

# Teleworking

## Your professional activity at home from an ergonomic point of view

Teleworking has suddenly become the norm. It is therefore important to ensure that your workstation is the most suitable possible.

### Your workspace

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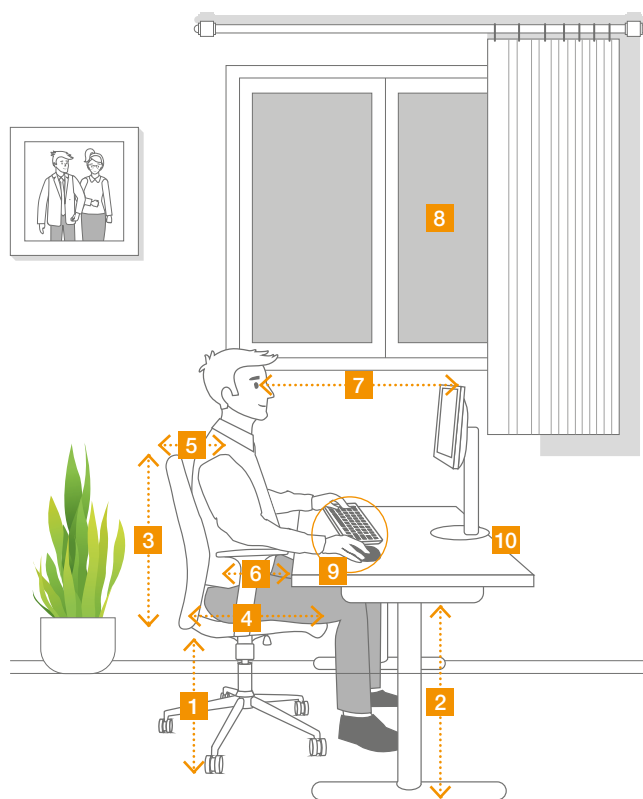


# Teleworking

## Ideal workspace

### 1<sup>st</sup> option: You have an ideal workspace

You have a dedicated workspace and adapted ergonomic equipment to work in front of a screen (specific work surface, ergonomic chair, external computer equipment).



The ideal workspace

#### Tips:

1. Adjust the height of the seat cushion so that your thighs are horizontal with your feet flat on the floor.
2. Adjust the height of your work surface to the height of your bent elbows.
3. Adjust the height of the seat backrest: your lower back is in contact with the most prominent part of the backrest.
4. Leave a space of approximately 4 fingers between the front of the seat and the back of the knees.
5. Check the adjustment of the backrest tilt spring force. The backrest must follow the back position changes.
6. Place the armrests at the height of the work surface.
7. Place the screen at a comfortable distance and in front of you to avoid neck twisting.
8. Place your screen perpendicular to the windows to avoid reflections and glare, causing eye strain.
9. Place the mouse and keyboard close to each other and 10-15 cm from the edge of the table. Leave your keyboard feet folded in so that the keyboard is as flat as possible.
10. Keep your desk clear to arrange equipment and documents correctly.

# Teleworking

## Ideal workspace

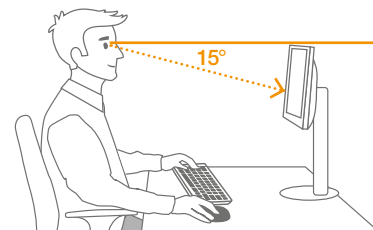


### Adjust the **height of the screen**

#### Height of the screen

Set the middle of the screen 15° below eye level.

**Tilt the screen** to have a line of sight perpendicular to the screen.

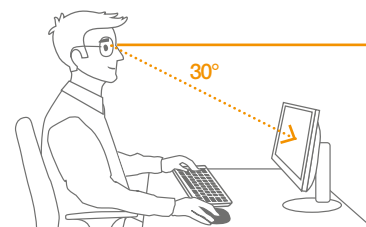


Hauteur de l'écran

#### Height of the screen (wearing progressive lenses)

If you wear **progressive lenses** and look through the lower portion of the lenses, set the middle of the screen 30° below eye level.

