



Entrac

LEADER IN **ERGONOMICS**
AT WORK

ERGONOMICS AND TEMPORARY WORK FROM HOME

PRACTICAL GUIDE

Under the present circumstances, many of you will work from home. If this way of working is new to you, you may not have a space specially set up for telework.

To help you be comfortable and efficient in **temporary teleworking mode**, here is a practical guide including recommendations, tips and advice for dealing with this reality.

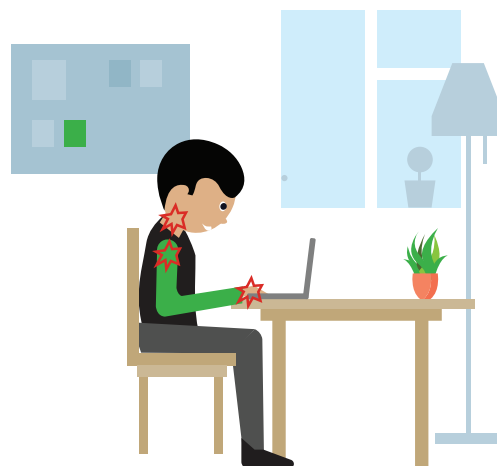
1. **HOW TO WORK WITH YOUR LAPTOP**
2. **HOW TO SET UP AND ADJUST YOUR TEMPORARY WORKSTATION**
3. **WHERE TO WORK AT HOME**
4. **TIPS AND TRICKS TO BE EVEN MORE ERGONOMIC**



1. HOW TO WORK WITH YOUR LAPTOP

A laptop has many advantages, particularly in terms of mobility. On the other hand, it is unsuitable for prolonged work because of the postural constraints involved: flexion of the neck, abduction of the shoulders, mechanical pressure, etc.

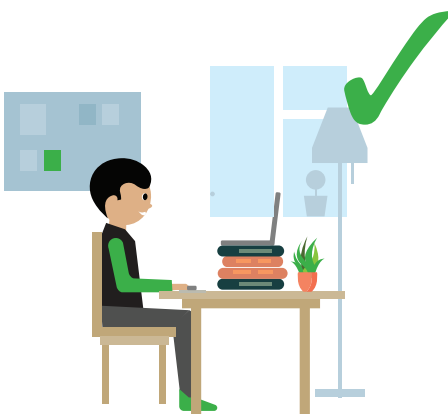
Tip #1 Use auxiliary equipment



2 options

available to you when using an auxiliary keyboard and mouse:

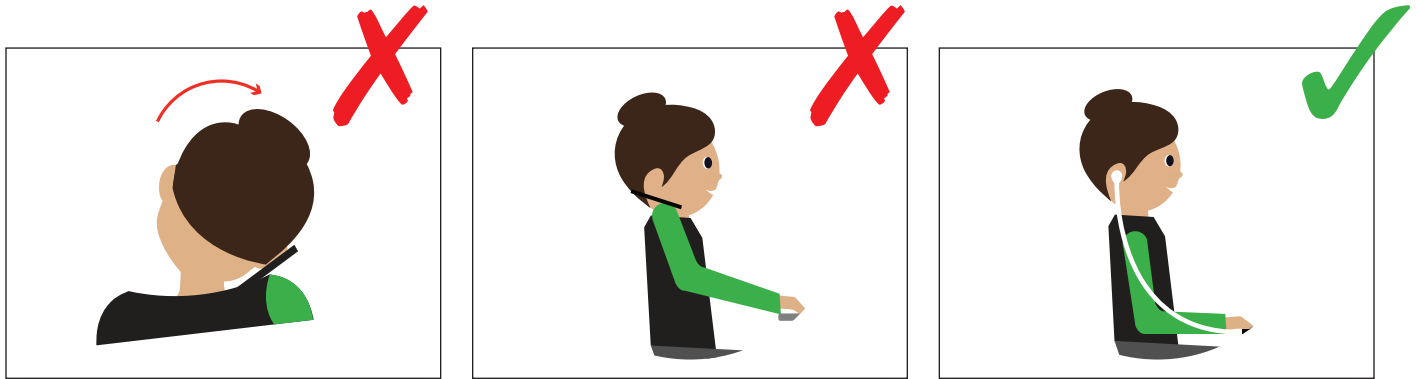
- A stand to raise your laptop
- An external screen to optimize the display of information.



