

Employees work from home for a number of reasons. For example, perhaps your office space is under renovation, or you are sick with the flu, or trying to self-isolate as coronavirus cases pop up around WA State. Whatever the reason for telecommuting, there are ways you can ensure you are being productive and healthy while working from home.

Whether you work from home occasionally or exclusively, it is worth taking a little time to set up a comfortable workspace that allows you to be safe working from home.

Follow these guidelines to avoid pain and strain while working from home.

### **Neutral posture while sitting**

- 1. Adjust your chair** so you can work with good postural alignment.
- 2. Position work tools**, including your keyboard, mouse, and phone, within easy reach so your elbows can rest comfortably at your sides when using them.
- 3. Consider using a headset** or speaker instead of “cradling” your telephone between your shoulder and ear.
- 4. Ensure your monitor(s) and document holder** are positioned to allow neutral posture of your head and neck. The top of your monitor(s) should be at brow height or lower if you are using bifocals. Center your monitor(s) in front of your keyboard.

- 5. Remember to frequently change positions.** Incorporating movement into the workday is essential to allow for muscle recovery, improve blood flow, increase energy, and enhance productivity.

### **Neutral posture while standing**

- 1. Adjust your standing desk** to allow for good postural alignment
- 2. Position work tools**, like your keyboard, mouse, and phone, within easy reach allowing your upper arms to rest comfortably at your sides when using them.
- 3. Consider using a headset** or speaker instead of “cradling” your telephone between your shoulder and ear.
- 4. Position your monitor(s) and document holder** to allow neutral posture of your head and neck. The top of your monitor(s) should be at brow height or lower. If you are using bifocals center your monitor(s) in front of your keyboard. Ensure your document holder is in line with or adjacent to your monitor
- 5. Avoid static positions** (sitting or standing) for long periods of time. Remember to frequently change positions. Incorporating movement into the workday is essential to allow for muscle recovery, improve blood flow, increase energy, and enhance productivity.