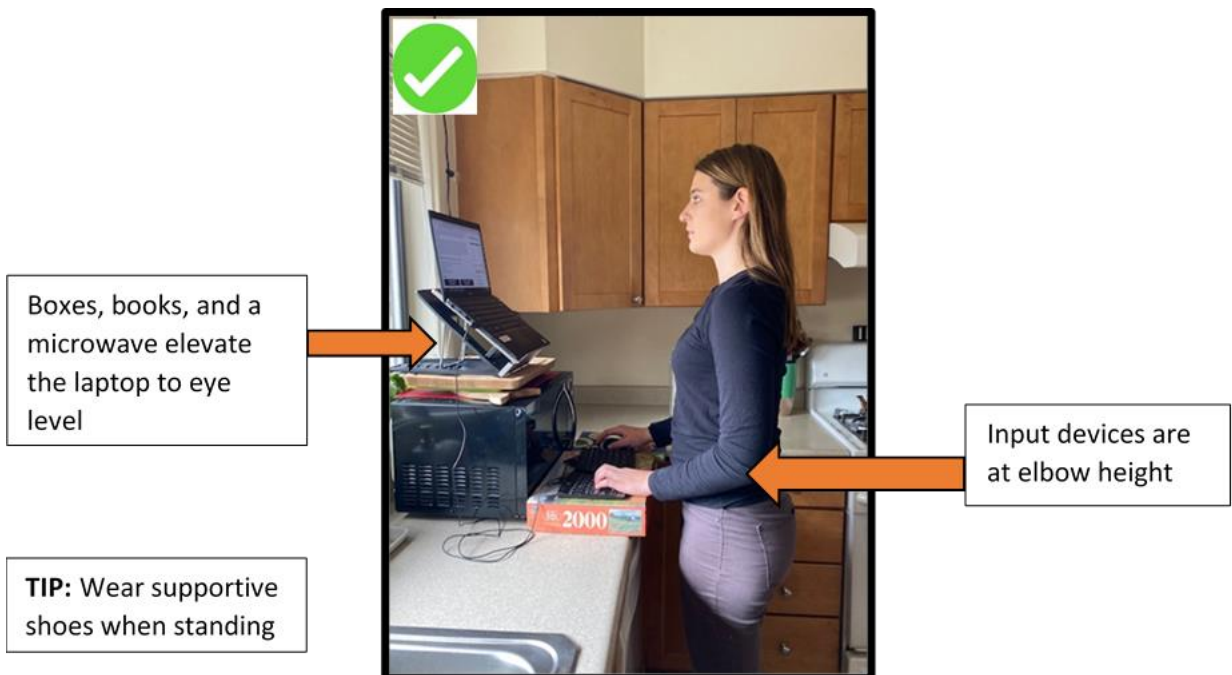
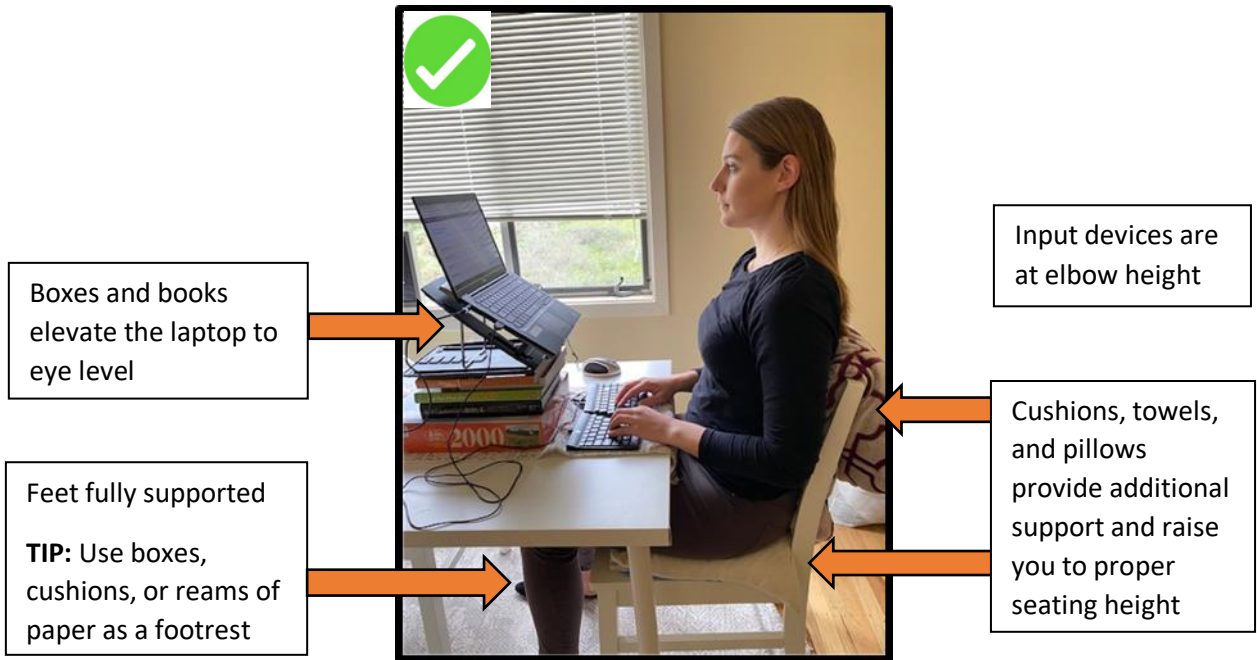