These strategies will allow you to keep your head straight and minimize prolonged neck flexion.

Tip #2

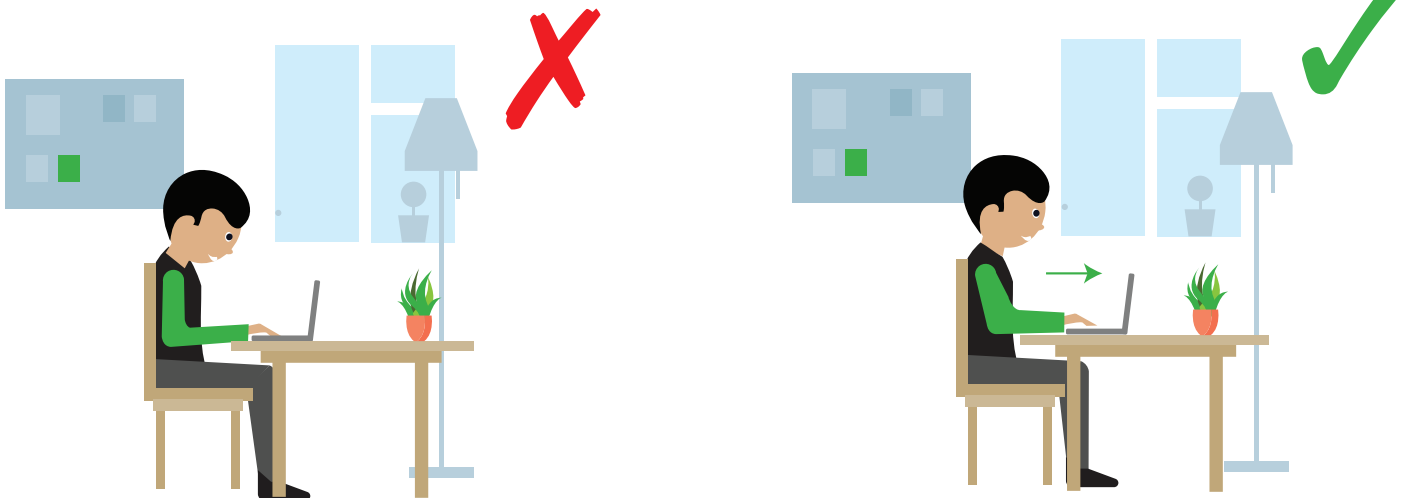
Use your headphones



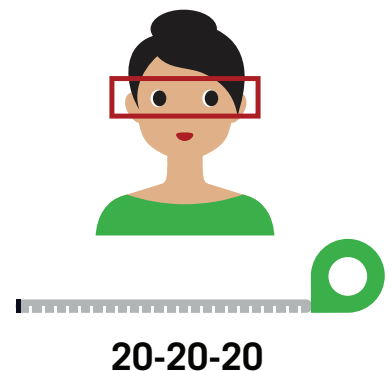
You don't have access to this equipment? No problem, here are

3 alternatives

- Push back the computer to fully support your forearms on the table and reduce neck flexion

