



Summary of Tips for Working from Home

Workspace

- Designate a specific area that has limited distractions and natural lighting, if available.
- Use a work surface that is 28-30 inches high.

Chair – if available, use an adjustable height chair. Alternatively,

- Use a chair that supports your lower back.
- Place a firm pillow on a hard seat pan (i.e. wood) to relieve pressure on your lower back and hips.
- Use a firm pillow to aid in bringing your lower arms into the correct ergonomic position – parallel or slightly angled towards the floor.

Note: sitting on soft cushions found on couches and chairs do not offer even support for the body for an extended period of sitting.

Monitor, Keyboard, and Mouse

- Utilize a keyboard and mouse when using a laptop for an extended period.
- Raise the laptop height by using books, reams of paper, or another sturdy object so that you view the screen at or near the top.
- If available, utilize a monitor in lieu of using the laptop.
- Take microbreaks every hour
- Stretch frequently and re-adjust in your chair or standing position.

Well-Being Tips

- Keep your regular eating, sleeping, and exercise routine.
- Keep in contact with your work colleagues through phone, email, Teams, and other available technology.
- Plan your day out.
- Take a walk during your lunch hour.
- Keep hydrated throughout the day.

[Cornell Work Guidelines](#)

RCMD “Comfort Tips for Computer Users at Home”