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FACILITIES MANAGEMENT

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Greetings FM Team,

If you are among the many FM employees teleworking from home during the current pandemic crisis, please take time to consider how your work station is set up. While a couch may be comfortable for sitting to watch your favorite shows, they are not designed for circulation when working at a computer.

Frank Gonzales from Risk Management & Insurance has held several recent courses on good ergonomics and behaviors for a home office setup. He is continuing to offer trainings specifically designed to keep employees from developing contact point or repetitive stress injuries due to working in less than optimal positions for long periods of time. The goal of an ergonomically correct set up is to arrange your spaces and the tools you use (monitor, keyboard, mouse, desk, chair, etc.) so that you are interacting with them effectively and safely. I encourage you to sign up for a training. Please consider your long-term health while working remotely, and make use of these tips:

- 1) Keep your feet flat on the ground to promote good posture and circulation.
- 2) Keep your computer monitor at eye level to prevent neck and back strain.
- 3) Stand up and move around. Set an alarm for yourself and get up to move every hour. Take breaks to keep yourself focused and energized.

YOU are our most important resource! Take the time to care for yourself when being asked to work from home. You can also take advantage of these other resources from the Office of Risk Management to help guide you on ideas for how to set up your work station and prevent injury during your work time:

Online Training – How to Setup your Computer Workstation

- o <http://rmi.prep.colostate.edu/ergonomics/ergonomic-evaluation-request/online-training-how-to-set-up-your-computer-workstation/>

Workstation Setup Tips, Guides, Videos, Handouts and other Links

- o <http://rmi.prep.colostate.edu/ergonomics/officecomputer-ergonomics/workstation-set-up-tips/>

Laptop, Tablet, Smartphone Ergonomics

- o <http://rmi.prep.colostate.edu/ergonomics/officecomputer-ergonomics/laptop-tablet-and-smartphone-ergonomics/>

Stretching & Injury Prevention

- o <http://rmi.prep.colostate.edu/ergonomics/stretching-and-injury-prevention/>

Best,



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