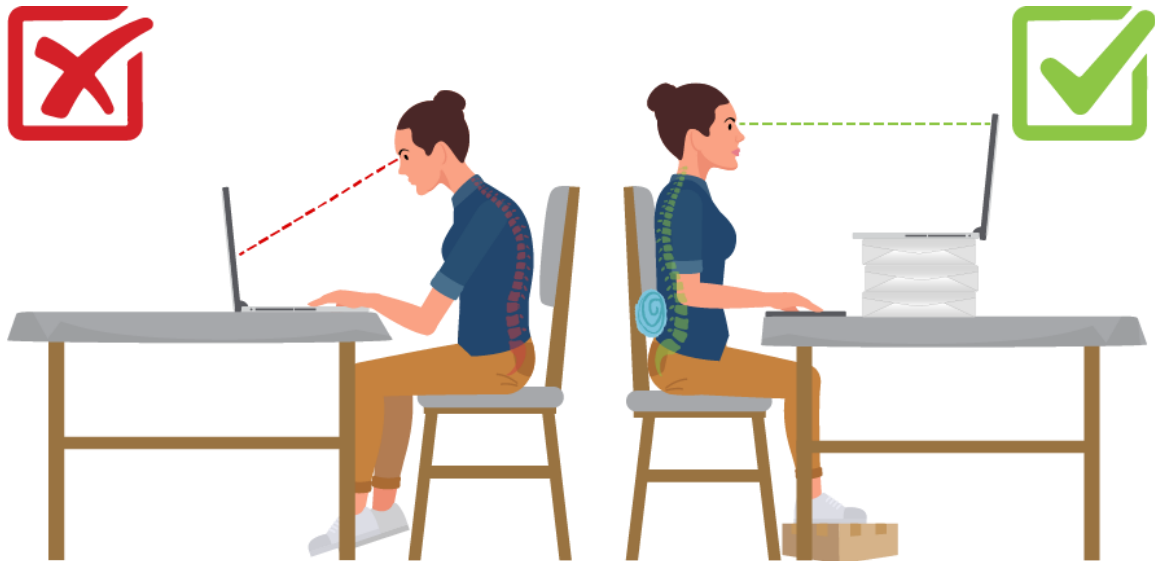


Checklist for Temporary Home Workers:

Take the necessary time and use items already in your house to set-up a temporary workspace that is safe and supports smart ergonomics.



Equipment items/alternatives for Home Workers:

- **Worksurface**
 - Work off a flat level surface that is ideally near elbow height when seated.
 - If the worksurface is too high (wrists higher than elbows or forearms are resting on the surface) raise chair height and lower the armrests. *Use a pillow or folded towel to raise seated height.*
- **Chair** – it is important to choose a chair to work, not a couch or a recliner to work.
 - Sit all the way back, with spine neutral, and the back of the shoulder blades touching the chair for optimal upper and lower back support (to avoid leaning forward while working). *Use a pillow or rolled towel placed at the curve of your low back (about the height of your belly button), for additional lumbar support.*
 - Keep upper arms and elbows at side. Keep shoulders relaxed and elbows flexed near 90 degrees. *Use a pillow or folded towel to raise seated height.*
 - Additionally, ensure there is 2-3 fingers worth of distance between the back of the knee and the end of the chair. If this is not possible, or there is a lack of support, *sit on a pillow and use a towel or pillow for lumbar support to change seated posture and improve distance behind knee.*
- **Laptop Riser**
 - *Use sturdy boxes or reams of paper to raise the height of laptop or monitor, to ensure that the top 1/3 of the screen is at eye level.*



- **External keyboard and Mouse**
 - Keep wrist straight and forearms/wrist floating over devices. *Use an external keyboard and mouse so both keyboard and monitor can be positioned at an optimal height.*
- **Footrest**
 - Keep thighs parallel to the floor with feet fully supported. If feet are dangling use sturdy boxes, books, reams of paper, or a sturdy object that keeps hips and knees positioned at 90 degrees and feet supported.
 - Ensure the footrest does not raise knees higher than hips.
- **Mobile phone**
 - Use a mobile phone for limited durations only. *Use ear buds, headphones, or speaker to improve posture and increased mobility while on the phone.*
- **Microbreaks** - It is important to take frequent breaks to stretch and alter posture, especially when workstation adjustments are limited, keep these tips in mind.
 - Rest hands in your lap when not physically typing instead of keeping hands on the keyboard and mouse when not in use. This will allow the neck/shoulders/arms to completely relax when possible.
 - Stand up every 30-60 minutes for at least 5-10 seconds.
 - Walk every hour for 3-5 minutes (more if possible). Take advantage of walking around when on the phone.

Optimal Workstation setup:

