

# Ergonomics for Remote Work



Carleton



## How To Set Up Your Workstation

*To improve comfort, safety, and productivity anywhere*



Raise the top of your monitor to eye level or below



Screen distance should be an arm's length away (18-30")



Keep elbows at your sides and rest gently on armrests



Maintain neutral wrists and forearms parallel to ground



Rest feet flat on the floor with knees at or below hip level  
Leave 1" to 2" space between calves and the seat's edge



## Using A Laptop?

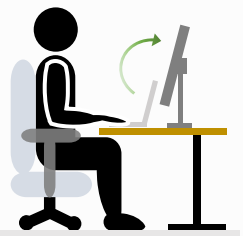


Raise your laptop to eye level

*Try a stand, box, or step stool*

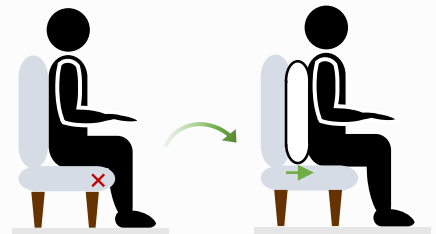


And use a separate keyboard and mouse



Or use a monitor and type on your laptop

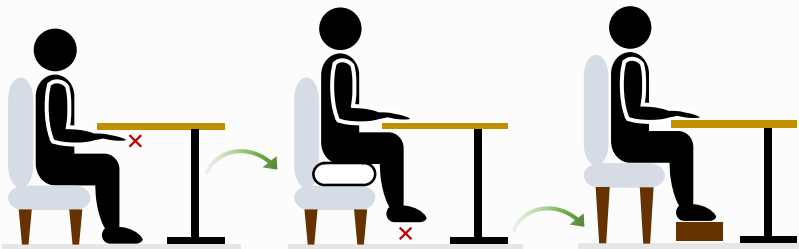
If you have a keyboard, mouse, and monitor, raise your laptop off to the side to use as a dual monitor



## Sinking In Your Deep Couch?



Use a pillow to shorten the seat  
A pillow or towel roll can also be used for lumbar support



## Work Surface Too High?



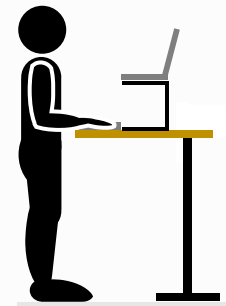
Use a taller chair or raise your seat with a cushion



Use a footrest or box to support your legs from dangling



Type on a lower surface like a keyboard tray, lap desk, or side table



## Prefer To Stand?



Find a counter or tall surface



Wear comfortable shoes



Try standing on a kitchen mat