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Work Instruction:	How to Set Up Your Home Workstation	

Due to the ongoing COVID-19 pandemic, TRIUMF is adhering to government recommendations and running essential services for site operations. Many TRIUMF employees are asked to work from home where possible.

Working from home gives you an opportunity to setup your office to be as comfortable and efficient as you desire. But it can be also a challenge due to the number of distractions that are unique to the home environment.

When working from home, your desk set-up should be no different than if you were in an office and the main points to remember are:

- Pick a distraction free place to set up your workstation.
- Try to have access to natural lighting at your workstation by putting your desk in front of a window. Studies have shown that having exposure to natural light has a wide range of health benefits, including increased productivity.
- Make sure your chair is at the right height. Your forearms should be at the same level as the desk.
- Make sure your screen is an arm's length from you and that the top of your monitor is at eye level. Use monitor blocks or phone books to raise your screen to the right height.
- Once you've adjusted your seat to the correct height, use a footrest if (and only if) your feet are dangling.
- Ensure you are sat right back into your chair, your lower back should be supported. If you do not have a decent chair, consider an accessory like the lumbar support back friend.
- Make sure that the top of your screen is in-line with your eyebrow stops you from dropping your neck or slouching over to view the screen. Then all you need to do is put your arms straight out in front of you. Your screen should be an arm's length away with your fingers able to touch the screen.
- If you're using a laptop, use an external keyboard and mouse. This prevents putting tension on the shoulders through excessive reaching and avoids putting undue pressure on your wrists. You should also use a laptop stand to put the screen into a higher position to avoid strain on the neck.

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- Use a headset or speakerphone if you are writing or keying while talking on the phone.
- Ensure lighting is adequate for the tasks being performed. Easy to see and comfortable on the eyes.
- Take regular eye breaks from looking at your monitor every 30 minutes by focusing on a picture on the wall for a minute.
- Ventilation and room temperature can be controlled, regardless of season, to a comfortable temperature.
- There is no excessive noise affecting the work area.