**Tilt the screen** to have a line of sight perpendicular to the screen.



Lunettes progressives



# Teleworking

## Ideal workspace

### Protect your eyes

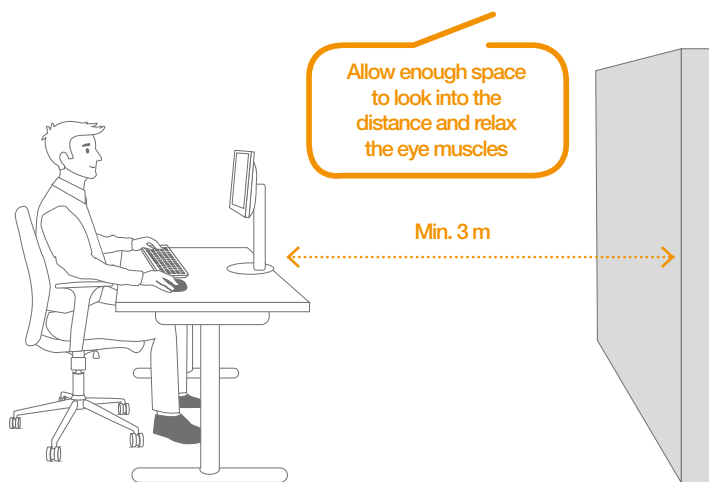
**Frequently look into the distance:** apply the 20/20/6 rule (every 20 minutes look at something 6 meters away for 20 seconds) to relax the eye muscles.

**Ensure there is sufficient light intensity to easily read details:** privilege natural lighting or place an individual lighting, preferably adjustable in intensity (dimmer), provided it does not dazzle or cause reflections on the screen.

**Allow enough space behind the screen:** ideally, leave a space of 3 meters to allow you to look into the distance and relax the eye muscles.



