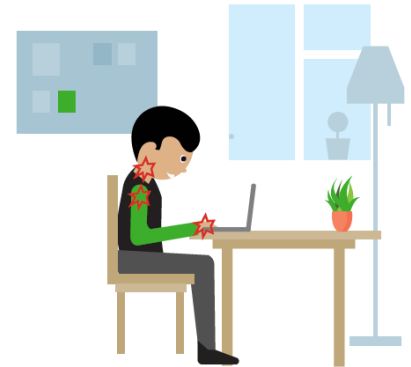


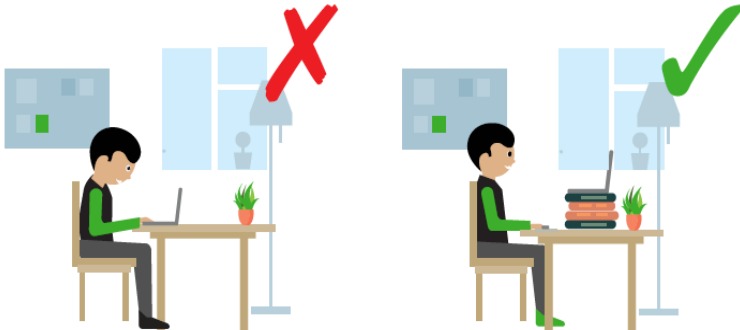
The Guide to Remote Work

A laptop has many advantages. However, it involves some postural constraints: flexion of the neck, abduction of the shoulders, mechanical pressure, etc.

The following tips will help you eliminate these constraints and make your telework more enjoyable.



Use an external keyboard and mouse

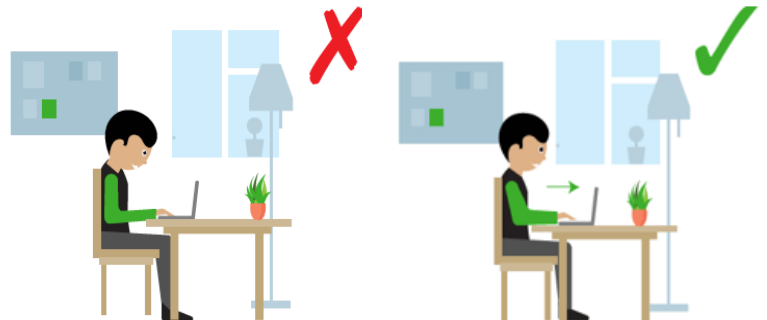


This way, you can raise the height of the screen so that your eyes are aligned with the top of it. This will allow you to keep your head straight and minimize prolonged neck flexion.

You don't have access to an external keyboard and mouse?

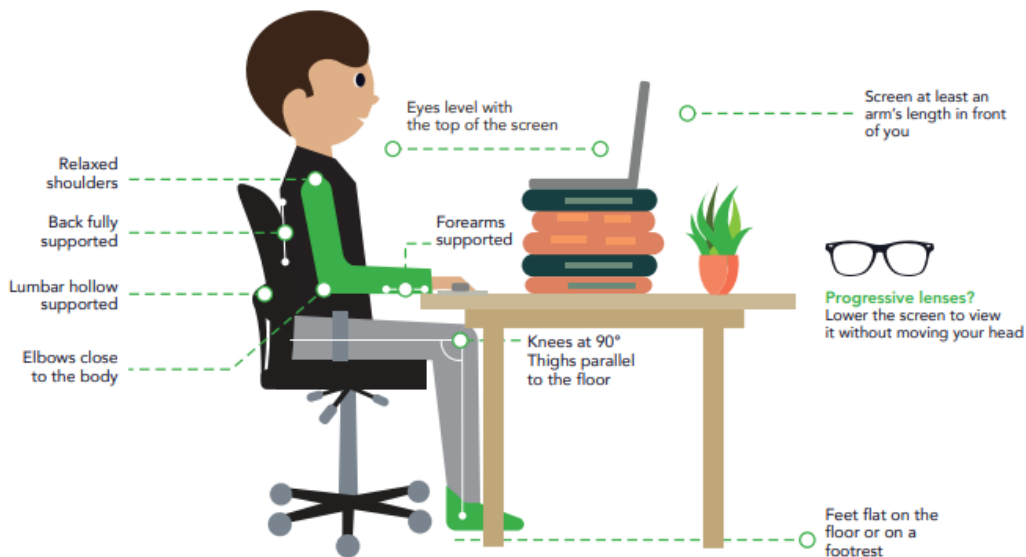
No problem!

