

# Instructions and Recommendations for Setting Up a Home Work Environment

(Information provided by Keenan & Associates)

## Additional Considerations When Working Remotely

### Tips for Adjusting Your Workstation

- If you are looking down at your laptop screen, you can raise your laptop monitor with a laptop/monitor stand or even a stack of books or reams of paper will do.
- If you feel you are straining to view the monitor, increase the zoom settings on the display.
- If you need to raise your chair and it is not adjustable, add a chair cushion on the seat for height and more comfort, if needed.
- You can use a box or step tool as a footrest to support your feet and legs when they are not flat on the floor.
- Use a speakerphone or a headset instead of holding the phone or putting it between your shoulder and ear.
- Use the “talk to text” when sending a text message by phone. Be sure you review before sending so “auto-correct” doesn’t change your message.

### Movement

- Limit the length of time you sit to no more than 2 hours at a time.
- Stand when you can and get up for breaks, phone calls, or other non-computer tasks.
- Changing positions, doing mild stretches, and walking will rejuvenate and provide more comfort.

### Productivity

- Keeping your routine is very important and this includes getting up at the same time and getting dressed for work.
- Ensure that you take your breaks and schedule time for a lunch.
- Use Zoom or WebEx to keep in contact and engaged with co-workers and feel more connected.

### Environment

- Use overhead lighting and reduce glare by positioning the laptop screen away from other light sources.
- Improve air flow by increasing ventilation with a fan or by keeping doors and windows open.
- If you are experiencing a lot of house noise, try another location, or manage it by playing some music in the background.