No



Idéal



# Teleworking

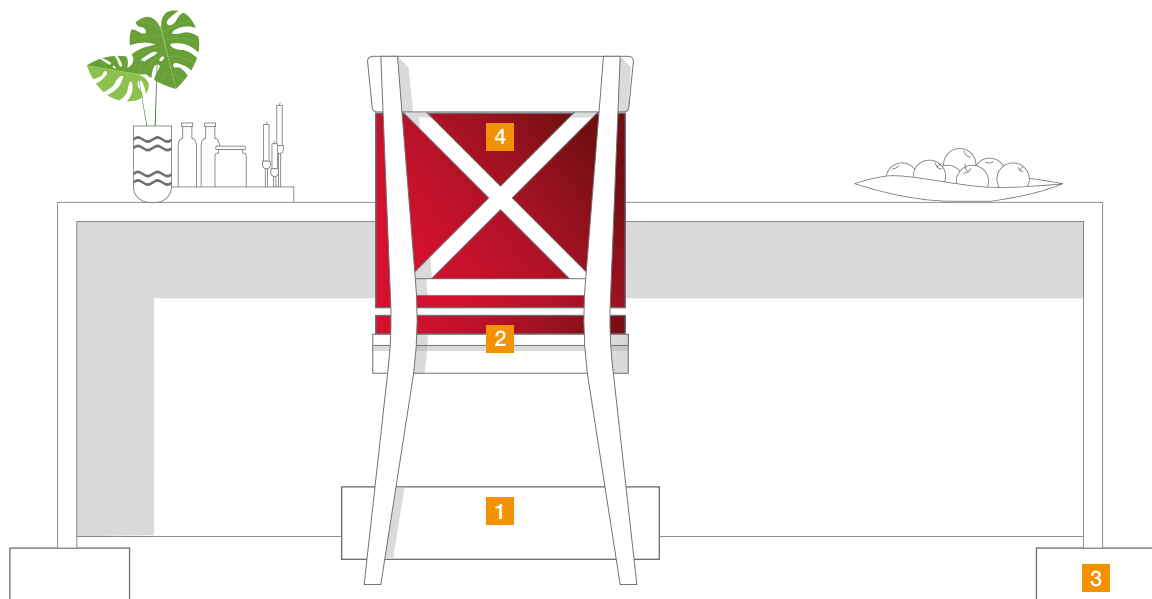
## System D for best installation

### 2<sup>nd</sup> option: You create your own workspace

You must create a workstation at home and you have only part of the 1<sup>st</sup> option equipment at your disposal. This system D sheet can also help you to install correctly.

**If you have a table and a chair, you can make the following adjustments:**

1. **Place a footrest (wooden case, ...)** if your feet do not touch the floor when your elbows are at the height of the work surface.
2. **Place a cushion on the chair** so that your elbows are at the height of the work surface.
3. **If your elbows are higher than the work surface, raise the height of the work surface (with blocks of wood,...)** so that it reaches elbow level. To ensure safety, the work surface must remain stable in all circumstances!
4. **Place a cushion on your back** to support your lower back.



System D workstation



# Teleworking

## System D for best installation

If you have a laptop, an external keyboard and mouse, you can make the following adjustments:

1. **Stack books underneath the laptop or place the laptop on a booster seat** to adjust the height of the screen.
2. **Unfold your blinds and/or curtains** if your screen is in front or back to the window to avoid reflections and glare.
3. **If you have paper documents, place them on an 8 cm A4 folder between your screen and keyboard** to avoid bending or twisting your neck too much to read them.

If you do not have a dedicated place to perform teleworking and have to remove your equipment every night, take the time to get back into the right position every morning.



The “System D” workstation with a laptop

# Teleworking

## The ideal way to keep in shape!



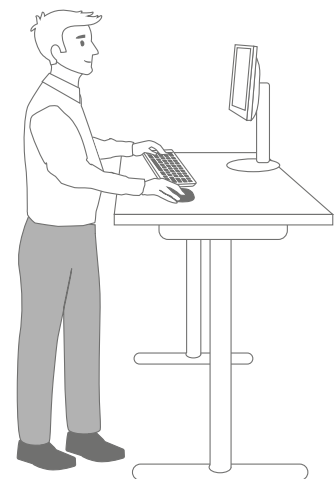
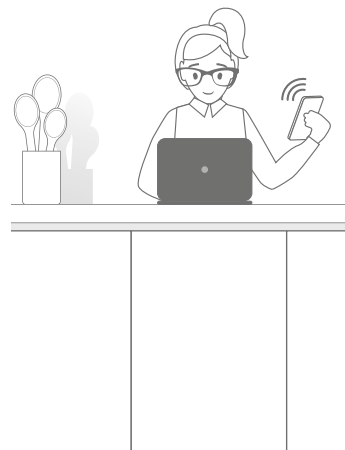
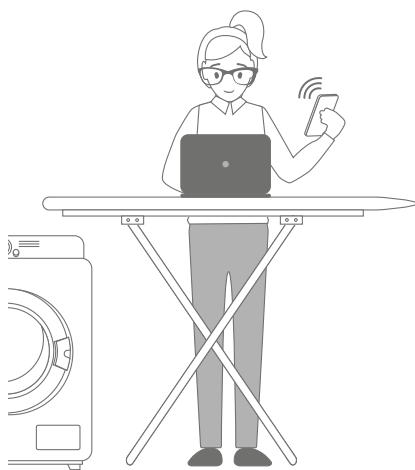
Despite a correct installation thanks to the tips provided in the 1st and 2nd options, it is nevertheless important to apply the following tips to keep in shape during this period. This will be all the more necessary if it has not been possible to adapt your workstation appropriately due to a lack of equipment, space, ...