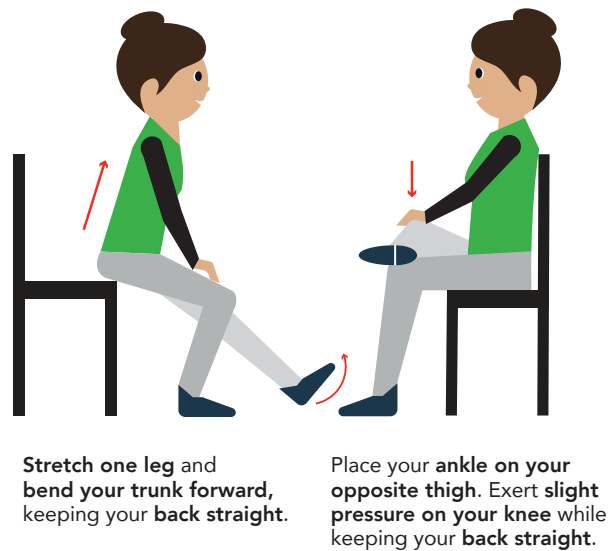
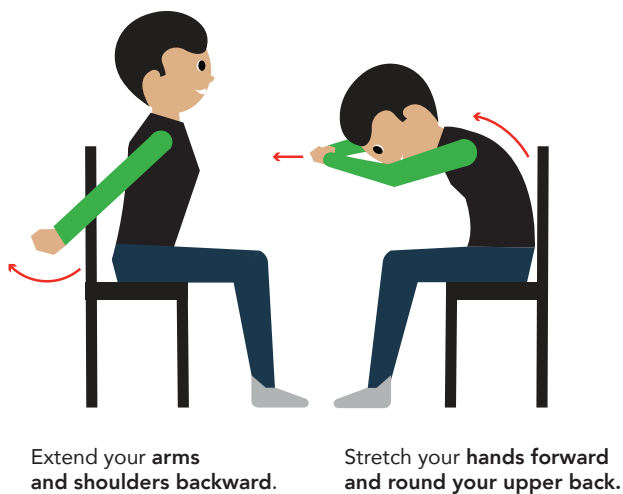
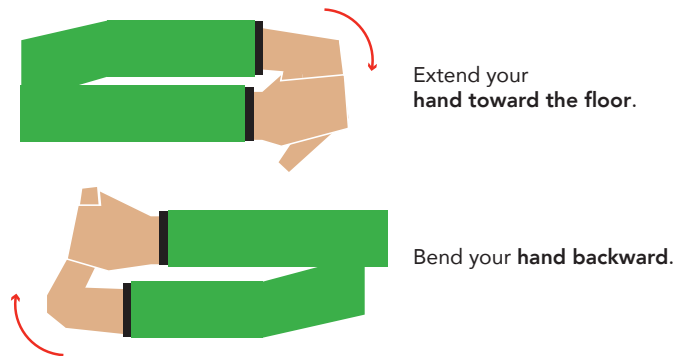
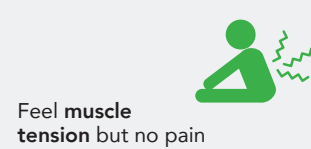
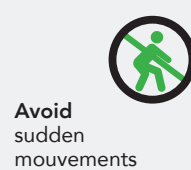


- Use the **20-20-20** rule to reduce eye strain and muscle fatigue
 - Every 20 minutes,
 - Look at an object at a distance of 20 feet (about 6 meters)
 - For 20 seconds
- Take regular **micro breaks** and stretch (next page)



Stretching Exercises

Four rules to follow:

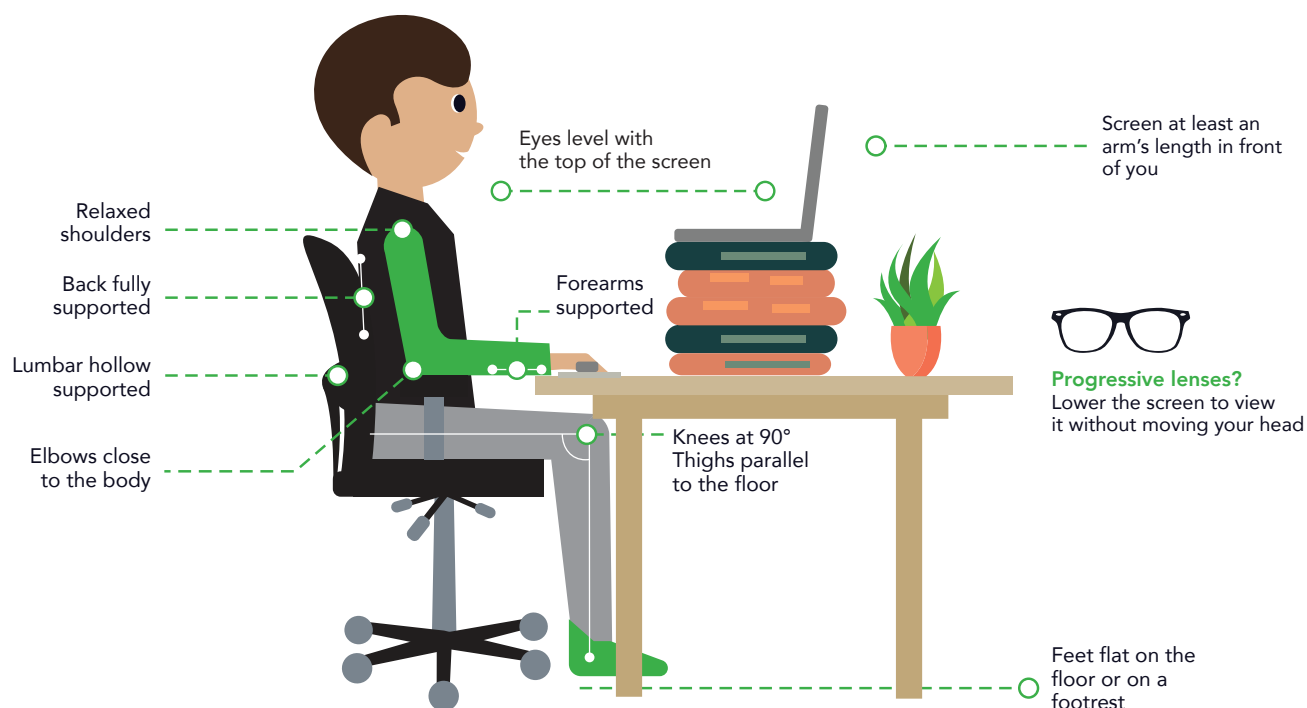


2. HOW TO SET UP AND ADJUST YOUR WORKSTATION

In telework, it can be tempting to settle down on your favorite couch. But you will quickly realize that this option, which may be comfortable at first, is anything but “ergonomic”.

“I have a work desk and an adjustable chair”

Tip
Adjust your position based on the guidelines below.

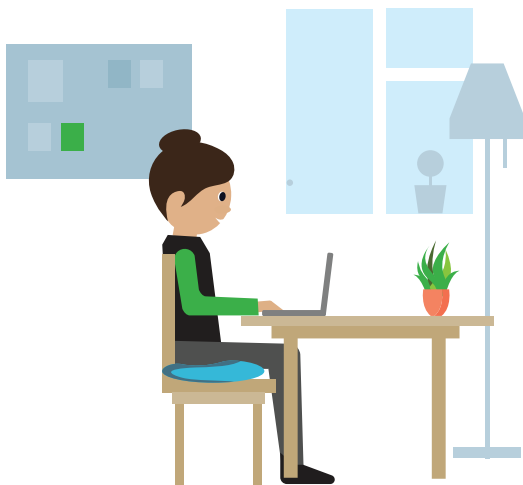


“I don’t have a work desk or an adjustable chair”

