

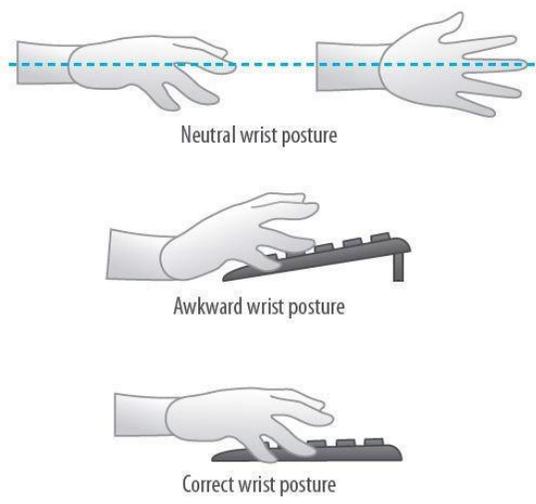
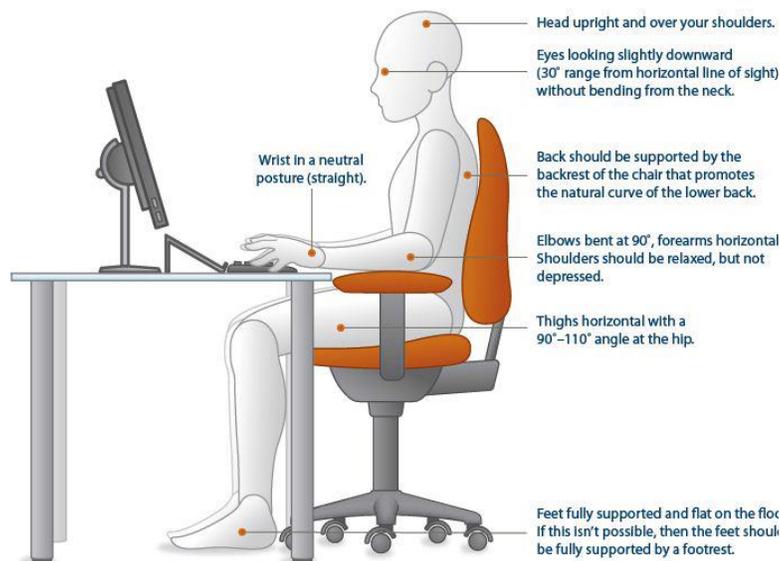
COVID-19 Home Computer Workstation Ergonomics Self-Assessment

This assessment should be performed with another person at the user’s workstation if possible. The user should be that the workstation while the 2nd person observes and assists them to achieve the appropriate postures.

*In blue are some creative ideas of things you can do to try to get more comfortable without buying any new products while temporarily working remotely during COVID-19.

When this checklist has been completed, discuss any questions or concerns with your supervisor.

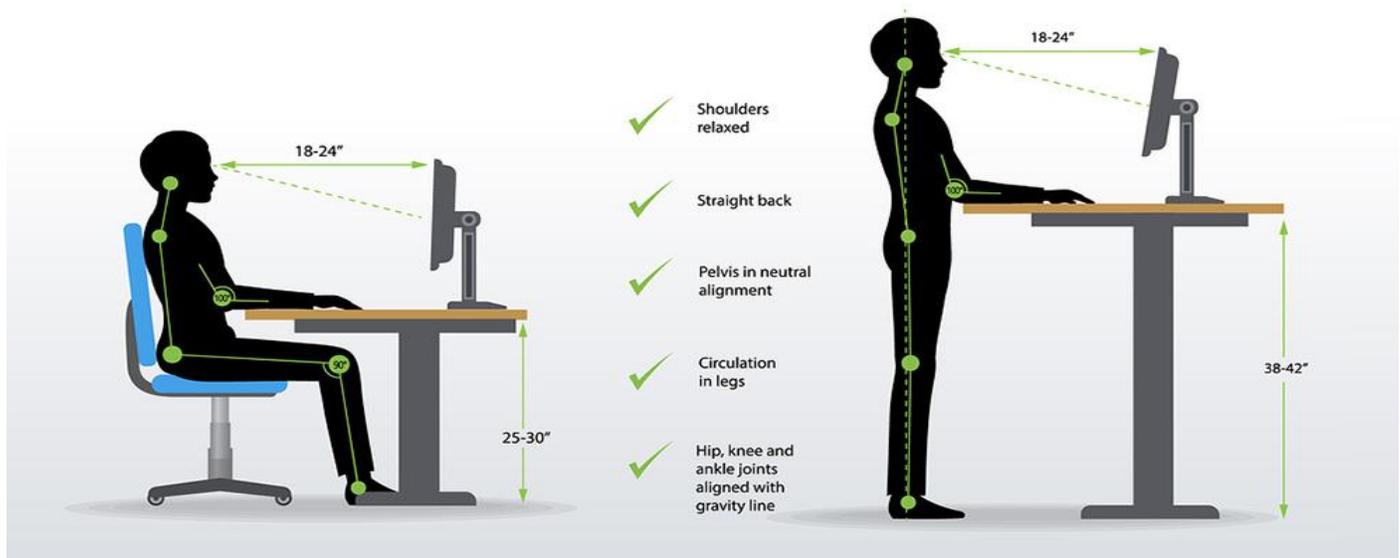
Office Chair	Yes	No	N/A	Suggested Action(s)
Can the height, seat, and back of the chair be adjusted to achieve the posture sketched below?				<ul style="list-style-type: none"> Obtain a fully adjustable chair
Are your feet fully supported by a footrest or the floor?				<ul style="list-style-type: none"> Lower the chair Use a footrest. <i>Can use a phone book, small box (shoe box), bin, or trash can on its side or upside down depending on size.</i>
Does the chair support your lower back?				<ul style="list-style-type: none"> Adjust chair, if adjustable Obtain a proper chair Obtain lumbar support. <i>If using a dining chair and needing additional lumbar support, try using a rolled towel, sweatshirt, pillow, etc.</i>
When your back is supported, are you able to sit without feeling pressure from the chair on the back of your knees?				<ul style="list-style-type: none"> Adjust the seat pan Add a back support (<i>can be a pillow</i>)
Do your armrests allow you to get close to your work station?				<ul style="list-style-type: none"> Adjust armrests Remove armrests

