Winter Wellness Wonderland
<table>
<thead>
<tr>
<th>Date Range</th>
<th>March 2020</th>
<th>Summer 2020</th>
<th>Fall 2020 to Jan 21</th>
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<tr>
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<td>Lock Down, Employees Sent Home</td>
<td>Some Lock Down Restrictions Lifted</td>
<td>Some Restrictions Continue While Waiting for Vaccine</td>
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<td>Working Remotely From Home</td>
<td>Still Working Remotely From Home</td>
<td>.....Still Working Remotely but Departments Have a Few Employees</td>
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<td>Hurried Makeshift Home Offices, Need Items From Campus Office</td>
<td>Changes Been Made to Home Office</td>
<td>Alternating Working on Campus a Couple Days a Week</td>
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<td>Back, Neck, Wrist and Other Muscle Aches and Pains;</td>
<td>Periodic Muscle Aches and Pains</td>
<td>When Working on Campus, Problems Occur When Office Furniture,</td>
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<td>Stressful Adjustment for Employee and Family</td>
<td>Most Adjusting to the Rhythm of Working Remotely</td>
<td>Equipment, Documents are at Home</td>
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<td>Periodic Muscle Aches and Pains</td>
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<td>A Small Number of Employees Find its Too Stressful to Work Remotely</td>
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LOCATION, LOCATION, LOCATION as well as Layout, Furniture, Lighting

“Fitting the machine to the worker and the worker to the machine”
Where to Start

• What Space is Available/Have You Been Using?
  • Dedicated space is best
  • Separate your work life from your home life

• What Equipment/Furniture Do You Have?
  • Were you able to bring items from your office?

• What Hurts?
  • If it hurts, that is your clue as to where to focus your efforts

• What Type of Work Do You Do?
  • Is it solely on the computer, multiple monitors, use paper documents, other
Achieve a Balance

• Look for a BALANCE in comfort, function and flexibility

• Your workspace should change or evolve over time to meet your current needs

• Recognize what works TODAY may not work NEXT WEEK or NEXT MONTH, or NEXT YEAR as your body, health, work duties, work load or family conditions change

• Before Pandemic working from home was generally a few hours on the weekend or sometimes in the evening

• Be extra aware of your posture and routines
CREATE A DEDICATED WORK SPACE

- Allows you to mentally identify WORK TIME versus HOME TIME

- SAVES TIME - Minimal to no adjustments or rearranging must be done before beginning your work shift

- DON’T USE A COUCH AS YOUR WORK STATION
  - Sitting for long periods on a couch using a laptop could lead to muscle aches and numbness
Working Surfaces

• Dining Room Table, TV Tray, Traditional Wood Desk, Card Table
  ➢ Work surface height is most important
  ➢ Most office desks are too high (28 to 32 inches)
  ➢ Most home tables are lower and a keyboard tray not needed
  ➢ Enough surface to hold computer equipment, paper, supplies
  ➢ What does your work require you to use the most? Keyboard, mouse, stylus?

• Stand-up Desks or a High Counter
  ➢ Standing puts more of a strain on your body than sitting
  ➢ Optimal use is 20 minutes of seated work followed by 8 minutes of standing followed by 2 minutes of movement (Alan Hedge, Professor Cornell University)
  ➢ Each time the desk height is changed, you must adjust all your other workstation components
Chairs

• Chair
  ➢ Aim to have feet flat on floor or use footrest
  ➢ Footrest substitutions - box/bin, yoga blocks, bricks, high heels
  ➢ Slight backward lean to your body
  ➢ Lower back support important (rolled towel, pillow)
  ➢ Seat pan should not hit back of knees
  ➢ Use towel, blanket or a seat cushion on a kitchen or dining chair

• Spend money to purchase an ergonomic chair first

• Chair Features
  ➢ Fully Adjustable -- seat height, armrests, lumbar support
  ➢ Five legs for stability
  ➢ Long Warranty (most inexpensive office supply chairs are for limited use - about two hours per day)
  ➢ Not every chair labeled ergonomic is ergonomic
Monitor Placement

• Most natural position is for humans to look down slightly when reading.
• Top of the monitor should be at or slightly below eye level. Aim to read the middle of your screen.
• Use a monitor riser, books, sturdy boxes to raise monitor.
• Raise your chair if the monitor is too low.
• Place your fingers on home row of the keyboard, take one arm and reach out to the monitor, your fingers should just barely touch monitor. If you have a large screen monitor it may require a distance greater than arm length for proper positioning.
• If you wear corrective eyewear, the distance you can view the monitor with minimally moving your head up and down and from left to right is the distance best for you. If not, you may need to enlarge the text.
• Proper placement will eliminate or minimize eye strain and neck strain.
Multiple Monitor Placement

• Two Monitor Screens
  ➢ Line up side by side without a gap and tilt slightly in toward each other
  ➢ If both used equally, center them so your head is in the middle
  ➢ If one used more than the other, offset the one less used so you can view the one used most more directly

• Three Monitor Screens
  ➢ The monitor used most frequently should be placed in the middle. Place the other two as close to the middle monitor and slightly tilt towards you.
If you are a hunt and peck typist the tabs underneath the keyboard may be raised out.

If you are a trained typist, keep the keyboard flat.

Avoid anchoring the wrist on the work surface.

Mimic your hand resting position while in your lap when using the keyboard and mouse.

Maintain a level arm position between your elbows and wrists.

Keep mouse as close to center of body as possible.

Minimize reaching for keyboard or mouse to prevent overextending your arm.
LAPTOPS

• Difficult to Impossible to Adjust
  ➢ Keyboard and mouse are one piece
  ➢ Long periods of use will cause muscle skeletal discomfort and pain
  ➢ Use a laptop stand and use an external keyboard and mouse
  ➢ Detached keyboard, mouse and a larger monitor screen use still require proper body and head placement
  ➢ Touch Screen can be as damaging to wrists/fingers as a mouse
  ➢ Be careful when charging battery, make sure its not overheating
Best to have natural light in front of or next to work surfaces and computer screens to avoid **glare** and maximize your outside views.

Position your workstation facing north or south so that the sunlight doesn't throw a shadow at any point in the day.
Use a desk lamp that shines down on paperwork rather than on the computer screen.

Tilt your monitor so you don’t bend your neck.

The monitor should be the brightest thing in the space.

Do not use extension cords or run cords under rugs or carpet.

LIGHTING YOUR WORK SPACE
20/20/20 Rule
For every 20 minutes spent looking at the computer screen you should spend 20 seconds looking at something else 20 feet away

Tilt monitor screen(s) to reduce glare and achieve proper head positioning

As your prescriptive eyewear changes you will need to make adjustments to your monitor

EYE SAFETY
ANY QUESTIONS??