretch
- Stay hydrated, and eat healthy, nutrient dense foods
- Go outside a couple times a day to fresh air, sunlight, and to improve circulation
- Have some soft music playing in the background to improve focus



Soft Surfaces

- Place a pillow behind your lower back for extra support
- Set your laptop on a notebook binder or book to create a sturdy lap board
- Limit work to 30 minutes before moving back to a hard surface, like a kitchen table
- If you have a bar height table/area, switch to standing for about 15 minutes after working from the couch or other soft surface



Hard Surfaces

- Use a stack of books to elevate the screen close to eye level
- Plug in an external keyboard and mouse
- Use a pillow for extra lower back support or to raise yourself higher in the chair
- Take your hands off the table and rest them in your lap to allow your hands and forearms to relax

Stretching Guide

Perform each movement in a slow and controlled manner



Shoulder/ Upper Arm

Start by reaching your right hand over your left shoulder, reaching for the center of your shoulder blades. Place your left hand on your right elbow, gently pulling your elbow back until you feel a light stretch. Continue to breathe deeply. Hold this position for ten seconds. Switch arms and repeat.

Hold for 30 seconds each side, repeating twice



Front Shoulder/Forearm

Interlock your fingers and push palms straight out in front of your face, opening your shoulder blades allowing a stretch in the upper back and shoulders, forearms and hands. Continue to breathe deeply. Hold this position for 30 seconds.

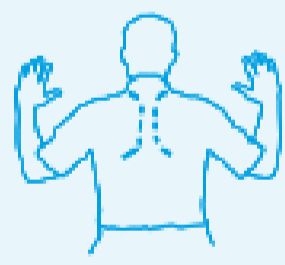
Hold for 30 seconds each side, repeating twice



Overhead Shoulder/Forearm

Interlock fingers and move arms above your head pushing palms upward. Maintain a neutral head posture, looking forward and continuing to breathe deeply. Hold this position for 30 seconds.

Hold for 30 seconds each side, repeating twice



Shoulder Blade Squeeze

Begin with your back straight. Your chin should be tucked in slightly and your shoulders should be back slightly. Palms forward at shoulder level, slowly squeeze your shoulder blades together as tightly as possible, remaining pain free. Hold this position for five seconds.

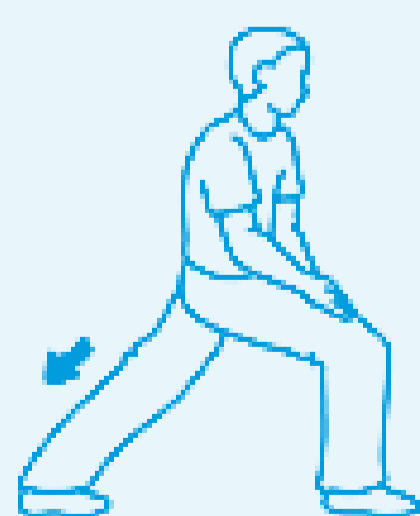
Hold for 5 seconds, repeating 5 times



Forearm Stretch

1. Place your palms together, fingers facing up and draw your wrists downward, continue to press your palms together until you feel a light stretch. Keep your shoulders down and relaxed.
2. Reverse position by turning fingers down and wrists up, pressing your palms together. Hold for another twenty seconds.

Hold for 20 seconds each direction, repeating twice



Lunge/Calf Stretch

With a moderate stride stance, place both hands on your thigh with chest and chin up and back foot planted on the ground; keeping chest and chin up and low back flat lean forward at the waist and hips until you feel a light stretch in the back of your thigh and calf. Breathe deeply and hold this position for thirty seconds.

Hold for 30 seconds each side, repeating twice



Elbow Pull/Side Bend

With your left hand, reach behind your head for the center of your back; using your right hand, pull your left elbow down until you feel a light stretch in your shoulder and back of arm. Breathe deeply and hold this position for ten seconds. Switch sides and repeat.

***Squeeze your abdominal muscles throughout the movement to generate a greater stretch

Hold for 30 seconds each side, repeating twice