

Telecommuting Tips

Do's

- **Do sit in a neutral posture –** Sit with hips, knees, elbows, and ankles at a 90° angle and feet flat on the floor
- **Do have a designated work area –** move items that are frequently used close by to reduce overreaching
- **Do avoid glares while looking at a computer –** position the screen perpendicular to windows or close the blinds. Avoid working under bright lights
- **Do visit the OSHA Computer Workstation eTool for other ergonomic related topics -** <https://www.osha.gov/SLTC/etools/computerworkstations/index.html>

Don'ts

- **Don't hunch over your work station –** raise the top of the screen at or slightly below eye level. Sit with lower back supported and shoulders straight
- **Don't turn a bed or couch into an all day workstation –** having your legs or full body in a vertical position all day can lead to muscle numbness and discomfort
- **Don't rest wrists, arms, or elbows on surfaces while typing –** reduce contact stress by floating wrists, arms, and elbows while typing and resting them while reading or viewing
- **Don't forget to take breaks –** take a 1 to 2 minute microbreak every 20-30 minutes to reduce strain and repetitive motions.