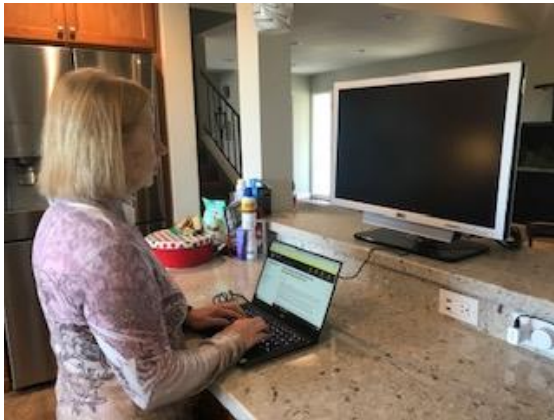


## CSU East Bay Ergonomic update during shelter in place.

We hope you are all coping well and that you and your families are healthy. We all have different living environments, different furniture, different job tasks, different capabilities, and different preferences. Consequently, there are many possibilities for comfortable and productive computing.

In order to assist you with your home office comfort, please refer to some examples below of how you might set up your work space using items around your house. If you have a creative way that's working for you, please share it with us at: [thomas.sneed@csueastbay.edu](mailto:thomas.sneed@csueastbay.edu) (either with a description or a photo) If you're struggling to find your happy zone to work in, please contact Thomas Sneed at [thomas.sneed@csueastbay.edu](mailto:thomas.sneed@csueastbay.edu) to arrange a remote ergonomic session over the phone or by video conference.

We hope this information helps you find some comfort while you work. Keep in mind, the best thing you can do for yourself while using the computer is to take adequate breaks. We also encourage you to visit the Risk Management Ergonomic website at <https://www.csueastbay.edu/riskmanagement/ergonomics/index.html> for additional information.



This example shows two different ways to construct a standing work area at a countertop. One with a monitor and the other using the laptop as the monitor. A keyboard and mouse could be used in either instance and would be preferable if you have them available.



Here is another option, both standing and sitting, using the laptop wedge technique to elevate the screen. A 3 ring binder acts as the wedge here. Note the novel use of an ironing board as the

standing platform. This can work well if you are not too tall. In the seated position, a couch cushion serves as a postural support for this user.

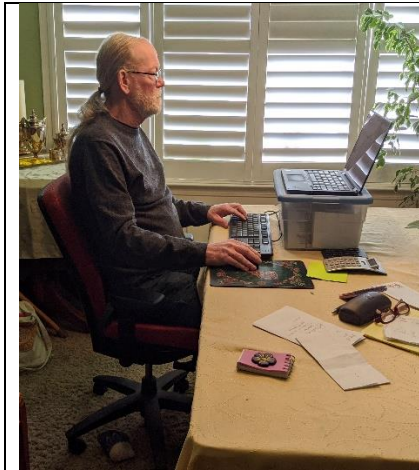
**Also, here is a copy of the last recommendations that we made for working remotely.**

## **CSU Eastbay Ergonomic Recommendations for Remote Computer Use**

What follows is a brief instruction about how to set up a workstation away from the office with a laptop computer.

**If you have a laptop computer, an external keyboard, and a mouse:** Adjust your chair so that your elbow is about at the level of the surface you will type on. Place your laptop on a platform or stack of books to raise the upper screen to eye level and your laptop will function as your monitor. Place the keyboard and mouse on the desk or table close to your sitting position (Photo #1). If your chair does not let you sit high enough or you are uncomfortable doing so, place a pillow on your lap with a tray or sturdy board (24" wide plus works the best) (Photo#2).

**If you have no keyboard and mouse available:** The best thing to do for most people is to place the laptop on a 3"-4" 3-ring binder (or anything triangular shaped) so that the laptop tilts up and raises the screen a bit. The keys of the laptop will angle toward you, which allows you to place the hands on the keys without raising the arms up and look at the screen without bending the neck down (Photo#3).



Photo#1: Chair is raised to table height, laptop used as a monitor raised on box, keyboard/mouse on table.



Photo#2: Chair below table height, Laptop used as monitor, pillow with box lid on lap used as keyboard tray.

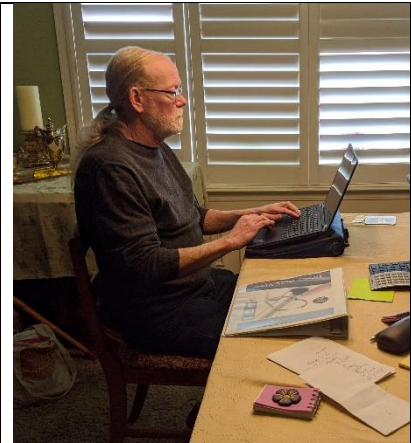


Photo #3: Chair below table height, laptop tilted to raise the screen and comfortably access keyboard/touchpad.

**One last word:** I hope this information helps you find some comfort while you work. Keep in mind, the best thing you can do for yourself while using the computer anywhere and in any position is to take adequate breaks. The same rule applies at home and work. **Every 20-30 minutes, stand up and move around for 5 minutes, or go do something else besides computer work.**

If you have any questions or concerns, please feel free to contact me by email, [thomas.sneed@csueastbay.edu](mailto:thomas.sneed@csueastbay.edu) . We can set up a time to talk if you like. Stay well everyone.