

Home Office Ergonomic Education and Stretches

DESK ERGONOMIC SET UP



Sit at your desk on a comfortable and adjustable chair with back rest to maintain lumbar curvature and use an ergonomic keyboard. Do not slouch.

Your desk should be set up so that the monitor is at or just below eye level. The elbows, hips and knees bent 90-110 degrees. **POWER ZONE**

Adjustments can be made for the monitor height, keyboard height, seat height, desk height and/or foot rest height in order to achieve proper alignment.

DESK ERGONOMIC ZONES



Sit up straight and set your desk up so that the items you use the most are the closest to you or in the "Frequent Zone".

Things you use less frequent are further away. You should be able to reach every item by only extending your arms in the "Frequent" and "Less Frequent Zones".

The rare zone can be out of arms reach which may require bending at the hips to reach.

Chair



- Be sure to use the most supportive and adjustable chair that have at home. No stools!
- Preferably one with armrests that way your arms and shoulders relaxed. Keep chair close to your desk. **POWER ZONE**
- If the armrest adjusts make sure they are high enough that you can rest but not too high that it causes you to shrug your shoulders. Arms should be 90°
- Sit in a chair that has a backrest (don't use a stool), you need to be able to have support for your back. If your backrest has either the unlocked or lockable feature, choose to lock the chair for support.

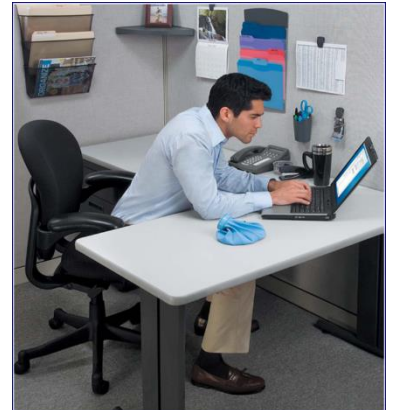


Monitor/Laptop



➤ Whether you are using a laptop or monitor you want to make sure the top of the screen is at eyebrows or 2-3" below eye level if bifocals are used. This can be accomplished by adjusting the monitor height stand, using a laptop or monitor riser or by using books underneath to raise the monitor/laptop.

➤ **Your laptop should be elevated 6-12 inches above the desk.**



Keyboard/Mouse



Do not type directly off of the laptop keyboard. If you have external input devices (keyboard, mouse) be sure to use those separately with the laptop. This will keep you from being hunched over. Therefore, not putting strain on your neck and back.

- Type lightly on your keyboard while maintaining wrists, hands, and fingers in a neutral (flat) position
- Put the mouse close enough for your elbows to remain at 90 degrees, keep a relaxed hand
- If your keyboard has legs and they prevent you from having neutral wrists then drop the legs.
- To reduce contact stress to the forearms, use a gel wrist pad or roll up a hand towel and place in front of keyboard or mouse.



Foot Support

Employees, generally short in stature, whose feet do not reach the floor when sitting, require footrests. However, even individuals whose feet do reach the floor may benefit from footrests by providing alternative postures.

- Foot rests should be adjustable in height or of a standard height (2" to 5"). **Old phone books, boxes, and reams of paper when taped together** will often serve the purpose although lacking in some features.



Other Helpful Tips

STAY PUT

- Cabin fever might have you rearranging all of your furniture, but make sure to be consistent where you set up your computer workstation and stay put. This way you won't slip when it comes to working in proper posture, elevating your screen, and sitting up in a real chair.

- **Take ERGO BREAKS (3- 5 min):** Beyond checking the fridge or walking your dog, five minutes of standing up and walking around "will reset your body's natural position and prevent you from getting comfortable in the wrong position". Stand up and walk around for **5 minutes of every 1 hour of screen time** to prevent muscle tightness.



- **Make sure to work off a good table surface**

Although it might be tempting to splay out on your sectional, working from your sofa is one of the worst things you can do for your long-term back health. It's very difficult to maintain both cervical and lumbar lordosis (curves) while sitting on any kind of couch for extended periods of time. Maintain spine health by going for a chair or a barstool during working hours.

- Not a coffee table, the kitchen bar, a recliner, or extremely high surfaces unless standing

- Spending long periods looking at computer, phone, or tablet screens can strain the eyes. Using the **20-20-20 rule** can help to prevent this problem. The **rule** says that for every 20 minutes spent looking at a screen, a person should look at something 20 feet away for 20 seconds.



- **HYDRATE! HYDRATE! HYDRATE!**

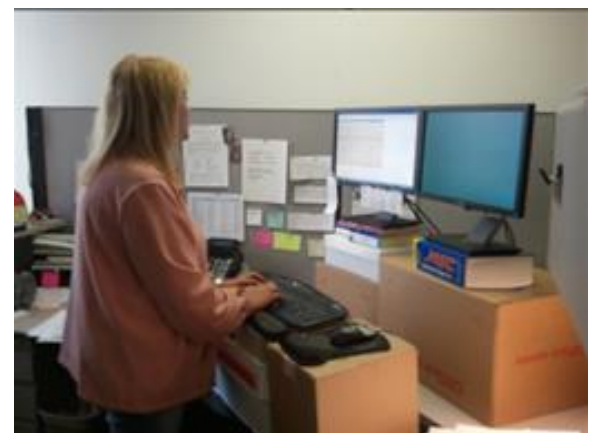
Remember the 8 X 8 Rule! Health authorities commonly recommend eight 8-ounce glasses, which equals about 2 liters, or half a gallon. This is called the 8x8 rule and is very easy to remember. Your body uses water in all its cells, organs, and tissues to help regulate its temperature and maintain other bodily functions. Because your body loses water through breathing, sweating, and digestion, it's important to rehydrate by drinking fluids and eating foods that contain water.



