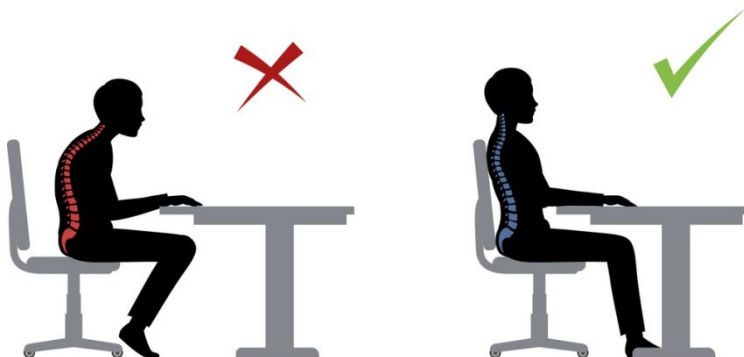


TELECOMMUTING OFFICE SAFETY GUIDELINES

This guide provides ergonomic tips and recommendations for working safely from home, temporary workstations, or other remote areas. Reference this guide to help **Set Up** your work area safely, practice safe behaviors while you **Perform** work, and take time to **Recover** to reduce the risk of injury and fatigue.

Take time to **Set Up** your home workstation, so that:

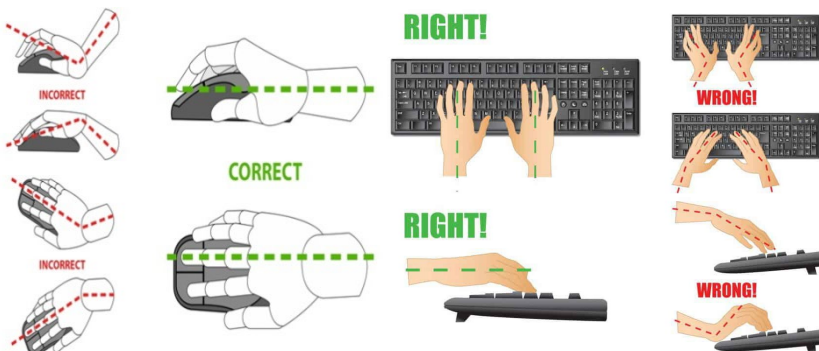
- ☐ When seated, your feet are flat on the floor. Your thighs should be parallel to the floor.
- ☐ When seated, your upper and lower back are supported.
- ☐ The top of your monitor is at eye level to minimize head tilt/neck strain.



Use proper body alignment when working from non-standard workstation environments.

Perform your work to minimize strain to your wrist, neck, and shoulders:

- ☐ Your shoulders should be relaxed and your arms should be at a 90-degree angle (parallel to the ground with wrists straight).
- ☐ Maintain proper wrist alignment when typing/mousing.
- ☐ Use your arm and not your wrist to move the mouse.



Options to Consider



Footrest

Support feet on a firm surface. Use a footrest, box, or reams of paper.



Monitor

Elevate monitor/notebook to eye level. Use a notebook stand, box, or reams of paper.



Chair

Adjust chair to support your lumbar. Use a lumbar support, pillow, or back rest.

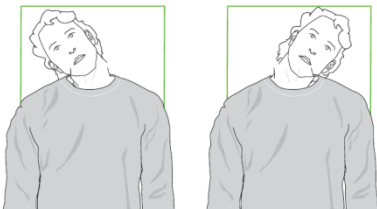
TAKE TIME TO RECOVER

Since we will not be working at our normal work locations and workstations with all of the ergonomic equipment, it is essential to take more frequent breaks to allow your body to recover. Take 30-second microbreaks at least every 30-minutes and take your regular 15-minute breaks. Utilize the RSIGuard Stretch Break Software to reduce the impact of stress and fatigue.

Perform the following stretches as needed throughout the day:

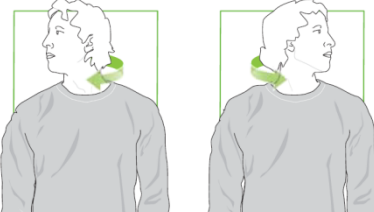
Head Tilt

Bring right ear close to right shoulder, hold, count to 7, repeat on left side. Do three sets.



