

Remote work arrangements that were forced by the COVID-19 outbreak have resulted in employees throughout the nation working from home under less than ideal circumstances. Here is our list of tips to help your newly remote teams create the most productive and ergonomically correct remote workspaces they possibly can during this unprecedented time.

1. Define your workspace.

If possible, set up your remote workspace in an area separate from where you sleep, eat and cook, and where you can close a door. Newly remote teams are working alongside “America’s new co-workers” – including children, spouses, partners, parents, roommates, and pets, so staging a workstation where distractions can be minimized will help productivity.

2. Strive to meet ergonomic best practices whenever possible.

Again, remote teams are working in many impractical circumstances, but in order to reduce workplace injury employees should try to:

- Work from a desk that is 28” – 30” in height. It should be noted that many tables are above this height range.
- Set up monitors 20”-30” away from eyes, with eyes level to the top of the screen.
- Sit with feet flat and thighs parallel to the floor (or pointing slightly downward).
- Work with elbows bent at a right angle (or pointing slightly downward).
- Use a comfortable chair with lumbar support, and with arm rests if possible.

A good way to test the ergonomic integrity of your setup is to extend an arm horizontally. Best practices say that your hand should almost touch the center of your monitor screen.

3. Practice good cord hygiene and wire management.

Remote workers will be struggling to manage chargers, HDMI cords, power strips, etc., and it is important to ensure that these wires are safely placed / stored to reduce the chance of workplace accidents.

4. Seek out decluttered spaced with natural light.

If it is possible, workspaces should offer access to natural light without harsh fluorescent lighting. Try to keep desk areas clear of clutter and free from non-work-related objects. Bright and organized workspaces can increase concentration and productivity.

We are here to help. Our suite of [HR Crisis Management services](#) are designed to supply businesses with the resources and support needed to successfully continue operations, limit liability and disruptions, and keep employees healthy and safe. Please reach out to us at info@OperationsInc.com for more information.