

Protect Your Spine

Office Ergonomics while Teleworking

Posture

Maintain a neutral neck, relaxed shoulders, and low wrists

Elbows, legs, and hips should be kept as close to a 90-degree angle

Ensure the feet are supported by the floor (or another appropriate footrest)

Computer

The top of the computer screen should be placed at or a little below eye level

Hold off from using laptops on your lap to reduce stress on the neck while working down

Set up the monitor so that it is perpendicular to the spine

Chair

Choose a chair that offers support for the lower back and decreases pressure on the pressure points

If using a standard chair, utilize an added-up foam or supportive pillow for added cushioning

Activity Breaks

Switch from sitting to standing during the day to reduce neck pain

20-20-20 Rule: To reduce stress on the eyes and consequent headaches, look at an object that is 20 feet away for 20 seconds every 20 minutes

