

Setting up your workstation properly will help keep you safe and comfortable while working remotely. Be proactive and be aware of early signs/symptoms of discomfort to assist with injury prevention.

Use this information combined with the [Office Ergonomics Self Adjustment Tool](#) and [Proactive Ergonomic Program](#) resources for ergonomic assistance.



<https://pixabay.com/>

Setting Up Your Remote Workstation



<https://pixabay.com/>

- 1 If able, choose a private location separate from your personal activities.
- 2 Safety first: watch for tripping hazards and ensure your work equipment and furniture are secure.
- 3 Use the [Self Adjustment Tool](#) or attend a [Live Webinar](#) for proper workstation adjustments and to determine any deficiencies.
- 4 Take a photo or video of yourself working to ensure you are using good posture and work practices.
- 5 If needed use the [Furniture and Equipment Guide](#) to purchase applicable furniture and equipment.

Remote furniture and equipment are staff and faculty incurred expenses.

- Blue Cross Wellness Spending Account: Work From Home coverage. Refer to your blue cross benefits for details and eligibility.
- [Furniture and Equipment Guides](#)

Base furniture and equipment for proper workstation setup:

- ☐ Adjustable office task chair
- ☐ Worksurface which allows proper keyboard/mouse and monitor heights
- ☐ External keyboard and mouse
- ☐ Separate monitor (do not use your laptop monitor on a regular basis)
- ☐ [Setting up to Work Mobile](#)
- ☐ [Furniture and Equipment Guide](#)

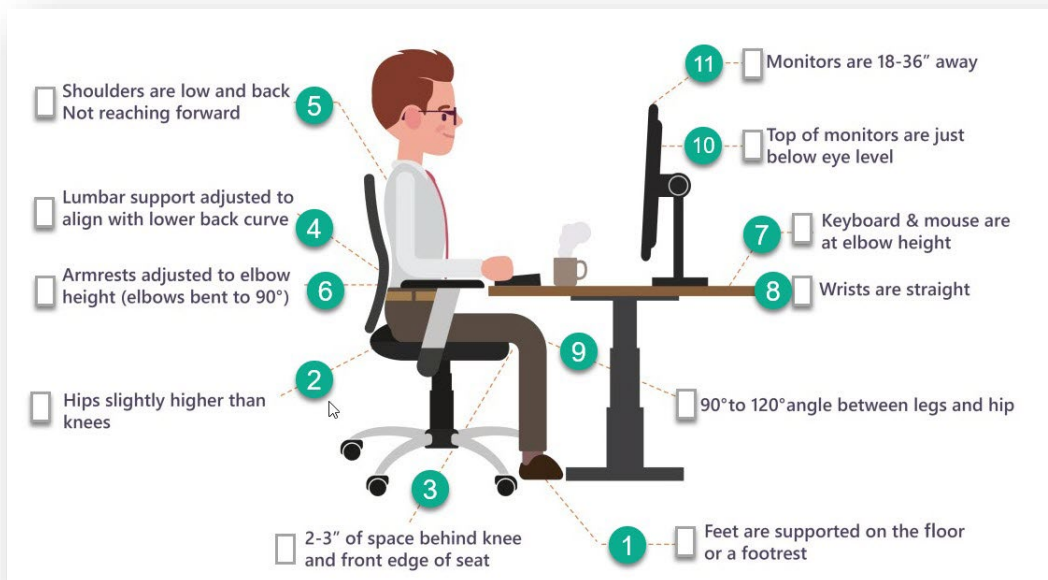


























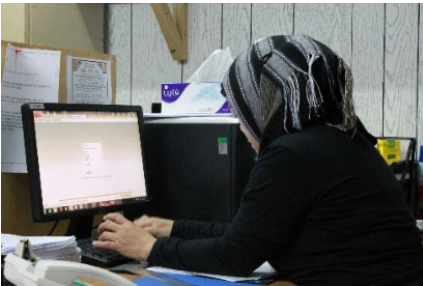
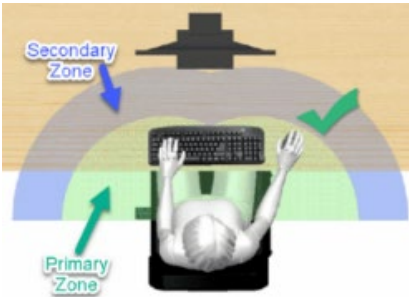
Diagram: <https://www.ewiworks.com/>

