

# Checklist for Temporary Home Workers:



There are lots of ways to ensure that your workstation is set up optimally by using items that are already available in your home.

Equipment items/alternatives for Home Workers:

- **Laptop Riser** - Placing your laptop on books, boxes, or reams of paper can function as a laptop riser (or monitor riser if applicable) when needed, to ensure that the top 1/3 of the screen is at eye level.
- **External keyboard and Mouse** - Try to find any standard keyboard and mouse available so that both your keyboard and laptop screens can be positioned at the optimal height.
- **Possible footrest substitutions** - If your keyboard is too high (wrists higher than your elbows when typing, and/or it you are constantly resting your forearms on the desk or armrests), then you will need to raise the chair height and lower the armrests. If after raising the height of your chair, you find that your feet are not fully supported, then you will need to find something to use as a footrest. Boxes, books, reams of paper or any object that allows your hips and knees to be positioned at 90 degrees and keep your feet supported will work (just make sure that it is not so high that it causes your knees to be higher than your hips).
- **Chairs** - Ideally employees should be able to sit all the way back in their chairs with the back of their shoulder blades touching the chair for optimal upper and lower back support (to avoid leaning forward while working). Additionally, you should be able to fit 2-3 fingers between the back of your knees and the end of the chair. If this is not possible, or if you do not feel fully supported, you can place a small pillow (or large pillow if you are petite and you have to scoot forward in your chair significantly to allow 2-3 fingers space). If you are able to sit against the backrest fully, but feel some additional lumbar support is needed, you can fold a bath towel in half longways and roll it up, and place it in the curve of your lumbar spine (about the height of your belly button).



- **Microbreaks** - It is always important to take frequent breaks and alter your posture (see handout), but especially if you are limited in what you can adjust at your workstation, then keep these habits in mind.
  - a. Try to rest your hands in your lap when you are not physically typing (we often keep our hands on the keyboard and mouse even when not using them). This will allow you to completely relax your neck/shoulders/arms when possible.
  - b. Stand up every 30 minutes for at least 5-10 seconds.
  - c. Walk every hour for 3-5 minutes (more if possible). Take advantage of walking around when on the phone. Plug/pair earbuds or earphones to your cell phone if you have a corded headset for increased mobility while on the phone.

### Optimal Workstation setup:

