

Ergonomic guidelines for employees working from home (telecommuting)

1. If you have not already completed the Fermilab Computer Workstation Ergonomics training, do so now:
 - a. https://www-esh.fnal.gov/pls/cert/schedule.show_course_details?cid=8959&fid=00000X
2. Try to duplicate your home office set up similarly to your work office set up; as close as possible and feasible.
 - a. Do not work directly on laptops for extended periods of time. There is evidence that shows that prolonged exposure to working directly on laptops can lead to musculoskeletal issues in the neck, shoulders, wrists and/or hands.
 - b. You should be able to sit comfortably, having your keyboard and mouse at/near your elbow height, and the top of the monitor/laptop be close to eye level.
 - c. Bring your keyboard and mouse from your work location to your home.
 - i. It is recommended employees disinfect any equipment they are bringing home before removing from the work location.
 - ii. Utilize an external monitor if you have one available. If not, prop up your laptop to eye level as if it were a monitor. Just use the laptop as a “monitor” along with a keyboard and mouse.
 - d. Talk to your supervisor about ordering a keyboard and mouse if you do not have them available to use at home.
 - e. Workrite also offers some ergonomics tips for working from home in this video: <https://vimeo.com/400772308>
3. Use items you already have available at home, such as books, boxes, pillows, cushions to help optimize set up. For example:
 - a. If a good ergo chair is not available, utilize pillows or cushions for added support as well as a tool to raise your sitting height to better match the height of your table. Do not create another hazard in the process.
 - b. If foot support is needed you can use a cushion, box, or books on the floor as a footrest
 - c. Books or reams of paper can be used to raise your laptop or monitor to eye height.
4. Take frequent breaks by setting up reminders in your calendar.
 - a. It is recommended to take a 10-minute break every hour.
 - b. Try to fit in some quick exercises or stretches during your break. If the weather is nice, take a stroll outside; if you have a treadmill available at home, take a 10-minute walking break; or try doing some of these exercises or stretches:
 - i. <https://eshq.fnal.gov/atwork/ih/ergonomics/>
 1. <https://esh-docdb.fnal.gov/cgi-bin/RetrieveFile?docid=2162&filename=More%20Ergonomics%20Exercises%20for%20Office%20Workers.pdf&version=1>
 2. <http://esh-docdb.fnal.gov/cgi-bin/RetrieveFile?docid=2162&filename=Ergonomics%20Exercises%20for%20Office%20Workers.docx&version=1>
5. Notify your supervisor and your [DSO](#) if any issues or concerns arise while working from home.
 - a. Personnel who have or may be experiencing an injury while working from home shall be directed to contact the Medical Office (630-840-3232) after notifying their supervisor.