Trouble Shooting

🔍 Issue	✅ Solution
<p>1 Feet are not fully supported</p>  <p>Diagrams: https://www.ewiworks.com/</p>	<p>1 If the work surface is higher than elbow height, a) raise the chair and add a footrest to support your feet or b) install a keyboard tray and lower the chair so feet are supported on the floor.</p>   <p>Diagrams: https://www.ewiworks.com/</p> <p>After making a chair adjustment review the checklist to ensure the monitor and keyboard/mouse heights are appropriate.</p>
<p>2 Hips are lower than knees</p>  <p>Diagrams: https://www.ewiworks.com/</p>	<p>2 Raise the chair so thighs are parallel to the floor.</p>  <p>Diagrams: https://www.ewiworks.com/</p> <p>After making a chair adjustment review the checklist to ensure the monitor and keyboard/mouse heights are appropriate.</p>

<div> <div></div> <div>Issue</div> </div>	<div> <div></div> <div>Solution</div> </div>
<div> <div>3</div> <div> <div>a. Minimal space behind knees</div> <div>b. Too much space behind knees</div> </div> </div>	<div> <div>3</div> <div> <div>a. Adjust seat pan or purchase an Obusforme back rest.</div> <div>b. Adjust seat pan or use an alternate chair.</div> </div> <div>  </div> <div>Diagrams: https://www.ewiworks.com/</div> </div>
<div> <div>4</div> <div>Poor lumbar support</div> <div>  </div> <div>https://pixabay.com/</div> </div>	<div> <div>4</div> <div>Purchase a lumbar roll or use a rolled towel (use tape to keep it rolled).</div> <div>  </div> <div>Diagrams: https://www.ewiworks.com/</div> </div>
<div> <div>5</div> <div> <div>Shoulders are not relaxed</div> <div>No upper back support</div> </div> <div>  </div> <div>https://pixabay.com/</div> </div>	<div> <div>5</div> <div> <div>Purchase a chair with an upright locking position and proper upper back support.</div> <div>20 x 20 x 20 Take a microbreak every 20 minutes and look 20 feet away from your monitor, for 20 seconds to relax your neck, shoulders and eyes.</div> </div> </div>
<div> <div>6</div> <div>Armrests do not lower</div> <div>  </div> <div>Diagrams: https://www.ewiworks.com/</div> </div>	<div> <div>6</div> <div>Remove armrests or use an alternate chair to achieve wrist neutral posture and relaxed shoulders</div> <div>  </div> <div>Diagrams: https://www.ewiworks.com/</div> </div>

<div>  Issue </div>	<div>  Solution </div>
<p>7 Elbows are below keyboard height</p>  <p>Diagram: https://www.ewiworks.com/</p>	<p>7 a) Install a keyboard tray or b) raise seat to the appropriate height and use a footrest.</p> <div>   </div> <p>https://pixabay.com/ Diagram: https://www.ewiworks.com/</p>
<p>8 Wrists are bent</p>     <p>Diagrams: https://www.ewiworks.com/</p>	<p>8 a) Install a keyboard tray or b) raise the chair to the appropriate height and use a footrest.</p> <div>   </div> <p>https://pixabay.com/ Diagram: https://www.ewiworks.com/</p> <p>Raise the keyboard/mouse and monitor using books or sturdy boxes to achieve wrist neutral posture and proper monitor height.</p> <p>Lower keyboard tray and place tray in a flat position to achieve wrist neutral posture.</p>  <p>Diagram: https://www.ewiworks.com/</p> <p>Place “G” “H” keys at midline (belly button).</p>

 Issue	 Solution
<p>9 Feet are perched on the chair base</p>  <p>https://pixabay.com/</p>	<p>9 Move legs periodically throughout the day. Keep your lower leg position within 90 – 120 degrees the majority of your shift.</p>  <p>Diagram: https://www.ewiworks.com/</p>
<p>10 Monitor height cannot be adjusted</p>	<p>10 Too low: raise the monitor using books larger than the base of the monitor. Too high: consider installing a monitor arm.</p>  <p>Diagram: https://www.ewiworks.com/</p>
<p>11 Vision difficulty (eyes tired, sore, and/or red, headaches, and/or neck and shoulder tension – leaning forward)</p>  <p>https://pixabay.com/</p>	<p>11 See Computer Vision Syndrome and Decrease Screen Time resources.</p>  <p>Diagram: https://www.ewiworks.com/</p>
<p>12 Reaching and resting wrists</p>  <p>https://pixabay.com/</p>	<p>12 Rest hands in your lap or on a soft surface when you are not keyboarding or mousing. Wrists should float when typing and mousing to decrease contact stress. Keep items used on a frequent basis (34- 66% of your shift) in your primary zone and those used occasionally (0 – 33% of your shift) in your secondary zone.</p>  <p>Diagram: https://www.ewiworks.com/</p>