- **GET CREATIVE WITH POSTURAL CHANGES!**

Examples include:

- Stand up to answer the phone
- Create a standing workstation in your own home
- Rotate and flex ankles while working
- Just MOVE!



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- **Choose a few stretches** below to complete 1x every hour or complete all stretches as a routine throughout the day to promote energy and reduce muscle tension.



UPPER TRAP STRETCH - HAND BEHIND BACK AND TOP OF HEAD

Begin by retracting your head back into a chin tuck position. Next, place one hand behind your back and gently pull your head towards the opposite side with the help of your other arm.

Repeat 3 Times
Hold 15 Seconds
Complete 1 Set
Perform 3 Time(s) / Day



LEVATOR SCAPULAE STRETCH -HAND BEHIND BACK AND TOP OF HEAD

Place your arm on the affected side behind your back and use your other hand to pull your head downward and towards the opposite side.

Repeat 3 Times
Hold 15 Seconds
Complete 1 Set
Perform 3 Time(s) / Day

You should be looking towards your opposite pocket of the target side.



RHOMBOID AND MIDDLE TRAP STRETCH -CLASPED HAND

Interlace your fingers and then draw your hands forwards until a stretch is felt along your upper back.

NOTE: You can vary the angle of your arms downward to stretch different muscle fibers along your back.

Repeat 3 Times
Hold 15 Seconds
Complete 1 Set
Perform 3 Time(s) / Day



Wrist Flexion Stretch

With arm of affected side extended in front of body with palm facing down, let affected wrist drop downward. Using hand on unaffected side, apply gentle downward push on affected hand, stretching the affected wrist downward. Hold this position for 5-10 seconds then relax wrist.

Repeat 3 Times
Hold 15 Seconds
Complete 1 Set
Perform 3 Time(s) / Day



Wrist Extension Stretch

With arm of affected side extended in front of body with palm facing down, lift affected hand at wrist as far as possible using non - affected hand. At the end of the motion, the wrist should be extended so that you palm is facing outward as if you were telling someone to stop. Hold this stretch for 5-10 seconds.

Repeat 3 Times
Hold 15 Seconds
Complete 1 Set
Perform 3 Time(s) a Day



SHOULDER ROLLS

Move your shoulders in a circular pattern as shown so that you are moving in an up, back and down direction. Perform small circles.

Repeat 3 Times
Hold 15 Seconds
Complete 1 Set
Perform 3 Time(s) / Day



Scapular Retraction

Sit next to a table with your arm resting comfortably on the table. Keep your body upright and try to push your shoulder blades together. Hold for a few seconds then relax.

Repeat 3 Times
Hold 15 Seconds
Complete 1 Set
Perform 3 Time(s) / Day



SEATED HAMSTRING STRETCH

While seated, rest your heel on the floor with your knee straight and gently lean forward until a stretch is felt behind your knee/thigh.

Repeat 3 Times
Hold 15 Seconds
Complete 1 Set
Perform 3 Time(s) / Day



SEATED LOW BACK STRETCH

While sitting in a chair, slowly bend forward and reach your hands for the floor. Bend your trunk and head forward and down.

Repeat 3 Times
Hold 15 Seconds
Complete 1 Set
Perform 3 Time(s) / Day



STANDING CALF STRETCH - GASTROC

Start by standing in front of a wall or other sturdy object. Step forward with one foot and maintain your toes on both feet to be pointed straight forward. Keep the leg behind you with a straight knee during the stretch.

Repeat 3 Times
Hold 15 Seconds
Complete 1 Set
Perform 3 Time(s) / Day

Lean forward towards the wall and support yourself with your arms as you allow your front knee to bend until a gentle stretch is felt along the back of your leg that is most behind you.

Move closer or further away from the wall to control the stretch of the back leg. You can also adjust the bend of the front knee to control the stretch as well.



SEATED PIRIFORMIS STRETCH

While sitting in a chair, cross your leg with the ankle of one foot on the knee of the other.

Next, pull the top knee upward towards your opposite shoulder for a stretch.

Repeat 3 Times
Hold 15 Seconds
Complete 1 Set
Perform 3 Time(s) / Day



STANDING BACK EXTENSION

Standing near your desk or work area, place your palms against your low back. Lean your upper body back, without arching your neck

Repeat 3 Times
Hold 15 Seconds
Complete 1 Set
Perform 3 Time(s) / Day

CORRECT SITTING POSTURE



Incorrect
Position