# THE IDEAL HOME OFFICE SETUP

If you're one of the tens of millions of workers told to work from home to stop the spread of the coronavirus, you may have found yourself setting up a makeshift home office. Setting up a proper workstation is vital to avoid any fatigue or add uncessary physical strain or stress. If you're working from your bed or couch or pecking away at the laptop in dim lighting, here's why you may want to rethink your new home set-up.

GOOD ERGONOMICS

1 Hands, wrists and forearms should rest in a straight line, roughly parallel to the floor.
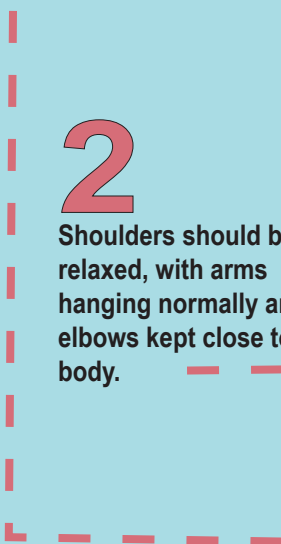
2 Shoulders should be relaxed, with arms hanging normally and elbows kept close to the body.

3 The head should be facing forward and balanced level on the neck. The back should be straight and vertical or leaning back slightly, with the lumbar region, or lower back, well-supported.

4 Hips should be at an angle of 90-135 degrees, with thighs approximately parallel to the floor, knees at approximately the same height as the hips, and feet resting on the floor or supported by a footrest
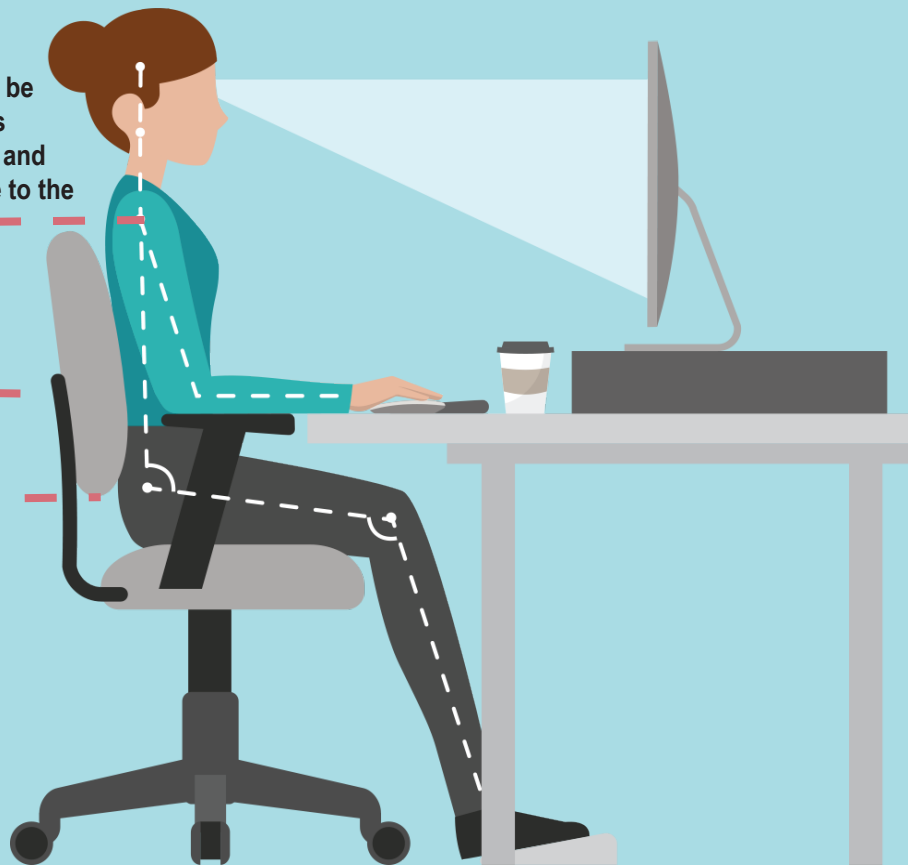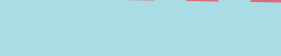
✓ Sit up straight   ✓ Look Forward   ✓ Feet on the Ground

5

Standing - is also good when the worker's legs, torso, neck and head are approximately in line and vertical. Experts agree that varying your posture throughout the workday is critical. The key is to break up the workday with stretching, walking and a variety of postures.

