



Introduction

Follow these recommendations when setting up your home office with the proper ergonomics in mind.



Posture

Do your best to find a chair that supports your back and positions you with at least a 90-degree angle at your hips. If available, use a table surface that allows for a 90-degree angle at your elbows. Reference SFM’s Ergonomic Workstation Education handout for ideal positioning.

Laptops

If you are using a laptop, be aware that because the screen and keyboard are attached, extended use is tradeoff between neutral neck/head and hand/wrist posture.



Laptop recommendations:

- Find a comfortable chair that supports your back.
- Monitor your hand/wrist posture and height.
- Angle the laptop screen to allow for optimal viewing with your neck in as neutral alignment as possible.
- Use a separate keyboard, mouse and monitor, if available.
- Plan for frequent positional changes and breaks in posture to allow for muscle recovery.



Phone

- Continue using your headset if you are using an office phone at home.
- If you are using a mobile phone, use the speaker phone option for extended phone calls.



Activity and stretching breaks

- Activity and posture breaks are key to maximizing comfort. Be sure to take frequent break to move around and stretch.
- Refer to SFM’s “Get Up & Move” stretches and remember to stretch multiple times per day.
- Working from home is a great opportunity to increase the exercise you incorporate into your day. Remember that exercise is cumulative, and three 10-minute walks are as beneficial as one 30-minute walk.



Environmental considerations

- Ensure the area surrounding your home workspace is free of clutter and tripping hazards.
- Evaluate for adequate lighting and position screens/monitors to minimize glare.
- Take noise and privacy concerns into consideration.