### Move while you work

Among the following proposals, the most appropriate ones should be selected depending on the activity to be carried out. The best position is usually determined by where you look.



Stand up to make a phone call or to think



Alternate sitting and standing work by placing your laptop on the ironing board, the kitchen bar or by using a height-adjustable desk.



# Teleworking

The ideal way to keep in shape!

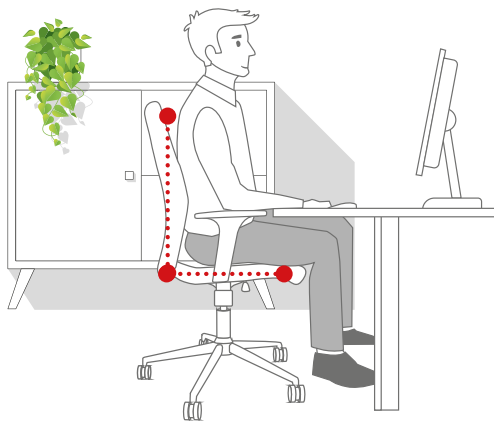


Consult your messages



Read a document

Change your work seat according to your activity while respecting the natural lumbar lordosis.



Active work



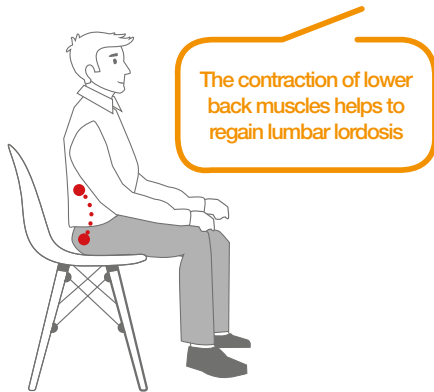
Passive work

Regularly change position on your chair according to your activity, while respecting the natural lumbar lordosis.

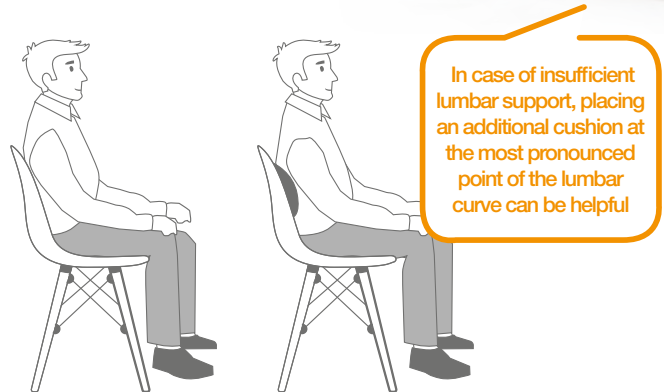


# Teleworking

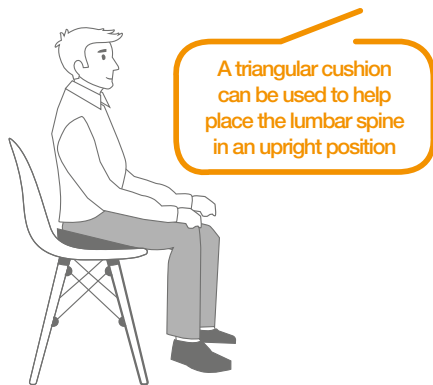
## The ideal way to keep in shape!



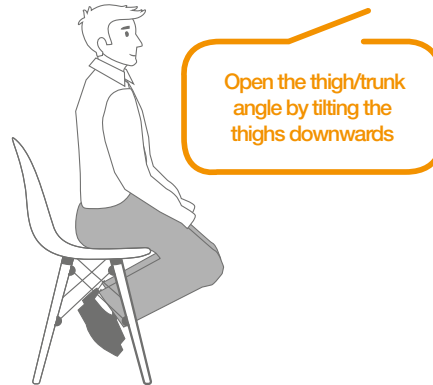
**1. Tighten back muscles**



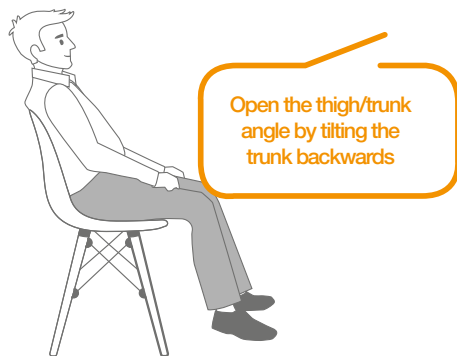
**2. Use a lumbar support**



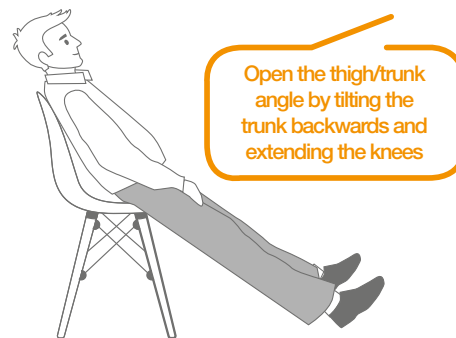
**3. Seat tilted forward**



**4. Adopt an «open» angle**



**5. Tilt your trunk backwards**



**6. Extend your knees**

**Regularly change position on your chair according to your activity, while respecting the natural lumbar lordosis.**

If the activity is performed on a horizontal surface (table,...), the recommended positions are rather those represented in figures 1, 3 and 4 which avoid excessive neck flexing. On the other hand, when you look into the distance (towards the screen,...) without performing a manual task, the positions 2, 5 and 6 are recommended.

# Teleworking

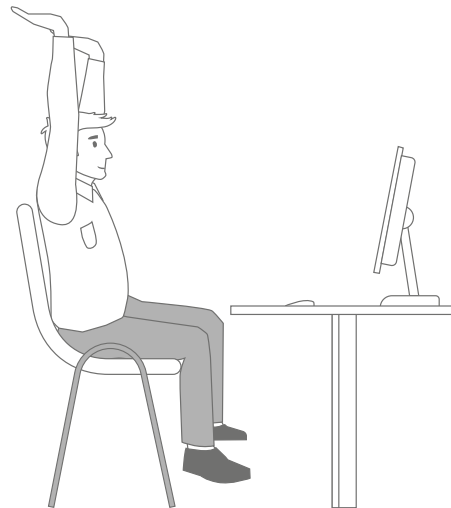
The ideal way to keep in shape!



## Do physical exercises

**Do physical exercises** during breaks.

You can find some exercises to do at home on pages 13 to 15.



Do physical exercises

**Go for a walk:** alone, with your family or a friend (provided that you respect the social distancing rules).



Go for a walk

# Teleworking

The ideal way to keep in shape!



## Take breaks

**Take breaks:** in addition to these adjustments and adaptations and to compensate for the sedentary aspect of the sitting position, vary your tasks and take breaks.



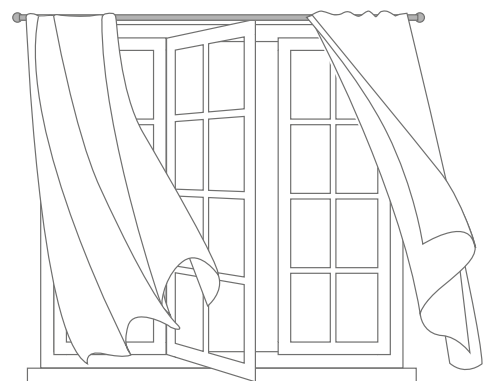
Take breaks

**Remember to take short breaks of 2 to 3 minutes to get up and walk around:** regularly get up to get something to drink rather than keeping your bottle where you sit.



Take short breaks

**Regularly ventilate the room** where you do teleworking as well as other rooms in the house or apartment.



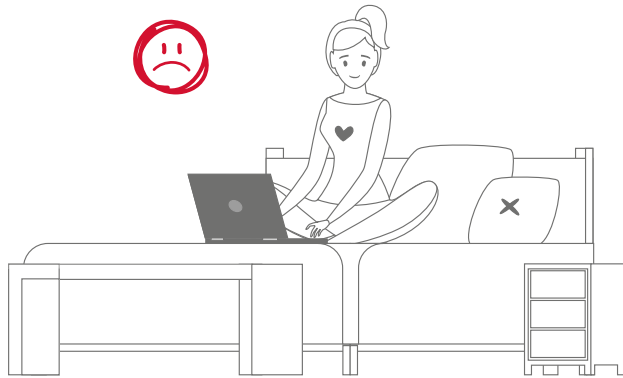
Ventilate on a regular basis



# Teleworking

The ideal way to keep in shape!

Things to **avoid**



Avoid working on your bed



Avoid snacking



Avoid alcohol

# Teleworking

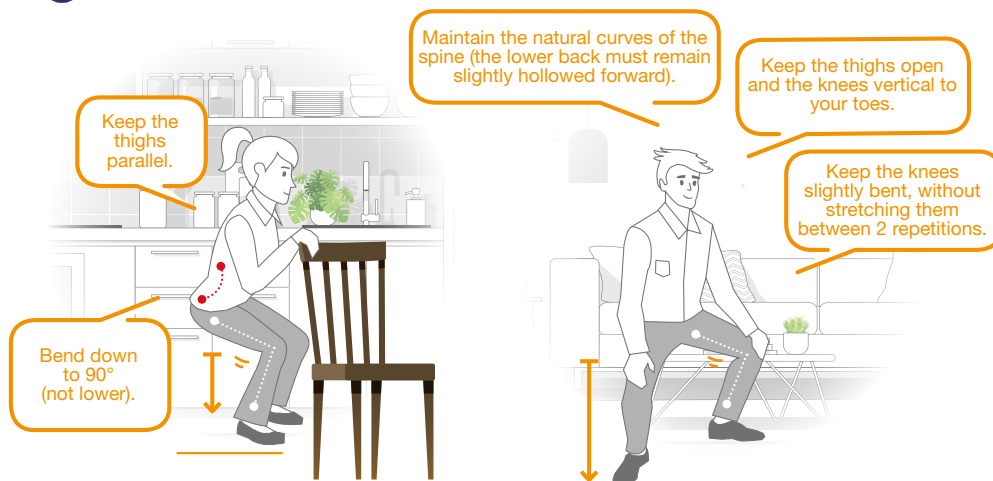
## Some exercises to do at home



### Thighs toning

#### – squat position and jumper position

1 to 3 series of 5 to 10 repetitions, several times a day.



#### A. Bending the legs in squat position

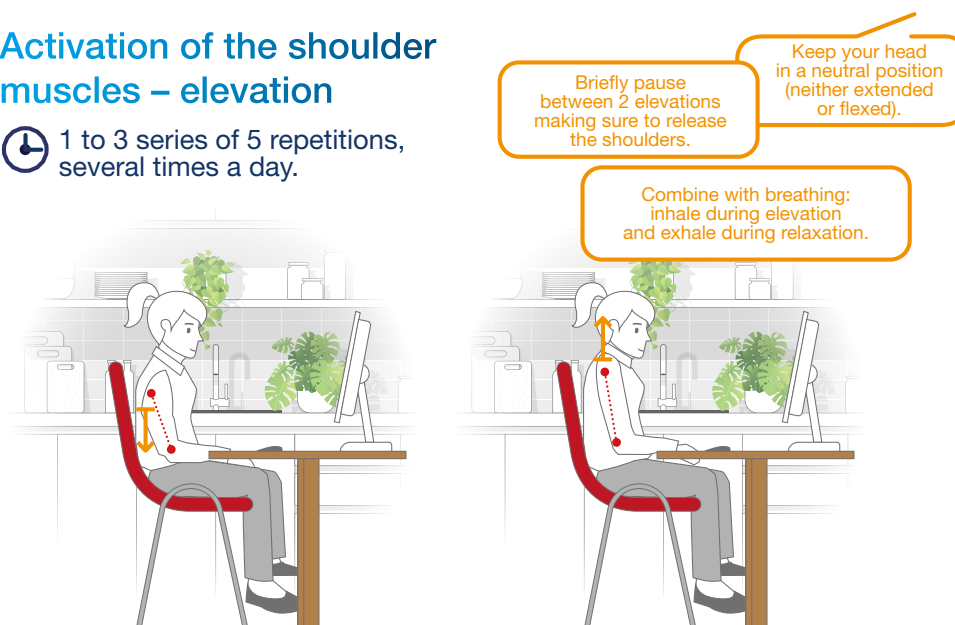
Bend the knees, then return to the starting position.