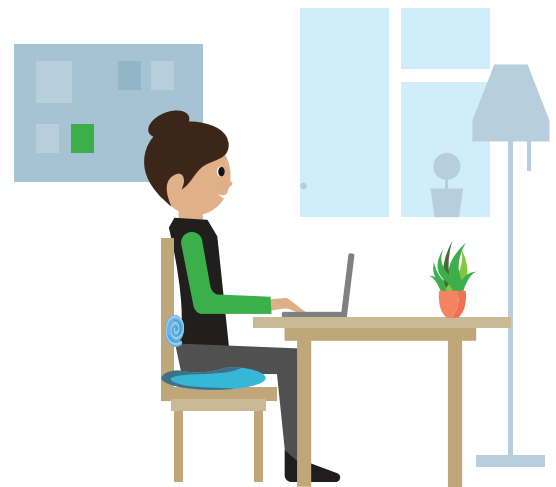
Alternative #1

Choose a flat and solid surface that allows you to place your computer directly in front of you with your documents nearby. The kitchen table is usually the best option.

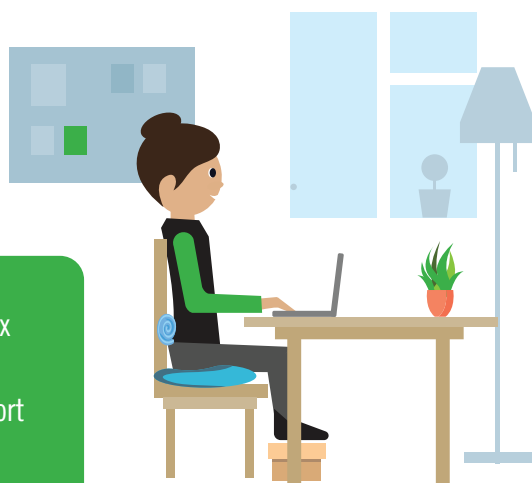
If you have to work on a kitchen chair, use:



A cushion or pillow on the seat to help you elevate yourself in order to reach the desired height: elbows at table-height.



A rolled cushion or towel to support the lower back. The goal is to keep your lumbar curve, like your office chair does.



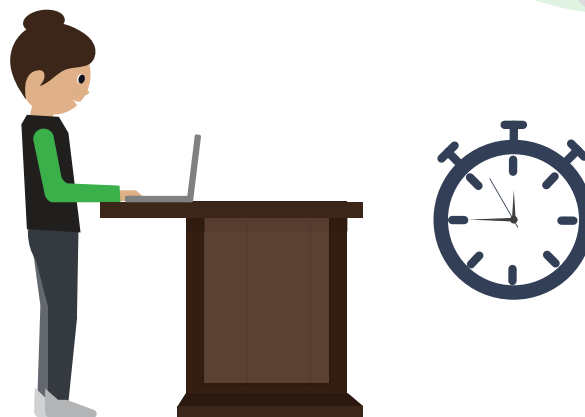
Books or a firm box on the ground to keep a good support for your feet.

Alternative #2



Vary your position regularly

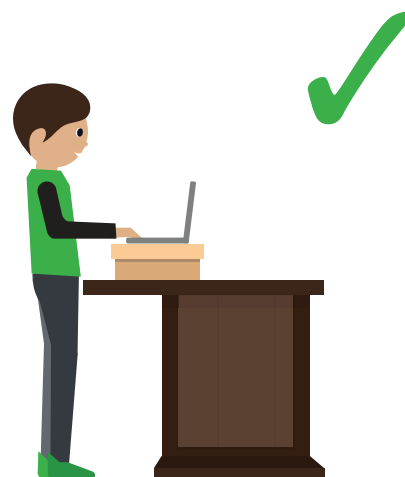
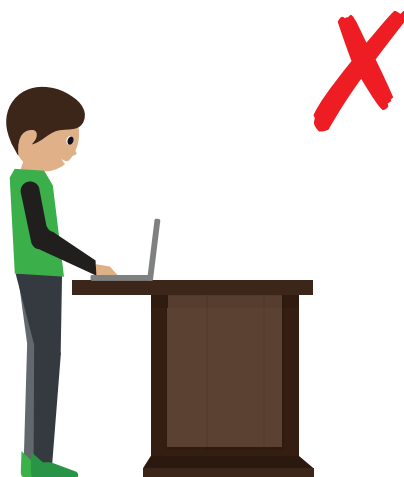
Boost your work by getting up regularly



Work **short periods** on the kitchen counter in a standing position.

