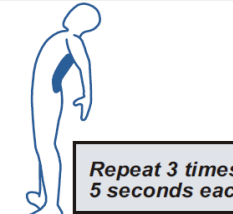
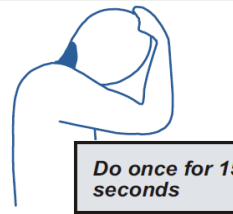
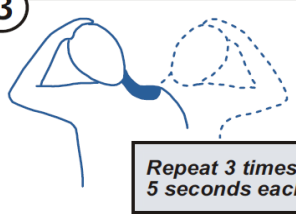
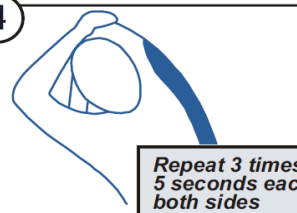


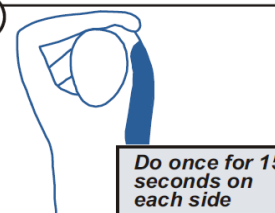
**Do these quick stretches regularly to reduce fatigue and avoid injury:**

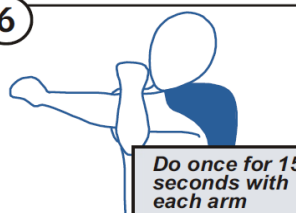
1  Repeat 3 times, 5 seconds each  
**BACK EXTENSION**

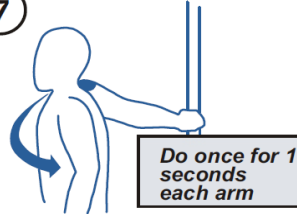
2  Do once for 15 seconds  
**NECK FORWARD**

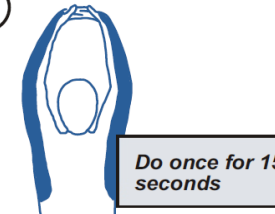
3  Repeat 3 times, 5 seconds each  
**NECK LEFT & RIGHT**

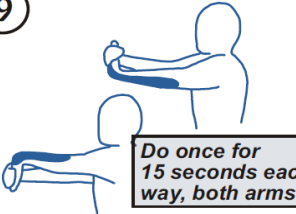
4  Repeat 3 times, 5 seconds each, both sides  
**ELBOW PULLOVER**

5  Do once for 15 seconds on each side  
**SHOULDER OVER**


6  Do once for 15 seconds with each arm  
**SHOULDER ACROSS**

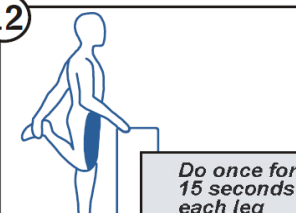
7  Do once for 15 seconds each arm  
**SHOULDER BACK**

8  Do once for 15 seconds  
**BRIDGE STRETCH**

9  Do once for 15 seconds each way, both arms  
**FOREARM & WRIST**

10  Do once for 15 seconds each leg  
**HAMSTRING STRETCH**

11  Do once for 15 seconds each leg  
**CALF STRETCH**

12  Do once for 15 seconds each leg  
**QUAD & FLEXOR STRETCH**

WORK FROM HOME WELLNESS

EAT WELL

Stay hydrated with water.

Choose healthy snacks like fruit, nuts, granola bars, veggies and hummus.

Schedule a regular lunch.

Skip the sugar.

MOVE MORE

Take a 5-minute break each hour and incorporate exercises like squats, jogging in place, lunges, wall sits.

Get outside and take a walk.

Take an eye break from electronics; follow the 20-20-20 rule. Look away from the screen every 20 minutes and look at something around 20 feet away for about 20 seconds.

FEEL BETTER

Follow a structured daily routine.

Schedule break times throughout the day.

Follow "in office" habits, shower in the am, dress as if going to work.

Create a healthy home/office schedule to work with family needs.

Have lunch with those in the house with you.

Make time to socialize with co-workers through text, email or phone.

## CORRECT SITTING POSTURE



## ERGONOMIC TIPS FOR REMOTE WORK

The ergonomic design of your workstation is applicable wherever you find yourself working. The setup of your space has an impact on reducing the use of awkward postures and the risk of injury.

### CREATE A DEDICATED WORKSPACE

Identify a space with a desk or table that can be dedicated for computer use; do not work while sitting on a bed or couch for long periods. Create the dedicated work area with as much natural lighting as possible. The monitor should be the brightest thing in the space.

### WORK SURFACE

Select a proper work surface such as dining table or countertop. Raise your monitor using books or boxes. The top of the monitor should be at or slightly below eye level; shoulders relaxed with the elbows around 90 degrees. If a sit to stand type work desk is considered, use stable boxes or step stools to place the laptop or monitor on the work surface to attain the appropriate height for standing work.

## EXTERNAL ACCESSORIES

Use a separate monitor, keyboard and mouse if available. If the laptop (when using an external keyboard and mouse) or monitor are too low, they can be raised using books or boxes. Use a speakerphone or microphone/voice activation for cell phone texting. Avoid bracing the handset or cell phone between the neck and shoulder. In order to minimize external noise, use a headphone with a microphone for teleconference calls. When possible, use the time during the calls to stand up, walk, and stretch.

## SEATING

Use an adjustable office chair if possible. If you do not have an adjustable office chair, add pillows for leg and back support. Most kitchen tables and desks are too high so you may use a cushion or memory foam to raise the seat height so that the elbows are closer to the work surface. If the chair does not have a lumbar support, use a pillow or a rolled-up towel. Support your feet on a phone book or step stool if they do not firmly touch the ground while sitting. If a chair without armrests is selected, consider pushing the keyboard and mouse back slightly to use the work surface for forearm support. Make sure the edge of the work surface is not sharp as sharp edges provide pressure points on wrists and forearms. A simple fix could be to line the work surface edges with a table edge protector.