#### B. Bending the legs in riding position

Bend and extend the knees slightly and simultaneously.

### Activation of the shoulder muscles – elevation

1 to 3 series of 5 repetitions, several times a day.



#### A. Starting position, relaxed shoulders

#### B. Elevation of the shoulders

In a seated position, with your shoulders relaxed, raise your shoulders for 2-3 seconds, then release them gently.

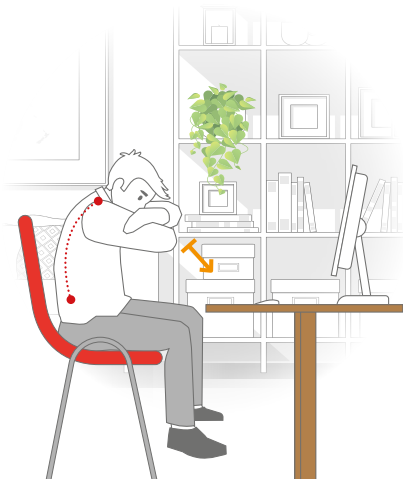
# Teleworking

## Some exercises to do at home



### Activation of the back muscles

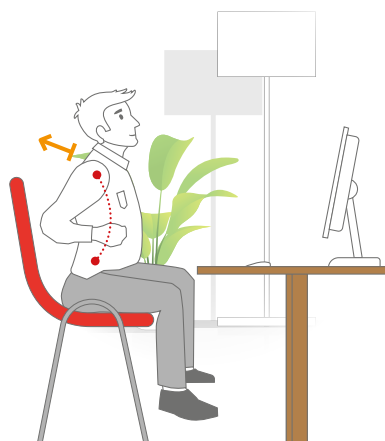
 1 to 3 series of 5 repetitions, several times a day.



**A. Mobilisation of the spine: rounding the back**

Combine breathing with movement: exhale when rounding your back and inhale when extending your back.


Execute the movement smoothly by distributing the movement over the entire spine.



**B. Mobilisation of the spine: stretching the back**

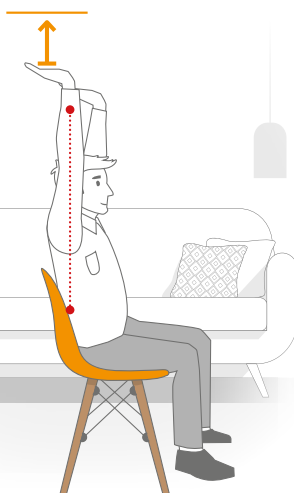
Round your back and cross your arms, then extend the back by pulling your elbows backwards.

### Toning of back muscles – elevation and arm extension

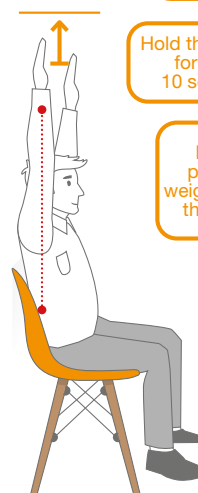
 1 to 3 series of 5 to 10 seconds, several times a day.