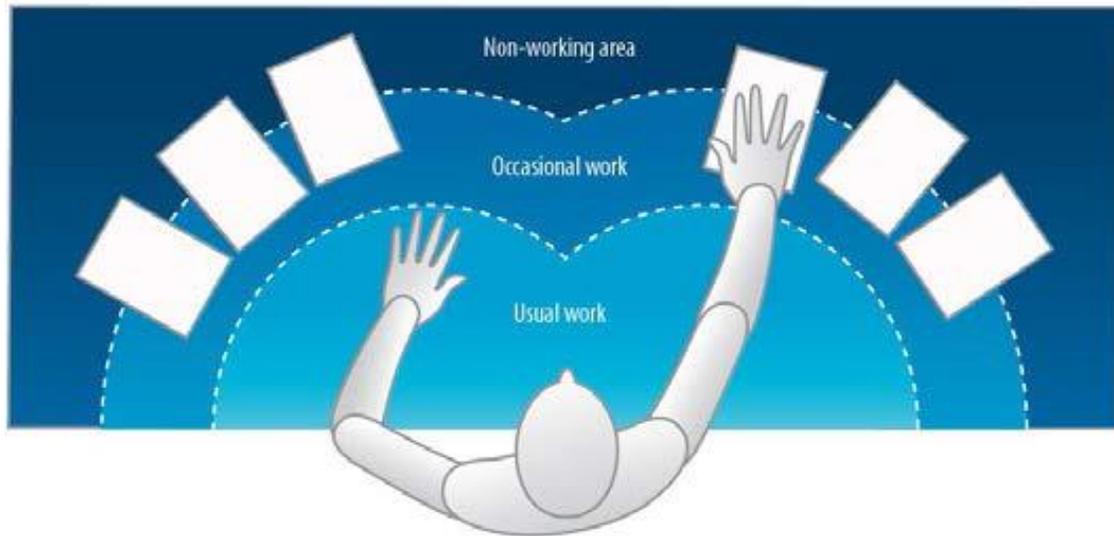


Keyboard and Mouse	Yes	No	N/A	Suggested Action(s)
Are your keyboard, mouse, and work surface at your elbow height?				<ul style="list-style-type: none"> Raise or lower workstation Raise or lower keyboard Raise or lower your chair (<i>Try sitting on a pillow if your chair cannot be raised</i>)

Are frequently used items within easy reach?				<ul style="list-style-type: none"> Rearrange workstation Prioritize your tasks
Is the keyboard close to the front edge of the desk allowing space for the wrist to rest on the desk surface?				<ul style="list-style-type: none"> Move keyboard to correct placement
When typing, are your wrists straight and your upper arms relaxed? <i>The keyboard should be flat and <u>not</u> propped up on the keyboard legs as an angled keyboard may place the wrist in an awkward posture when keying.</i>				<ul style="list-style-type: none"> Re-check your chair; raise or lower as needed Check posture Adjust keyboard and mouse height
Is your mouse at the same level and as close as possible to your keyboard?				<ul style="list-style-type: none"> Move mouse closer to keyboard Obtain larger keyboard tray to accommodate, if necessary
Is the mouse comfortable to use?				<ul style="list-style-type: none"> Rest your dominant hand when practical or try using the mouse with your non-dominant hand Investigate alternative mouse options

Work Surface	Yes	No	N/A	Suggested Action(s)
Is your monitor centered directly in front of you? <i>If you have multiple monitors, it is recommended to center the primary monitor.</i>				<ul style="list-style-type: none"> Reposition monitor(s)
Is your monitor positioned at least an arm's length away? <i>This may vary depending on user vision, screen size, screen resolution and font.</i>				<ul style="list-style-type: none"> Reposition monitor(s) Seek an alternative monitor if necessary
Is your monitor height slightly below eye level?				<ul style="list-style-type: none"> Adjust monitor height Add or remove monitor stand To raise monitor, you can set it on books, small sturdy box, etc.
Is your monitor and work surface free from glare?				<ul style="list-style-type: none"> Adjust overhead lighting Cover windows by using blinds Obtain anti-glare screen
Do you have appropriate light to read or write on documents?				<ul style="list-style-type: none"> Obtain desk lamp or lighting
Are frequently used items located in the work area within close reach to the user?				<ul style="list-style-type: none"> Rearrange workstation



