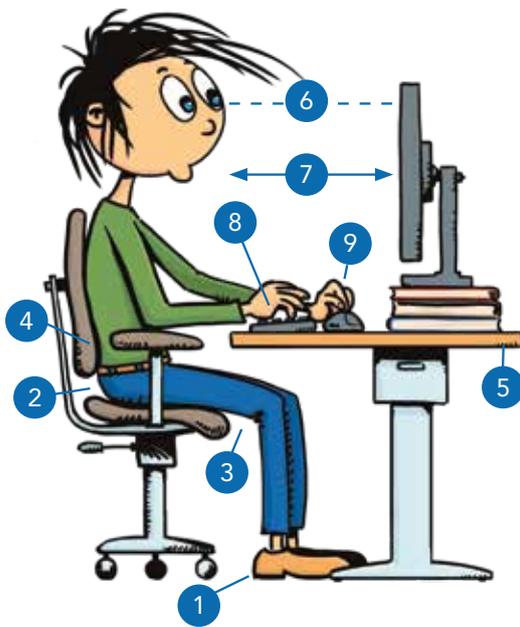


Ergonomics
at home

Teleworking in a healthy and comfortable way



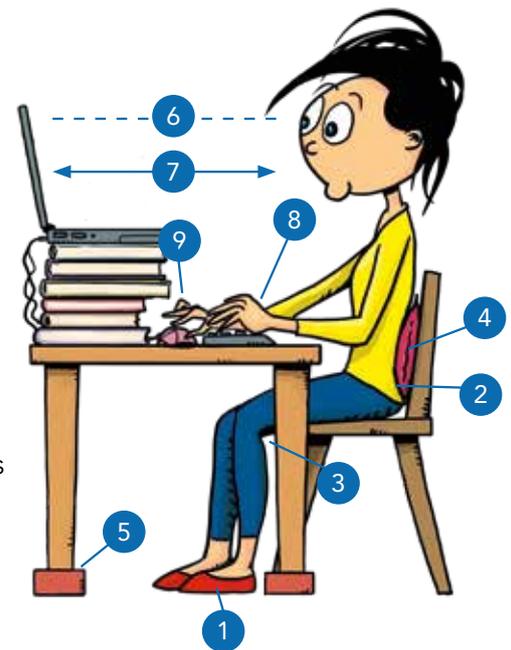
How to set up my desk?



Recommended situation for teleworkers

1. feet flat on the ground
2. seat height: pelvis above the knees
3. seat depth: leave a gap the size of your fist between your knee pit and the chair
4. lower back support: convex shape above the waistband
5. table at elbow level
6. top edge of the screen at eye level
7. viewing distance: an arm's length
8. keyboard: relaxed posture, support your hands and wrists
9. enough space to use the mouse
10. take regular breaks from sitting down

Solutions for unexpected telework



Tips for teleworkers

Teleworkers do not always have the same resources and possibilities at home that they do at the office. To make your home a comfortable and productive workspace, here are some tips!

1. Make sure you work in a closed off room

Pick a room in your house in which you can separate yourself from other residents. This way, you're less likely to be disturbed. Inform your partner/kids/other housemates about this office space. While picking a room, make sure it has enough lighting and depth. Being able to see more than 2m in front of you reduces eyestrain. Ideally, daylight should enter this room from the side to avoid having any sunlight in your eyes or on your screen.

2. Use appropriate furniture

The ideal home office is fitted with an adjustable desk chair, a sufficiently large table and a large screen with its top edge at eye level. But even if you do not own these kinds of things, you can create a comfortable workspace using some other objects you find around the house. For example, you can use a shoebox as a footrest; you can put a pillow behind your back for more support, place some books under your PC screen... When doing this, make sure everything is stable and safe. More tips like these can be found on www.verv.be

3. Switch up your tasks and your posture

It's useful to plan out your daily schedule during your workday at home. Doing this, you can switch it up between different tasks to keep productivity high. Also take into account your partner and children's schedule, it's always useful to match and coordinate these together. Sitting still for long periods of time is not healthy. Take a break from sitting by standing up and walking from time to time, calling while walking around, working while standing up... Moving is essential, also to your children. Let them play outside regularly (if possible) and take them for a walk or a bike ride as a break.