**A. Hands to shoulders**



**B. Push your hands flat towards the ceiling**



**C. Extend your fingers towards the ceiling\***

Exhale when extending your arms.

Hold the position for about 10 seconds.

Imagine pushing a weight towards the ceiling.

\*(C) Complete the exercise by extending your arms upward and trying to touch the ceiling with your fingers.

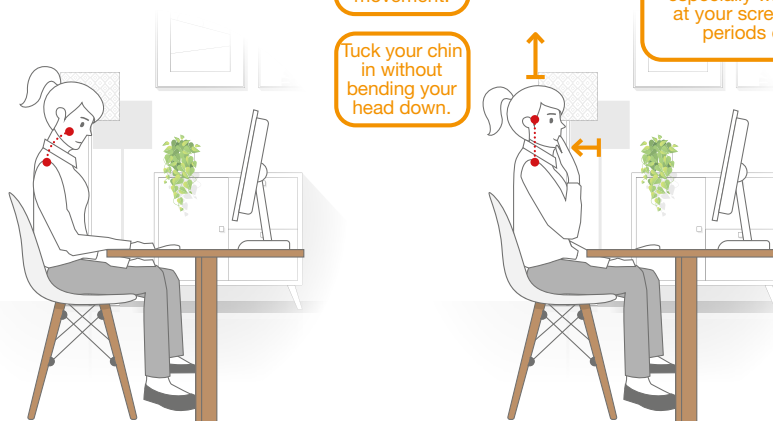
# Teleworking

## Some exercises to do at home



### Stretching of the posterior neck muscles

🕒 1 série de 5 secondes, plusieurs fois sur la journée.



A. Start position

B. Stretching the neck

From a seated and upright position of the spine, stretch your neck while tucking in the chin.

Relax the shoulders, only the muscles of the cervical spine contract.

Imagine that you push a weight towards the ceiling with your head (make a double chin).

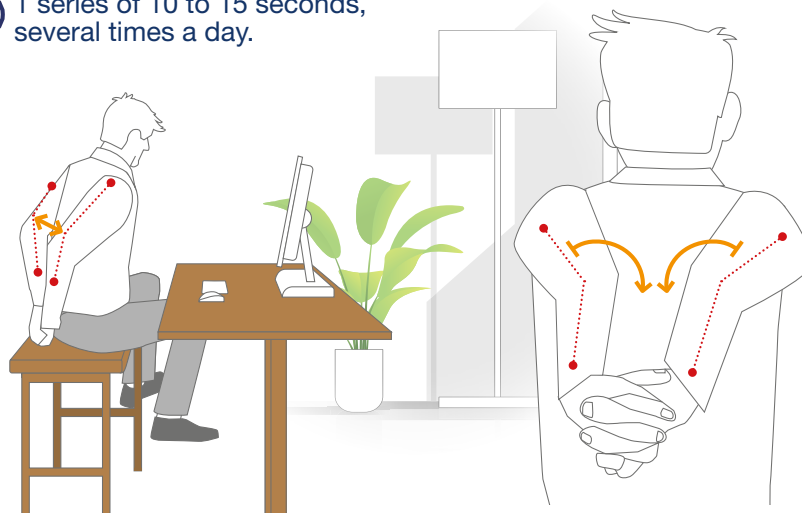
Exhale during the movement.

Tuck your chin in without bending your head down.

The exercise must be performed very regularly, especially when looking at your screen for long periods of time.

### Stretching of shoulder and arm muscles

🕒 1 series of 10 to 15 seconds, several times a day.



A. Cross your hands behind your back

B. Detail

Bring your elbows together.

Keep your elbows slightly bent.

Gently exhale during the movement.





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