It's easy to fall into the trap of sitting at your desk all day. If you're on a conference call, stand up, move around a little bit. Experts recommended setting an alarm to go off every 50 minutes, then getting up and taking a break for the remainder of the hour. Some experts recommend standing and stretching every 20 minutes. One of the nice things about being at home is being able to sit and stand and mix it up.
The worst offenders are people trying to work from their couch or bed.
You will never get proper support on your couch or bed.

50-60 cm

40-45^0

90-100^0
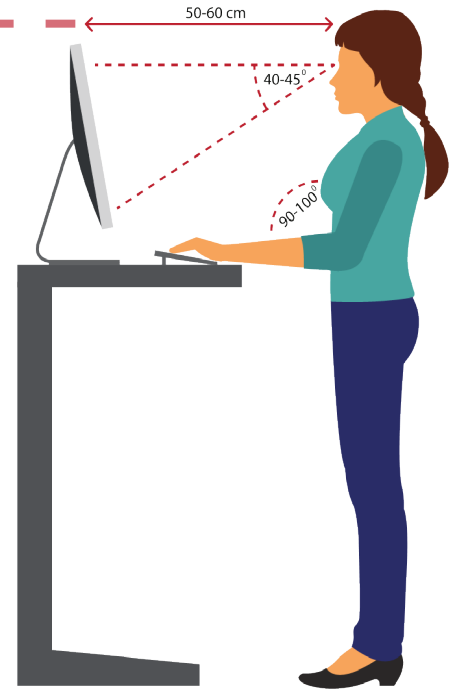
WORKSPACE TIPS

Lighting - Newly remote workers should first find a dedicated work area. "Find somewhere in your home where you can work as … if you were working in the office. Somewhere with good natural light is ideal.The quality of illumination is one of the most important environmental considerations for a home-office computer workstation "Glare from light fixtures or windows reflecting on the display can wash out images, making it difficult to clearly see the screen, and lead to eye fatigue. Arrange workstations to minimize glare from overhead lights, desk lamps and windows

Break Away - If you are working from home you should try to eat lunch in your kitchen or dinning area instead of at your desk. Break times for computer users should consist of frequent stretching exercises of the fingers, hands, arms and torso. Taking a call outside will help you break away from the indoors and soak up some Vitamin D and fresh air.

Headphones - Traditional telephone use can also contribute to the development of musculoskeletal disorders, especially with frequent or prolonged use. Prolonged conversations with the phone pinched between the shoulder and head may cause stress and neck pain. Using a hands-free headset or headphones is highly recommended by experts and it will also help filter out background noise. If you're listening to music be sure your volume does not exceed 60-85 decibles.

Proper chair settings - It's important to learn how to use your chair if it's adjustable. The height of the chair should allow your feet to be on the floor or on a footrest. The back of the chair should be adjusted so that the lumbar support is positioned slightly below your belt line.

The average kitchen table is too high to be ergonomically sound. Chairs should be raised so that your elbows are at the same height as the table, and a footrest should be used if your feet are dangling. A lot of people perch at the edge of their chair because the table is too high. If you have a footrest, it pushes you back in your chair so that your back is supported. A slight recline when sitting is preferable to sitting up straight. Most people think, incorrectly, that they should be sitting with their back at 90 degrees but a slight recline will take the pressure off your hip flexors. Placing a rolled towel behind your pelvis for lumbar support or a thin pillow on your seat can make an ordinary chair much more comfortable.

No Huntching - The most critical component of your workstation, other than being in the best location in your home to set up shop for the next couple of months, is the monitor and keyboard.

The key barrier to working comfortably with a laptop is that everything is in a very small package, with the result being that we start to lean into the laptop. The monitor is the key to everything you want to look straight ahead while you are working. The monitor screen should be directly in front of the user. Positioning the monitor off to one side forces the user to twist his/her neck or torso. The top of the screen should be positioned at eye level or just below eye level. This permits the head to be balanced on the neck, level or bent slightly forward.

Options for newly remote workers who were unable to prepare for working from home include using a home desktop computer, purchasing a new monitor, appropriating a monitor from the office, or buying a wireless keyboard and mouse and raising the laptop to eye level in order to prevent hunching. inexpensive laptop riser will allow the laptop monitor to be brought to eye level. Books will also do the trick. Some people are getting creative and have plugged their laptops into the HDMI port on their television in order to use their TV as a monitor.

Stay healthy and safe!