



HOW TO

Office Ergonomics Workstation Set-Up for Home Office

FIGURE 1A

Wrist, finger, elbow strain



FIGURE 1B

Relaxed keying position



FIGURE 2A

Thigh pressure; low back strain



FIGURE 2B

Improved leg, back support



1. **Find or create an area in the home that is free from distractions as much as possible, such as a guest bedroom so the door can be closed.**
2. **Use an external keyboard, mouse, and monitor.** Many people who do not normally work from home may have laptops, and they may not have converted a mobile workstation to a full-time workstation. Use an external keyboard, mouse, and monitor, which creates a better ergonomic design for long-term computing vs. typing on the laptop computer and viewing the laptop monitor.
3. **Review and adjust all chair controls:**
 - a. Seat depth adjustment is correct when you can fit 2-3 finger widths between the back of your knee and the seat.
 - b. Adjust the backrest height until the lower curve in the backrest supports and fits your low back curve; tighten the backrest to provide firm support.
 - c. Consider upgrading a chair or investing in a sit/stand workstation *if* home office is likely to continue even after the pandemic.
4. **Sit so that your ears, shoulders, and elbows fall in line over your hips.**
5. **Compare the height of your elbow to the height of the keyboard home row. They should be equal (within an inch).**
6. **If the desktop is higher than your elbow, do one of the following:**
 - a. Raise the chair until your elbow height matches the keyboard home row height (you may also need to add a footrest).
 - b. Add an articulating keyboard tray (wide enough to accommodate both the keyboard and mouse on the same level).
 - c. Lower the desktop. This may mean installing a lower file cabinet.
7. **Use the keyboard tray in a slight to moderate negative tilt as shown in FIGURE 1B. Avoid the more stressful position shown in FIGURE 1A.**
8. **Assess the need for leg support. If needed, use a footrest to keep the upper legs parallel with the seat, eliminate pressure points caused by the front edge of the seat, and improve low back support. Refer to FIGURES 2A AND 2B.**
9. **Assess the monitor height for your vision:**
 - a. Normal vision or near sighted: Top third of monitor should be at eye level.
 - b. Bifocal vision: Monitor should be as low as possible with the employee sitting as high as possible, if the bifocal lens is used to view the monitor.
 - c. Multifocal: Same as normal vision or slightly lower than normal vision.
10. **Change positions throughout the day to avoid prolonged or static sitting.**