

TELECOMMUTING ERGONOMIC TIPS & RESOURCES

L.L.Bean

ERGONOMIC SUGGESTIONS

YOUR HEALTH & SAFETY IS OUR TOP PRIORITY

Here are a few helpful ergonomic behaviors we ask you to begin practicing, as they can go a long way toward preventing and/or reducing injury:

- If sitting, place your feet flat on the floor on a footrest, keeping your knees at 90 degree angle.
- Position your head so your ears are over shoulders.
- Adjust your monitor so it is 18-24 inches away from your eyes.
- Be sure your upper arms are in line with your torso, your shoulders are relaxed, and your elbows are at a 90 degree angle and close to your torso.
- Locate your mouse on the same plane as the keyboard.
- Be aware of proper mouse habits:
 - » Avoid squeezing your mouse.
 - » Avoid using your wrist to move your mouse.
 - » Use the weight of your relaxed hand and the larger shoulder muscles to move.
 - » Avoid holding your fingers above your mouse, ready to click.
 - » Alternate hands with your mouse, even for short periods of time, to rest hands.
- **We highly encourage** you to move and micro-stretch hourly in your work groups and on your own. Find examples of stretches [here](#).

In addition to doing the best we can to stop the spread of coronavirus, we want to ensure your health and safety. Improved ergonomic awareness and safe work habits at your workstation can ensure an easy, safe, and healthy transition.

If you find you are experiencing **any pain or discomfort** while working, we ask that you complete an [Employee Injury Report](#) right away – found under the “[Safety and Ergonomics](#)” section of the Intranet Employee Tab. Doing so will engage a support process to have our medical staff address your situation.

Please do not wait to report discomfort because you think it will just go away. Early reporting allows for quicker recovery and can prevent further progression of symptoms!

Q&A

WHAT IF I NEED ERGONOMIC EQUIPMENT AT MY WORKSTATION?

If ergonomic equipment is used in your office now (foot rest, keyboard, etc.), you may bring it home with you when you telecommute. If new equipment is needed, check with your leader.

CAN I TAKE TECHNICAL EQUIPMENT HOME?

A check out/in process has been created in SERVICE NOW to account for technical equipment being taken home during this remote work period. Please follow these [INSTRUCTIONS](#) [pdf] to submit a request.

WHERE CAN I USE A FITNESS ROOM?

As part of our social distancing protocol, all L.L.Bean fitness rooms will be closed and fitness classes canceled for the foreseeable future. While this is a disappointment for many, it's a prudent measure to protect employees and our community at large. Our Wellness team is actively working to offer classes virtually through Microsoft Teams. Stay tuned for more details as they are available.

LEARN MORE:
[Ergo Tips for Laptop Users](#)
[Telecommuting Safety Checklist](#)

RESOURCES FOR SUCCESSFUL TELECOMMUTING



FIND YOUR SPACE

Setup a designated workspace at home. If you have a home office, great! But if you don't, find a desk or table where you can work and keep your stuff. Avoid places like the kitchen table since you'll have to pack things away each day.



SCHEDULE

Work with your leader to determine what your work hours will be and stick with it! That means start around the same time everyday. It also means shutdown at the end of your day... call it quits just like you would if you had to drive home. Don't forget to schedule breaks into your day, too, so you can refresh and move regularly.



STAY SOCIAL

Working at home can feel isolating and lonely for some. Plan some social interaction into your day. Check in with your work buddies and neighbors on Skype, Teams and Yammer. Fire up your camera while you chat so you don't forget what everyone looks like ☺. When you're in the office, check out available [conference rooms](#) to get together in person. And, the [Employee Assistance Program](#) is a good resource to help you manage during stressful times.



(OVER) COMMUNICATE

When you work remotely, you need to be purposeful with your communication. You can't depend on talking across the wall or seeing someone in the hallway. Reach out regularly to your teammates and leader so they know what you're working on. And, if you feel out of the loop, reach out to ask about status and activities that impact you.



BOOST PRODUCTIVITY

A change in your work routine is a great time to focus on improving your productivity. Think about incorporating these tips:

- Reduce distractions (e.g. tv, social media).
- Avoid multi-tasking—focus on one thing and get it done.
- Cluster meetings so you have blocks of focus time.
- Try time-boxing for those tasks that can linger—dedicate X minutes to it, then move on to the next thing.