



# CAL POLY

## TIPS FOR WORKING AT HOME

**Setting up your workspace:** Choose a place that has as few distractions as possible with space for equipment as well as workspace that allows papers and such to be safe from “outside” factors (i.e children with sticky hands or pets).

Steer clear of working on an overstuffed couch, it tends to be difficult to maintain a good posture. Alternate if you want to stand and work. Try an ironing board in your home office space; Use a kitchen island if your workspace is your kitchen table. Use a towel or pillow to make your chair work for you.

**Give yourself a schedule:** start your day with some exercise or yoga. Take regular breaks, get fresh air, or walk the dog. Lunchtime is “your time” so schedule it and use it. Take advantage of being home, you can power nap, do some dinner prep, stick something in the oven, take a shower, have play time with pets or children.

## ERGONOMIC TIPS FOR USING LAPTOPS



Laptop computers are lightweight, portable and convenient, allowing us to keep in touch with home, office, and school from almost anywhere. Unfortunately, the laptop’s compact design, with attached screen and keyboard, forces laptop users into awkward postures. When the screen is at the right height, the keyboard position is too high; and when the keyboard is at the right height, the screen is too low. Laptops pose less risk when used for short periods of time, but nowadays, many people use laptops as their main computer. This creates an ongoing tradeoff between poor neck/head posture and poor hand/wrist posture.

## The following are best practices to reduce ergonomic risk factors when using laptops:

- Use a docking station whenever possible to more closely resemble a standard desktop workstation where input devices can be attached
- Do not use laptop risers with a positive tilt
- Hands should be positioned at or slightly below elbow height if possible
- Angle the screen to reduce bending your head forward. Use your eyes instead of your neck to adjust your line of vision
- Attach a regular size, external keyboard and pointing device to the laptop, and place them on an adjustable keyboard tray, desk or table
- Clean your screen often as dust can make it difficult to read and may increase eyestrain
- Use a document holder to angle source documents. Make DIY document holders with binders or binder clips
- Take frequent “micro/muscle” breaks while using laptop to avoid fatigue and reduce the risk of injury

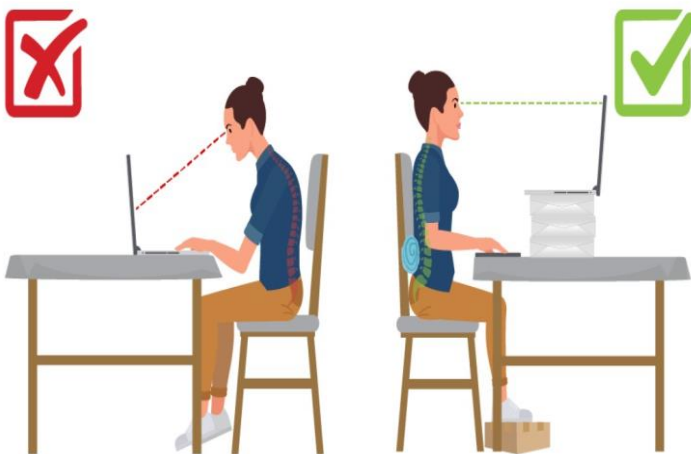


Many of us have an old keyboard laying around to house, in the garage or in a box ready to donate. Pull it out and plug it into your laptop. When working at a desk or table, put your laptop on reams of paper, a shoebox, anything to get it up. If working in bed, put extra pillows underneath. Avoid a positive tilt for your keyboard. In this world of computer ergonomics, positive is negative and negative is positive.

**Don't forget: Stretch your hands/wrists, take breaks, get up, and move around.**

## REMOTE CHECKLIST

For more information, check out Microsoft 365's [Remote Work Checklist](#).



<b>Eyes</b> Level with top 1/3 of screen & 18" - 34" away	<b>Feet</b> Flat on the floor or a footrest
<b>Elbows</b> At sides with an approximately 90 degree bend.	<b>Keyboard</b> Same height as elbows. Key gently.
<b>Chair Height</b> Hips at 90 degrees, feet flat on the floor.	<b>Head</b> Head back, chin tucked, ears, shoulder, hips aligned.