Push back the computer to fully support your forearms on the table and reduce neck flexion.



How to adjust your chair : You have an adjustable chair

Adjust your position based on the guidelines below.



You don't have an adjustable chair?

Choose a flat and solid surface that allows you to place your computer directly in front of you with your documents nearby. The kitchen table is usually the best option.

If you have to work on a kitchen chair, use:



A cushion or pillow on the seat to help you elevate yourself in order to reach the desired height: elbows at table-height.

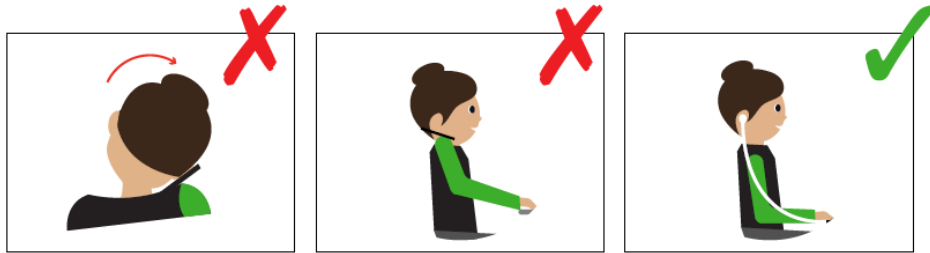
A rolled cushion or towel to support the lower back.
The goal is to keep your lumbar curve, like your office chair does.



Books or a firm box on the ground to keep a good support for your feet.

Tips and tricks to be more ergonomic

Use your headphones or phone speakers.



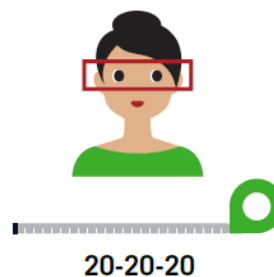
Beware of the lighting!

To prevent eye strain, it is important to avoid direct or indirect reflections in your screen. To do so, place your workstation parallel to the windows or any other lighting sources.

Also, make sure you have good general or task lighting in your environment.

Apply the 20-20-20 rule to reduce eye fatigue:

- Every 20 minutes
- Look away at a distance of 20 feet
- For 20 seconds



Beware of traps!

It can be tempting to settle down on your favorite couch. But you will quickly realize that this option, which may be comfortable at first, is anything but “ergonomic”.

- It may be tempting to start a work day with your family in the kitchen or in an open area. Remote work offers that great freedom, but it is also a major challenge for concentration and productivity. You're sure to be more productive in a quiet and isolated place in the house. Separating personal and professional life is one of the keys to success in teleworking.
- Vary your position regularly, energize your work by getting up regularly.




Stretch often!

Four rules to follow:




Stretch regularly during the day



Hold the stretch for a minimum of 15 seconds



Avoid sudden movements



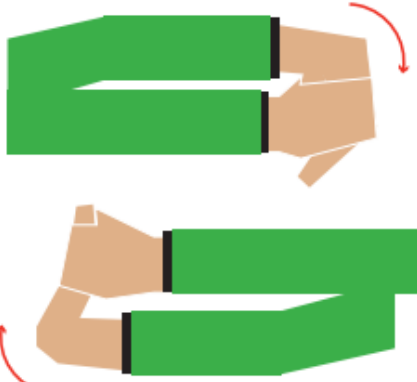
Feel muscle tension but no pain




Tilt your head to one side.




Bring your elbow to your opposite shoulder.




Extend your hand toward the floor.
Bend your hand backward.




Extend your arms and shoulders backward.



Stretch your hands forward and round your upper back.



Stretch one leg and bend your trunk forward, keeping your back straight.



Place your ankle on your opposite thigh. Exert slight pressure on your knee while keeping your back straight.