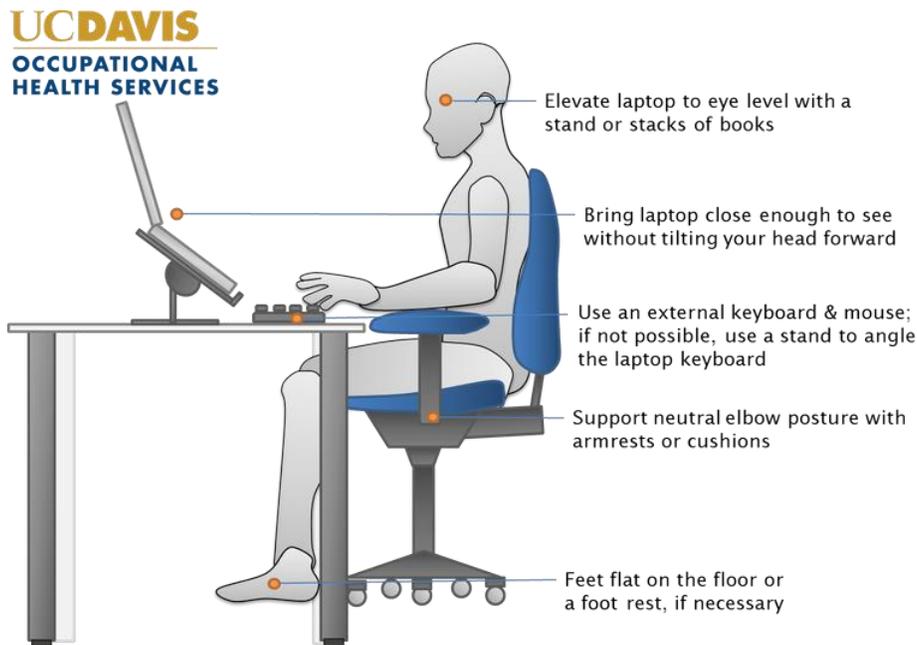


Standing Desk	Yes	No	N/A	Suggested Action(s)
Are you utilizing a standing desk?				<ul style="list-style-type: none"> Keep your feet flat on the floor and try to avoid putting all of your weight on one foot. Alternate standing and sitting throughout the day

Breaks	Yes	No	N/A	Suggested Action(s)
Do you take postural breaks every hour? E.g., standing, walking to printer, breakroom for coffee/water, etc.? <i>You can do simple stretches at your desk, such as stretching your neck, shoulders, arms, and legs. Every hour, leave your desk to walk around to get your blood flowing and muscles loose. If it is not possible to walk, at least stand, stretch and move. Humans are mobile beings and not meant to sit still all day.</i>				<ul style="list-style-type: none"> Set reminders to take breaks <i>Limiting screen time might seem difficult, but you should step away for five minutes once every hour of screen time.</i>
Do you take regular eye breaks from looking at your monitor?				<ul style="list-style-type: none"> Refocus every 30 mins. by looking at an image on a wall or by closing your eyes for 30 seconds

Accessories	Yes	No	N/A	Suggested Action(s)
Is there a document holder or sloped surface for reading documents if required? <i>Document holders should be positioned between your keyboard and screen (inline) or beside the screen.</i>				<ul style="list-style-type: none"> Obtain document holder Can prop up documents between keyboard and computer monitor so they are inline and don't slide down.
Are you using a headset or speakerphone if you are writing or keying while talking on the phone?				<ul style="list-style-type: none"> Obtain headset if using both keyboard and phone simultaneously When using a cellphone, you can also use headphones or speakerphone

Laptop Use	Yes	No	N/A	Suggested Action(s)
In the event of using a laptop computer for a prolonged period of time, do you use an external mouse and keyboard?				<ul style="list-style-type: none"> Obtain the appropriate accessories, if possible
<p>Laptop Placement - Align the keyboard with the navel. Never place it to the side to avoid rotating or twisting the spine while working.</p> <p>Your elbows should be at a 90-degree angle, tucked close to your body, and your wrists should be in a straight/neutral position when typing.</p>				<ul style="list-style-type: none"> Utilize a table if one is available Raise laptop screen height (even with the eyebrows to minimize forward neck flexion) Elevate the laptop bringing the screen closer to proper height (Can use a laptop cushion, briefcase, 3-inch binder, etc. If standing, you can also try a small box or books.)



Mobile Device Use – Avoid Text Neck	Yes	No	N/A	Suggested Action(s)
Text neck also called tech neck describes a repetitive stress injury or overuse syndrome in the neck, caused by prolonged use of mobile devices with the head bent downward and not moving.				<ul style="list-style-type: none"> Hold your phone or device at eye level as much as possible and avoid looking down for an extended period of time. Or use a tablet stand.

