

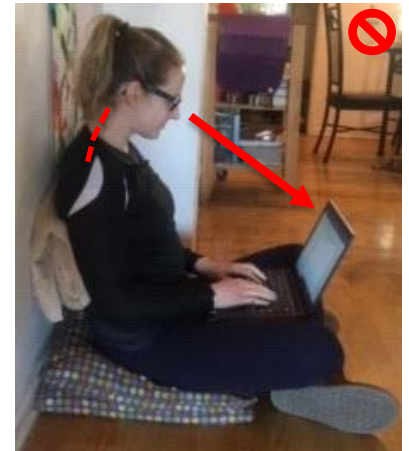
We recognize that with our current shelter-in-place orders, entire families are competing for work, play, and study spaces. Employees are encouraged to work at a desk or table. If choices in your home are limited, follow these steps to position yourself on the floor. An optimized set-up will improve comfort and efficiency.

Identify a Space to Work

Start by choosing a comfortable space to sit. Carpeted and non-carpeted floors can be uncomfortable to sit on for an extended amount of time. Seat cushions can be used to create a comfortable base. Firm pillows, folded blankets, or towels are good alternatives.

Support Your Back

Firm back support is important when working in any position. Choose a space where you can use a wall as your backrest. Try to maintain the natural S-curve of your spine by fully engaging with the wall and added back support. An optimal posture is to work slightly reclined. You can do this by placing a pillow or a rolled up towel between you and the wall. Start by building continuous support from the hips through the shoulder blades. Good quality, low cost upholstered memory foam bed wedges are widely available at home good stores, pharmacies, or medical suppliers. You can also replicate the function of the foam wedge with pillows, towels, or blankets.



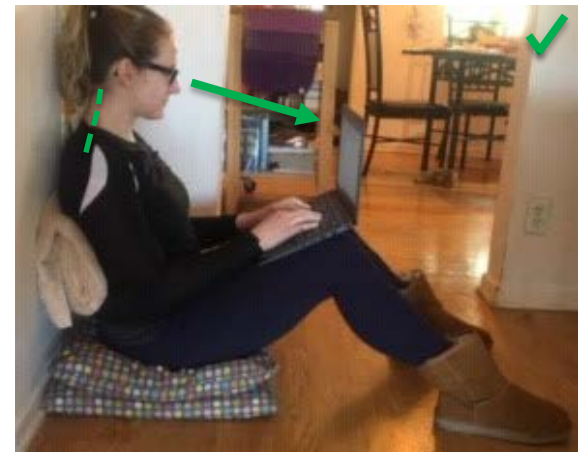
Laptop Position

Correctly positioning a laptop is difficult while sitting on the floor. Placing the laptop on your lap places the monitor too low and can cause some discomfort in your neck. Bend your knees to raise your laptop screen closer to your eye level. Tilt the laptop screen back so that it is easier to see, and the keyboard is at a comfortable angle.

Consider using a lapdesk and/or a pillow to reposition your laptop screen so you can comfortably place the laptop on your lap and view the monitor. Avoid placing the laptop directly on a pillow or other soft surface that will restrict airflow.



Blocking the laptop's fan may cause it to overheat. Raising the monitor closer to eye-level reduces fatigue associated with looking down at the screen. The best lapdesks will be wide enough to fit both your laptop and have space for a mouse (approx. 20 inches or more). Better lapdesks have adjustable cushions that allow you to adjust the angle.



Take Breaks

Change your position frequently by raising and lowering the knees and take short breaks every 30 minutes by getting up and moving around. Remember to also give your eyes a rest and practice the 20/20/20 rule. Every 20 minutes by looking 20 feet away for 20 seconds. Remember to blink your eyes to keep them lubricated when working. Set a timer to remember to stop and eat a meal or snacks if you tend to forget.