Sit- Stand Workstation Setup Summary

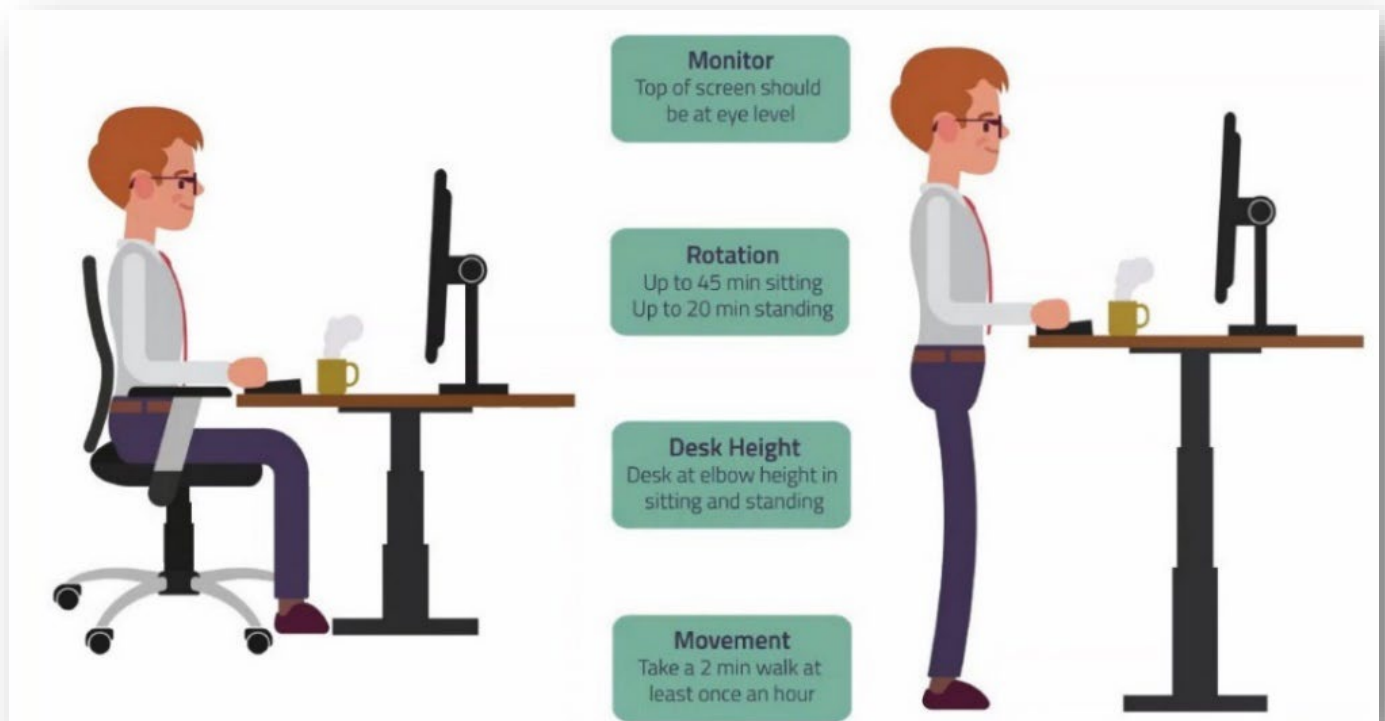



Diagram: <https://www.ewiworks.com/>

Micro-breaks

❌ Issue	✅ Solution
<p>Static Positions</p>  <p>Holding one position</p> <p>Diagram: https://www.ewiworks.com/</p>	<ul style="list-style-type: none"> Take micro-breaks (20 seconds to 2-minute breaks) for a total of 5 minutes every hour. Set a timer to remind yourself to move or change positions. Micro-breaks can consist of relaxation techniques, general movements to help with blood flow, recommended exercises provided by your health care provider, and/or an activity unrelated to work tasks. Prolonged computer use: take a “visual rest break” every 20 minutes to reduce visual strain. Look at an object at least 20 feet away for 20 seconds. Alternate between right- and left-hand mousing. If able, <u>temporarily</u> change your work location for meetings, dictating and reading documents. Use proper ergonomics including micro-breaks.

Stages of Strains/Sprains

Stage 1

- Discomfort for weeks/months
- Reversible
- Improves with a change in activity

Stage 2

- Discomfort for months/years
- Daily activities become difficult to perform
- Symptoms occur more quickly, last longer

Stage 3

- Symptoms always present
- Sleep disrupted
- Daily activities affected

Possible signs & symptoms include:



- Dull ache
- Sharp pain
- Tenderness
- Burning
- Redness
- Swelling
- Tingling or numbness
- Restricted range of movement
- Loss of strength

Diagrams: <https://www.ewiworks.com/>

Early detection of discomfort is extremely important to mitigate injury progression. Refer to the **Proactive Ergonomic Program** website for further symptom prevention and management information.