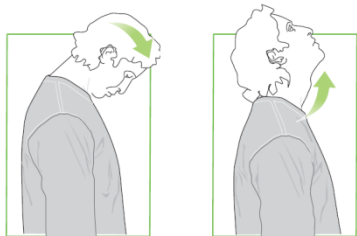
Head Pan

Rotate head to right, hold, count to 7, repeat left side. Do three sets.



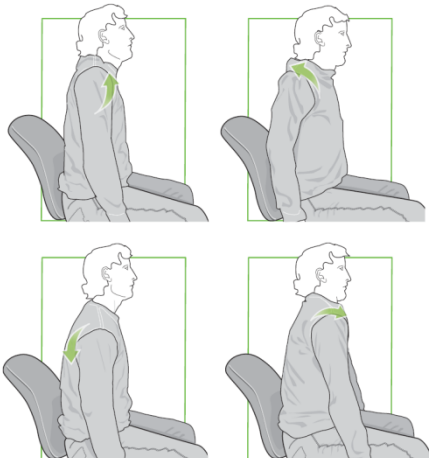
Chin Tip

Very slowly tip chin down to chest and hold to the count of 15. Very slowly tip chin upwards and hold to the count of 15. DO NOT bend your neck quickly or too far backward. Check with your doctor if you experience pain.



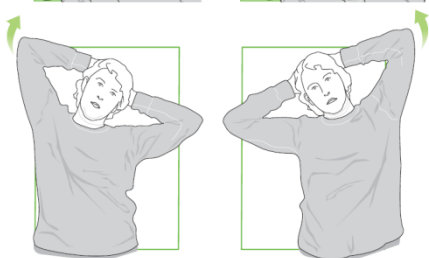
Shoulder Rolls

Pull right shoulder up, back, down and forward in a circular motion counting to 15. Repeat for left shoulder counting to 15. Repeat rolling both shoulders counting to 15.



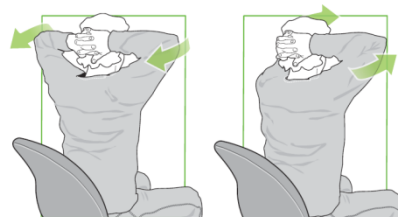
Elbow Point

Clasp hands behind head. Point right elbow up toward ceiling, hold and count to 7. Repeat with left elbow. Do the elbow point three times for each side.



Elbow Pull

Clasp hands behind head. Pull elbows together, hold and count to 7. Pull elbows back, out to side, hold and count to 7. Do three sets.



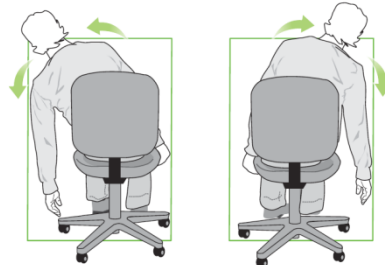
Shoulder Pull

Grab chair with left hand and reach right arm over left hip. Lean to the left and hold, count to 7. Repeat on the other side. Do the Arm Hug three times.



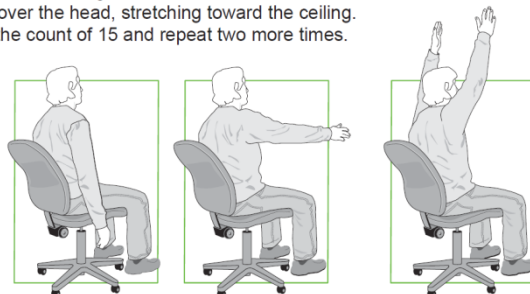
Waist Bend

Hold the edge of your chair seat with your right hand. Lean toward the left, keeping your upper body straight. Hold and count to 7. Change hands and grip the left edge of your chair seat, leaning right, holding to the count of 7. Repeat 2 more times.



Arm Reach

Start with arms straight at sides, raise them forward and upward over the head, stretching toward the ceiling. Hold to the count of 15 and repeat two more times.



Forward Bend

Sit on chair with feet flat on the floor. Slowly bend over allowing gravity to gently push you further. Count to 15 then very slowly straighten back up into starting position.

