

## Home Office Work Station Set-Up:

Working from Home or Other Remote Location? Here are Tips to Improve your Ergo Set-Up

### Topic Overview / Key Message:

How to work from home or remotely. What works best for remote workers will vary from person to person. It should be an area that mentally prepares you for work mode, whether it's a separate room, a small desk set up in a corner of the living room, or a laptop at the end of the kitchen table. Ideally, it would be a place you don't go to relax.

### Working from Home or Other Remote Location? Here are some Ergo-Tips!

	Incorrect Ergo/Posture	Corrections	Improved Ergo Set-Up
<b>Chair/Table/Sun-Light</b> <ul style="list-style-type: none"> <li>• Change Chair</li> <li>• Move Chair Closer to Work</li> <li>• Relaxed Shoulders / Arms 90°</li> <li>• Use External Keyboard</li> <li>• Sun: Close Blinds/Curtain</li> <li>• Laptop: Books/Binder/Paper</li> </ul>			
<b>Chair / Lap</b> <ul style="list-style-type: none"> <li>• Pillow(s)/Towel/Back Support</li> <li>• Sit Back into Chair</li> <li>• Laptop Support <ul style="list-style-type: none"> <li>○ Book/Phone Book/Binder</li> <li>○ Paper / *Pillow</li> </ul> </li> </ul>			
<b>Work Height/Chair/Foot</b> <ul style="list-style-type: none"> <li>• Pillow/Towel to Sit Higher</li> <li>• Move Chair Closer</li> <li>• Foot Support <ul style="list-style-type: none"> <li>○ Reams of Paper</li> <li>○ Box / Books</li> </ul> </li> </ul>			
<b>DYI: Homemade Sit/Stand / Other / Misc</b> <ul style="list-style-type: none"> <li>• Ironing Board (Sit/Stand)</li> <li>• Power Strip: Surge Protector</li> <li>• Lighting: Task Light</li> <li>• Sun-Reflection: Blinds/Curtain</li> <li>• Sound/Distracted: Use Headset</li> <li>• Internet: Use MiFi or Phone Hotspot</li> <li>• Large/Dual Monitor(s): Your Smart TV's <ul style="list-style-type: none"> <li>○ Cable: HDMI, USB-C, Other?</li> <li>○ TV &gt; Input &gt; Select HDMI / Cable</li> </ul> </li> </ul>			
<b>Road Warrior / Mobile Worker</b> <ul style="list-style-type: none"> <li>• Laptop/Stand</li> <li>• PG&amp;E ITStore</li> <li>• Goldtouch Go Laptop/Stand <ul style="list-style-type: none"> <li>○ GTLS-0055 (Laptop Stand)</li> <li>○ GTU-0088 (Traveling Keyboard)</li> </ul> </li> </ul>			
<b>Need Virtual Ergo Evaluation?</b> <a href="#">RSIGuard &gt; Tools &gt; My Dashboard &gt; Ergo Evaluation &gt; Request Ergo Evaluation</a>			

