

# Ergonomics Tips for Remote Work

During the COVID-19 telecommute status, below are some tips to follow to stay healthy and safe while using a computer.

<b>Designated Space</b>	Create space at a desk or table that can be dedicated for computer use. Avoid sitting on a bed or couch.
<b>Monitor</b>	If you have one, use a separate monitor. If using a laptop, place this on a stand or books at eye level and position the screen so you can easily read it, typically 18"-30" away.
<b>Keyboard and mouse</b>	If you have them, connect the laptop to a monitor or place it on a stand and use an external keyboard and mouse. If possible, avoid working directly on the laptop's built-in keyboard and mouse.
<b>Chair</b>	Use a chair with back support. For a kitchen or dining chair, insert a seat cushion and roll up a soft towel or blanket to place in your low back area.
<b>Phone</b>	Use a headset, speakerphone, or microphone/voice activation. Use computer audio for conference calls.
<b>Lighting and Sound</b>	Position your computer at a 90-degree angle from any windows. Use room and task lighting as needed. Try noise-canceling headphones.
<b>Plan your Day</b>	Establish a schedule/routine. Create a process to check in with your team.
<b>Physical and Mental Breaks</b>	Take regular breaks away from your work area to eat lunch, drink water, and change your focus/postures. Plan to take longer, shorter, and micro-breaks.
<b>Training</b>	Take the online Be Smart About Ergonomics course for help with real-time adjustments that you can make at any workstation. Use this link to access the program through the UC Learning Center <a href="#">Be Smart About Ergonomics Training &amp; Risk Self-Assessment</a> .
<b>Workstation Equipment</b>	If you don't have a keyboard or mouse at home or for those who have only desktops in the office and need laptops to work from home, please email <a href="mailto:servicedesk@ucop.edu">servicedesk@ucop.edu</a> with a request for equipment and copy your supervisor for their approval.
<b>Additional Resources</b>	Refer to these resources on work surface height, postural variation, and other information related to remote work and laptop use at <a href="https://www.ucop.edu/safety-and-loss-prevention/ucop-safety-risk/ergonomics/index.html">https://www.ucop.edu/safety-and-loss-prevention/ucop-safety-risk/ergonomics/index.html</a>

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Using a table or counter with your equipment at the right height for you will place the least amount of strain on your body. Risk of injury decreases, and you can work longer and more efficiently.