<p>For those who find themselves working from home, here are some tips to follow to stay healthy and safe while using a computer.</p>	
Designated Space	Create space at a desk or table that can be dedicated for computer use. Avoid sitting on a bed or couch.
Monitor	Use a separate monitor, keyboard, and mouse; if using a laptop place this on a stand or on books at eye level Laptop Use and Set up (pdf). Position the screen so you can easily read it, typically 18"-30" away. See other Viewing Temporary Solutions (pdf).
Keyboard and Mouse	Connect the laptop directly to a monitor or place the laptop on a stand and use an external keyboard and mouse. See other Typing and Mousing Temporary Solutions (pdf). Also, consider using speech recognition.
Chair	Use a chair with back support. For a kitchen or dining chair, insert a seat cushion and roll up a soft towel or blanket to place in your low back area. See other Sitting Temporary Solutions (pdf).
Phone	Use a headset, speakerphone, or microphone/voice activation. Use computer audio for conference calls.
Lighting	Position your computer at a 90-degree angle from any windows. Use room and task lighting as needed.
Plan your Day	Establish a schedule / routine. Make sure that we don't socially distance ourselves away from the work environment. Being able to connect to support one another's concerns is important. Use Zoom meeting to communicate with your team.
Breaks	Take breaks away from your work area to drink water, eat lunch, and change your postures. Incorporate stretch breaks throughout the day using ZOT Stretches .
Training	Take the online Ergonomic Computer and Office eCourse for help with real-time adjustments you can make at any workstation. Our eCourse provider, Cardinus, also has an application available to download it for iOS or Android .
Supervisor	Work with your supervisor to discuss any equipment needs and telecommute agreements.
Equipment	Fill out this form to request a Laptop Loaner from OIT . Laptop stands, keyboards, mice and more ergonomic products can also be found in the UCI Amazon Ergonomic Idea List .
Additional Resources	For more information on the Ergonomics Program, visit ZotPortal: Ergonomics Main Page . For questions on Ergonomics, please email safety@uci.edu .
More on Wellness	Mindfulness in the Times of Stress from UCI Susan Samueli Integrative Health Institute Go about your normal work day routine of getting plenty of sleep and getting dressed in the morning.

Using a table or counter with your equipment at the right height for you will place the least amount of strain on your body. Risk of injury decreases, and you can work longer and more efficiently.



(Content: UCSF & UCB Ergonomics Programs and Cardinus Risk Management; Images: K. Ingman & K. Amlie)