### Self-Assessment Computer Workstation Checklist & Recommended Correction(s):

	<p><b>Posture</b></p> <ul style="list-style-type: none"> <li>Back straight, hips at seat back.</li> <li>Ears, shoulders &amp; hips align.</li> <li>Upper arms rest at sides.</li> <li>Chair arms support forearms.</li> <li>Lumbar spine is supported.</li> </ul>	<p><b>To Achieve this, I Should:</b></p> <ul style="list-style-type: none"> <li>Adjust seat pan depth.</li> <li>Reduce tilt of chair back.</li> <li>Move closer to keyboard.</li> <li>Adjust armrest width or height.</li> <li>Adjust height of chair back.</li> </ul>
	<p><b>Arms</b></p> <ul style="list-style-type: none"> <li>Elbows level with keyboard.</li> <li>Forearms and wrists straight.</li> <li>Elbows close to body, @ 90°.</li> <li>Mouse/ keyboard at same level.</li> <li>No pressure from desk / surface edge.</li> </ul>	<p><b>To Achieve this, I Should:</b></p> <ul style="list-style-type: none"> <li>Adjust chair / keyboard height.</li> <li>Adjust chair / keyboard height.</li> <li>Adjust / remove chair arms.</li> <li>Relocate mouse.</li> <li>Use keyboard/ mouse wrist rest.</li> </ul>
	<p><b>Hips, Legs, Knee, Ankle &amp; Foot</b></p> <ul style="list-style-type: none"> <li>Hips, knees &amp; ankles @ 90°.</li> <li>Legs clear front edge of chair.</li> <li>Knees fit under keyboard.</li> <li>Good leg / foot clearance.</li> <li>Feet supported - floor or footrest</li> </ul>	<p><b>To Achieve this, I Should:</b></p> <ul style="list-style-type: none"> <li>Adjust chair height &amp; back tilt.</li> <li>Adjust seat pan depth. 2-3 fingers Seat Edge - Leg</li> <li>Adjust keyboard height.</li> <li>Remove under-desk storage.</li> <li>Adjust chair &gt; Try footrest.</li> </ul>
	<p><b>Monitor(s)</b></p> <ul style="list-style-type: none"> <li>Top of screen 1-2" &lt; eye level.</li> <li>Monitor placed at 22-34 inches.</li> <li>No glare. Clean screen.</li> <li>Good clarity / resolution.</li> <li>Documents aligned w/ monitor.</li> </ul>	<p><b>To Achieve this, I Should:</b></p> <ul style="list-style-type: none"> <li>Raise / Lower the monitor.</li> <li>Move monitor back.</li> <li>Adjust tilt. Try glare screen.</li> <li>Adjust monitor controls.</li> <li>Use document holder.</li> </ul>
	<p><b>Light, Temp &amp; Breaks</b></p> <ul style="list-style-type: none"> <li>Sufficient lighting.</li> <li>Comfortable temperatures.</li> <li>No over-reaching or rotation.</li> <li>Computer use, Keyboarding &amp; Mousing</li> <li>Keep Active! Take Frequent Breaks</li> </ul>	<p><b>To Achieve this, I Should:</b></p> <ul style="list-style-type: none"> <li>Add task lights.</li> <li>Adjust climate controls.</li> <li>Organize tasks and supplies.</li> <li>Use RSIGuard Breaks &amp; Microbreaks</li> <li>Exercise, Walk and take task breaks.</li> </ul>

### Resources of Topics and Links:

COVID-19 Coronavirus: [Safety & Health – Coronavirus Website](#)

24/7 Nurse Report Line - 24/7 Nurse Report Line at **1-888-449-7787**

EAP (Employee Assistance Program) at 1-866-271-8144 or [Visit EAP](#)

TSC: Access / VPN / Citrix: Call 415-973—9000 or Visit [Web Chat Support](#)

## HOW TO SET UP YOUR DESK FOR PRODUCTIVITY & ERGONOMICS

**Choose your office colors carefully** (green is balancing, blue stimulates concentration)

**A warmer environment** (68 to 77°F) could improve your accuracy and productivity

**Place monitor 20-40"** from your eyes and away from glare. Top of monitor should level with or below your eyes

**Noise-cancelling headphones** drown out distractions

**Natural light** improves mood, focus, and sleep

**Plants** can boost productivity by as much as 15%

**Type with wrists flat or angled downwards**

**Adjust your chair and desk height** so your arms and thighs roughly parallel to floor, feet flat on the floor

**Limit personal decorations.** Try just 3

**Keep only items you need daily on your desk.** Consider a left-to-right workflow

**Illustrated by Owl Illustration Agency / Jan Sramek**

### Office Ergonomics

- ✓ Elbows at 90°
- ✓ Hip and knees angle 90° - 100°
- ✓ Feet on floor
- ✓ Top monitor level with eyes
- 20°
- 50°

**Stand up every 20 mins**