

## ERGONOMICS FOR REMOTE WORK

*Tips to help you maintain a healthy working environment while working remotely*

### Designated Space and Routine

- Create a dedicated work area for computer use.
- Avoid sitting on a bed or couch.
- Plan out your day and establish a schedule / routine.

### Chair and Posture

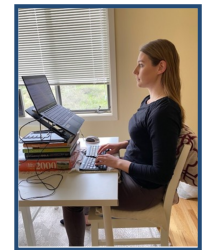
- Select a chair with a backrest that provides full support to your lower back. *(Helpful hint: Cushions, towels and/or pillows can provide additional support and raise you to proper seat height)*
- Sit with your hips and knees at a 90-degree (or greater) angle.
- Keep your feet flat on the floor (or use a footrest).



Sitting Posture

### Monitor, Keyboard and Mouse

- Place the monitor directly in front of you and position the top of the monitor screen at eye level.
- If using a laptop, place it on a stand or at eye level to maintain a neutral neck posture. *(Helpful hint: Boxes or books can be used to elevate the laptop to eye level)*
- Plug in an external keyboard and mouse, if possible.
- Place keyboard and mouse at a height where you can keep forearms, wrists and hands in a straight line.



Sitting Workstation  
Photo source: UCSF

### Work Area and Lighting

- Avoid resting your hand and elbows on the work surface.
- Use room and task lighting, as needed.



Standing Workstation  
Photo source: UCR

### Physical and Mental Breaks




- Take regular breaks away from your work area to eat lunch, drink water, and change your focus / posture.
- Plan on doing micro breaks to stand up, stretch or use a different set of muscles.

### Training and Resources

- Take the online training at [lms.ucdavis.edu](https://lms.ucdavis.edu)—Healthy Working (Code: DAHS-ERGO-ECO) via LMS Program.
- Contact Michael Galang, Ergonomic Specialist at 916-734-8840 (tel), 916-761-6791 (cel) or [mbgalang@ucdavis.edu](mailto:mbgalang@ucdavis.edu)
- See the next pages for ergonomic items from suppliers offering discounted pricing for all UC Davis Health employees.

If you are considering investing in workstation items for telework, here are some options which may assist with comfort. Please note, these items are ***not reimbursable by your department.*** The item description provided below is a synopsis of the details provided by the manufacturer. Review the website prior to purchase.

Computer Workstation Item	Item Description	Model #	Supplier
<b>Chair Accessories</b>			
	<b>Obus Forme Seat (seat cushion)</b> <ul style="list-style-type: none"> <li>Absorbs compression forces</li> </ul>	STBLKCA	officerelief.com \$66.00 includes shipping
	<b>Fellows Professional Series Back Support</b> <ul style="list-style-type: none"> <li>Middle and lower back support</li> <li>Adjustable</li> </ul>	FEL 8037601	officerelief.com \$45.49 includes shipping
<b>Footrest</b>			
	<b>Kensington SoleMate Plus Adjustable Footrest w/ Smart System</b> <ul style="list-style-type: none"> <li>Height and angle adjustable</li> </ul>	56146	officerelief.com \$49.99 includes shipping
<b>Keyboard/Mouse/10-Key Combo</b>			
	<b>Logitech Wireless Wave Combo MK550</b> <ul style="list-style-type: none"> <li>Curved keyboard and 10-key attached</li> <li>Right-handed mouse</li> </ul>	920-002555	officerelief.com \$84.99
	<b>Microsoft Comfort Curve</b> <ul style="list-style-type: none"> <li>Curved keyboard and 10-key attached</li> <li>Right or left-handed mouse</li> </ul>	Microsoft Comfort Curve Desktop 3000	amazon.com \$47.99
<b>Keyboard Tray</b>			
	<ul style="list-style-type: none"> <li>Lowers keyboard and mouse surface to decrease pressure on forearms, wrists and hands</li> <li>Large surface space for keyboard and mouse</li> <li>Rests 6" under the table</li> <li>Tray glides under table</li> <li>Easy assembly</li> </ul>	Stand Steady Easy Clamp On Keyboard Tray - Extra Large Size	amazon.com \$59.99 + Free Shipping

Computer Workstation Item	Item Description	Model #	Supplier
	<ul style="list-style-type: none"> <li>▪ For use only on non-beveled edge straight tables</li> </ul>		
<b>Monitor Stands/Risers</b>			
	<p><b>VyRyte VyRyser2 Plus Monitor Riser</b></p> <ul style="list-style-type: none"> <li>▪ Assists elevating monitor to appropriate viewing level</li> <li>▪ Stackable and available in 2” increments</li> </ul>	4855	officerelief.com \$9.57 includes shipping
<b>Document Holder</b>			
	<p><b>Fellowes Booklift Copyholder</b></p> <ul style="list-style-type: none"> <li>▪ Designed for large manuals</li> <li>▪ 2 adjustable clips to hold pages open</li> </ul>	FEL 21100	officerelief.com \$10.49
	<p><b>NoteTower Monitor Mount</b></p> <ul style="list-style-type: none"> <li>▪ Mounts on sides of monitor</li> <li>▪ Rubber strip to protect surfaces when clamped on</li> </ul>	NoteTower Monitor Mount	amazon.com \$19.99

For additional workstation items, please visit Office Relief [www.officerelief.com](http://www.officerelief.com) or [www.amazon.com](http://www.amazon.com)