

HYBRID WORK SITES

SETTING UP

As a hybrid employee, a designated work space can help separate your work life from your home life. Keep the following tips in mind when selecting a location.

LOCATION MATTERS

Do you have a room where you can close the door and work quietly? A door creates a physical boundary between you and distractions like family members and pets. If you don't have a separate room, choose a location that's as low-traffic as possible. Be sure that the workspace is free of any obstructions that could restrict visibility and movement.

CONSIDER DESK AND CHAIR SPACE

Ideally, you'll have space for a traditional desk where you can create an ergonomically correct workstation. Additionally, a comfortable chair is an important component. It's also good practice to have a first aid kit, portable fire extinguisher and emergency phone numbers on hand.

PROPER LIGHTING AND VENTILATION

Adequate lighting is an important aspect of a productive and comfortable workspace. Consider positioning your work space near natural light if possible. Additional factors to keep in mind are temperature and ventilation.

SAFETY AND SECURITY

LIGHTING

Your work area should be adequately lit with lighting directed toward the side or behind the line of vision to avoid eye strain.

CHAIR

Make sure your chair is at the right height for you: your back should feel supported, your feet should be flat on the floor and your armrests should be adjusted so your shoulders are relaxed.

ELECTRICAL

Ensure your electrical equipment is free of hazards that could cause physical harm and that your electrical system allows for grounding of electrical equipment.

ONLINE SECURITY

To learn more about staying safe and secure online when working from home, [click here for tips from ISU Information Technology Services](#).

MONITOR AND/OR LAPTOP

Place monitors at the proper height and ensure there is no glare. If you are using a laptop, adjust your chair and how you are working to minimize potential problems.

KEYBOARD

Position the keyboard directly in front of your body. When placed properly, your wrists, elbows and shoulders should be in a neutral position.

DESK

You can make a table, counter or other flat surface work as a desk. Experiment and figure out what arrangement works best for you.

