



Tips on setting up your home office while teleworking!

As we transition to working from home, some of you may be challenged with setting up a temporary home office with ergonomics in mind! Follow these guidelines and solutions to reducing ergonomic risk at home:

Chair:

- ✓ Sit in a chair with a backrest and use a pillow or rolled-up towel at the back of your chair for extra lumbar support, if needed.
- ✓ Avoid leaning forward or twisting your back.
- ✓ Raise the height of your chair or sit on pillows so your forearms are even with the work surface.
- ✓ Thighs should be parallel to the floor.
- ✓ Use a footrest or box if your feet don't reach the floor.



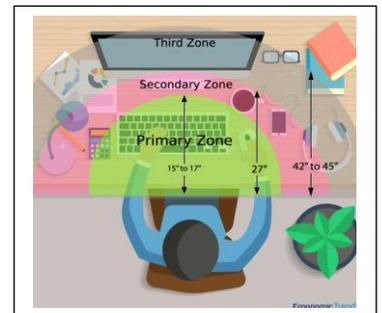
Monitor(s):

- ✓ Center monitor(s) in front of you and position them at arm's length (~ 18-30").
- ✓ Adjust height of monitor to eye level by using a box, books, ream of paper, board games, etc.
- ✓ Use a separate keyboard and mouse, if possible, so a laptop monitor can be raised to eye-level.
- ✓ Keep head and neck upright, minimize bending neck backward or forward and avoid twisting neck from side to side.
- ✓ Position your computer away from direct light or use blinds to prevent glare on your screen.



Keyboard & Mouse:

- ✓ Place your mouse next to your keyboard.
- ✓ Keep your keyboard in a flat position to minimize wrist extension.
- ✓ Wrists should be kept straight and not twisted at an angle.
- ✓ Position your keyboard at the edge of the desk or place a soft rolled-up towel in front of your keyboard and mouse to prevent contact stress if a wrist rest is not available.
- ✓ Keep shoulders relaxed, elbows close to body and forearms parallel to the floor.



Documents and phone:

- ✓ Prop documents against a piece of sturdy cardboard or a clipboard that is angled between your monitor and keyboard if a document holder is not available.
- ✓ Arrange the workspace so that frequently-used items are within reach.
- ✓ Use a speaker phone, jabber software or your computer mic during conference calls, instead of cradling your phone.
- ✓ Use a desk lamp when viewing printed documents if lighting is low.

Standing workspace:

- ✓ If you need to stand while working, place your computer on a taller surface, such as a bar-height kitchen counter, or on top of a sturdy item, such as an upside-down laundry basket or a tall box placed on top of a table/desk.



Microbreaks:

- ✓ Take mini-breaks away from repetitive tasks and from sitting every 30 to 60 minutes. During this break, stand up, move around/stretch, and do a non-repetitive task.

Have questions or need help?

- Visit the [NASA Safety Center website](#) for more information on ergonomics. Specific teleworking tips and a video will be posted soon!
- Email [KEMCON Industrial Hygiene](#) and let us know your contact information, questions and, if able, attach photos of you and your home office arrangement. An Environmental Health Specialist will contact you to provide you with specific solutions for your home office while you are teleworking!
- Join the new [Microsoft KSC Ergonomics Team](#) and post questions or request a private consult!
- Join the new [Microsoft KSC Rehabworks Team](#) and post questions or request a private consult!
- Check out the [KSC Fitness Center Teleworkouts](#) posted in the KSC Daily News!



Examples of home remedies!

<p>Use pillows on seat of chair; place pillow or rolled up towel against back of chair; use box for footrest</p>	<p>Use bubble wrap or soft towel for wrist rest.</p>	<p>Place computer on raised counter.</p>		
<p>Place computer on top of an up-side down laundry basket or plastic tub.</p>	<p>Make table out of saw horses and plywood; use board games to raise laptop; use soda carton for footrest; use washcloth for mouse wrist rest.</p>	<p>Use TV trays and card tables; use board game or ream of paper to raise monitor</p>		