PUBLIC HEALTH
Prevent • Promote • Protect
BENTON-FRANKLIN HEALTH DISTRICT

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STAY HEALTHY WHILE WORKING FROM HOME
DURING COVID-19

Set a schedule for yourself, including a morning routine and breaks throughout the day

Keep monitor at arms length away with the top of the screen slightly below eye level

Put your phone on speaker or use a headset to prevent cradling the phone between your head and shoulder

Place your mouse on the same surface as your keyboard. While typing or using your mouse, keep your wrists straight.

Make sure there is room for your knees, thighs, and feet under your desk

Choose a chair that supports spinal curves and allows your thighs to be parallel to the floor

Use a footrest if your chair is too high for you to rest your feet flat on the floor

OTHER TIPS:

- Pick a place for your desk that will allow you to focus

- Stick to your morning routine to help prepare for a productive day

- Have a to-do list and stick to your schedule

- Communicate - check in with your boss and colleagues

- Build breaks into your schedule so you can step away for a bit

- If using a laptop, buy a keyboard attachment for better placement and posture