

Berkeley Lab Ergonomic Guidelines for Employees Working from Home Less than 30 days

These guidelines are intended to provide you some helpful information to ensure while you are working from home you will be as comfortable and safe as possible.

1. Install RSI Guard break reminder software. Moving around and changing positions often is key to avoiding fatigue and keeping you at your peak performance. Set break reminders for at least every hour. Software can be found at: software.lbl.gov - IT Supported Downloads
2. Notify ergo@lbl.gov if any issues/concerns arise any time while working from home.
3. **Do *not* work directly on laptops.** There is evidence to show that prolonged exposure to working directly on laptops can lead to musculoskeletal issues in the neck, shoulders, wrists, and/or hands. Some studies suggest that ‘no’ amount of direct laptop use is safe.
4. Try to duplicate your home office set up similarly to your work office set up; as close as possible and feasible.
 - a. You should be able to sit comfortably, having your keyboard and mouse at/near your elbow height, and the top of the monitor/ laptop be close to eye level
 - b. Bring your keyboard and mouse from your work location to your home office.
 - i. It is recommended employees disinfect any equipment they are bringing home before removing from the work location.
 - ii. Utilize an external monitor if you have one available. If not, prop up your laptop to eye level as if it were a monitor. Just use the laptop as a ‘monitor’ along with a keyboard and mouse.
5. Use items you already have available at home such as books, boxes, pillows, cushions to help optimize set up. For examples:
 - i) If a good ergo chair is not available, utilize pillows or cushions for added support as well as a tool to raise your sitting height to better match the height of your table
 - ii) If foot support is needed you can use a cushion, box, or books on the floor as a footrest
 - iii) Books or reams of paper can be used to raise your laptop or monitor to eye height.

If telecommuting will extend beyond 30 days employees should then initiate a request for a home office ergo eval at ergoeval.lbl.gov.

Resources for further information:

[Safe Laptop Use](#)

EHS Ergo Team Email: ergo@lbl.gov

EHS Ergo Website: ergo.lbl.gov

[HR Telecommuting Resources](#)