



So you're telecommuting.....now what?

Although it may be temporary, it is the new norm for at least the immediate future. As such, it is important that we follow good habits when setting up our remote workstation or work area to make sure we keep our bodies and others around us healthy and safe. A dedicated workspace with desk, computer and adjustable office chair is ideal. However, that is not always feasible so it is imperative that you take the time to ensure your work area is set up properly.

Here are some tips and pointers for creating a healthy remote workstation:

- **Screen placement:** If you are using a laptop as your primary computer, make sure the top of the screen is at or slightly below eye level. Your screen or monitor should be placed at a distance of approximately an arm's length. You should be able to comfortably touch the screen with your fingertip.
- **Support that back:** Use of a sturdy chair that can be adjusted for height is of great importance in that it provides some much-needed support. Placing a small pillow behind your lower back will further support the lower spine.
- **Protect those eyes:** Make sure you are working in a properly lit area. Reduce computer glare by tilting your screen.
- **More back support:** Make sure your feet are either flat on floor or on a flat surface such as a box to support the back.
- **Eliminate strains:** Keep any external mouse, work papers and other objects close by to avoid reaching and twisting.
- **Keep it safe!** Make sure your work area is clutter free reducing the risk for tripping hazards. Keep those power cords and other electrical wires tucked away. Don't overload electrical outlets and **DO** use surge protectors.
- **Let's remember our Cyber Security training.** Beware of phishing schemes. Always STOP and THINK before you click or respond to any type of electronic communication.

And don't forget to take mini breaks and STRETCH! Your body needs it and will thank you for it!