Are you tall?

Raise your laptop with a box so that the computer is at elbow-height and your neck is better positioned



Avoid working on a high surface such as a counter with a stool, as these provide less back support and limited support for the feet.



3. WHERE TO WORK AT HOME

One of the keys to making telework fun and productive is to separate personal and professional life.

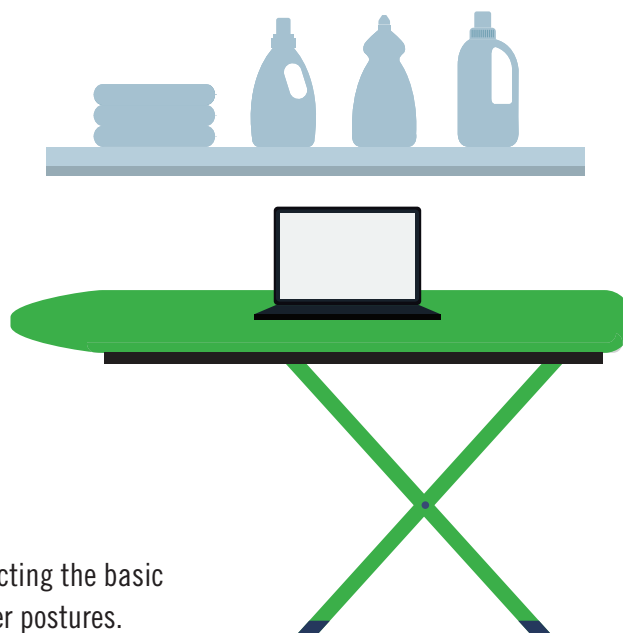
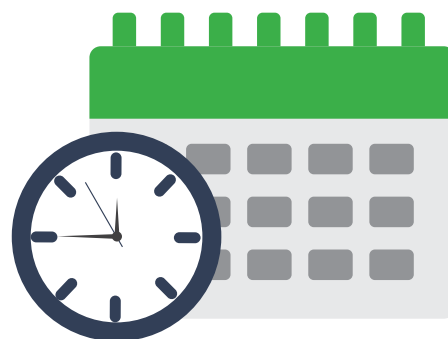
The border between these two universes remains a challenge for many. Here are a few tips :

Install your equipment in a **closed room or an isolated place in the house**

If this is not possible, here are

2 alternatives

- Plan a schedule with other family members
- Plan quiet times, suitable for videoconference calls or tasks requiring concentration.



Don't hesitate to be creative while respecting the basic principles in office ergonomics and better postures.

4. TIPS AND TRICKS TO BE MORE ERGONOMIC

1

Put shortcuts to the files that you use regularly on the desktop of your computer screen:

20% of the files for 80% of the work.



2



Apply the 20-20-20 rule

to reduce eye fatigue. Every 20 minutes, look away at a distance of 20 feet (6 metres) for 20 seconds.



3



Increase the speed of your mouse to reduce elbow and shoulder movements.

4

Use keyboard shortcuts instead of your mouse.

alt



Progressive lenses?

Lower the screen to view it without moving your head

5

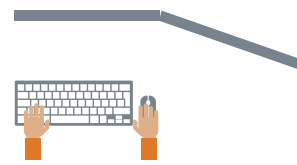
2 screens? Set them up side by side on the same level.

If the same % of use, put both screens in front of you.

If not the same % of use, put the lesser-used screen on the right.



6



Get up at least once every hour.



9

Hold **short meetings standing up.**



8

Change your **chair adjustments** regularly.



Stretch several times a day.

10

Working from home is an advantageous way of working for many, but certain aspects, including ergonomics, are to be taken seriously in order to ensure your comfort and efficiency.

Be sure to follow these practical tips.

We look forward to helping you!



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