



THE UNIVERSITY OF BRITISH COLUMBIA

Students Home Online Program (SHOP) 2020/21

*Are you set up for a successful
school year ahead?*

WHY SHOP?

Here are 3 great reasons to complete the Students Home Online Program:

- 1) Having good posture while working at your home workspace can significantly reduce the risk of developing musculoskeletal injuries.
- 2) Creating a nice home workspace for yourself will help you concentrate on your work.
- 3) Practicing a healthy lifestyle at home will contribute to your academic success this year!



STUDENTS HOME ONLINE PROGRAM GUIDE

- 1) Set Up Your Home Workspace
- 2) Establish a Daily Routine/Schedule
- 3) Add in Movement Breaks
- 4) Change it Up – Get Outdoors!
- 5) Make Good Food & Drink Choices
- 6) Find Your Happy Place!



1) SET UP YOUR HOME WORKSPACE

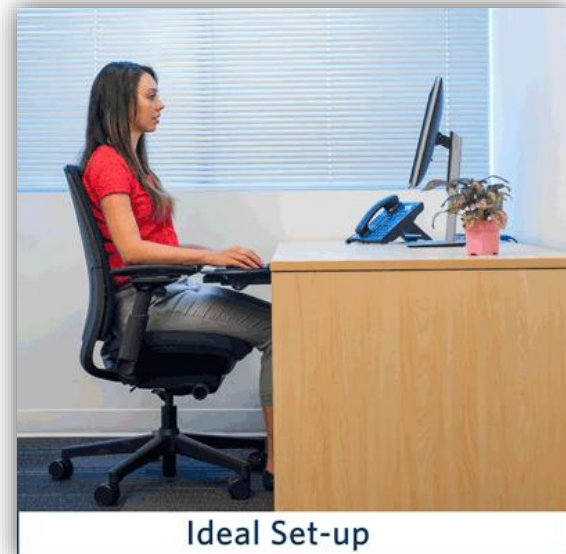
- a. Complete the Office Posture Checklist
- b. Preferred Office Equipment
- c. Additional Tips for Office Ergonomics



OFFICE POSTURE CHECKLIST^{1,2,3}

- ☐ Neck should be in a neutral position
- ☐ Top line of text on screen should be directly in front of eyes
- ☐ Arms should rest naturally in line with the torso
- ☐ Shoulders should not be shrugging upwards or hunched forwards
- ☐ Keyboard and mouse below elbow level
- ☐ Wrists should be in a neutral position while typing
- ☐ Avoid placing pressure on the wrist
- ☐ Back should be supported or resting on the back of the chair, slightly reclined
- ☐ Torso should not be leaning forward or to the side
- ☐ Feet should be flat on the ground

Image provided by [UBC Ergonomics](#)



PREFERRED OFFICE EQUIPMENT

- Make use of an external monitor or television instead of using the screen of a laptop ²
 - Ensures that proper neck position can be maintained
 - If no external monitor/TV available prop up laptop with books
- Use external mouse and keyboard ²
 - Ensures proper wrist position
- Use an adjustable chair with a back ²
 - Adjustable chair ensures proper height relative to the floor and to the desk
 - Chair with back provides support for the individual's back and ensures that it is straight
 - Make use of pillows, cushions, or towels if chair is not adjustable to change your sitting height or choose to stand instead of sit
- Use hard and flat desk or table ²



ADDITIONAL TIPS FOR OFFICE ERGONOMICS

- Have a dedicated workspace to separate work and non-work activities ³
- Commute to your workspace. This will help shift your mindset and serve as a transition time from leisure to work hours ³
- Keep your workspace clean and clutter-free
- Remember to take movement [breaks](#) (the general rule is twice per hour).
- Place something like a box under feet if not flat on the floor ²
- Take breaks from the screen and follow the 20-20-20 rule. Every 20 minutes, look 20 feet away for 20 seconds⁴
 - See [Tips](#) for Lighting and Eye Health
- If working table/desk is too high, place keyboard and mouse on a cutting board and place it on lap⁵
- If standing, wear comfortable shoes⁵
- Ensure that the workspace is well lit and there are no objects creating a glare nearby⁵



2) ESTABLISH A DAILY ROUTINE / SCHEDULE

- Create a schedule with consistent work hours to balance leisure and work time ³
- Try to wake up and go to sleep around the same time each weekday.

	SUNDAY	MONDAY
	4	5
8 ^{AM}		"Commute" to school
9		HMKV 100 Class Synchronous Zoom
10	Day off!	Hydration and snack
11		Movement Break
12 ^{PM}		Healthy Lunch
1		ENGL 100 Class
2		Review notes
3		Meet Bob for a Coffee



3) ADD IN MOVEMENT BREAKS

- Adults should try to get 150 min of physical activity in per week so taking movement breaks can help achieve that ⁵
- Prolonged bouts of sedentary behavior is linked to higher risk of mortality as well as an increased risk of developing chronic diseases⁶
- Get Started now with Dr. Sally!

<https://wellbeing.ubc.ca/random-acts-exercise-videos>



WALK AWAY FROM THE SCREEN!

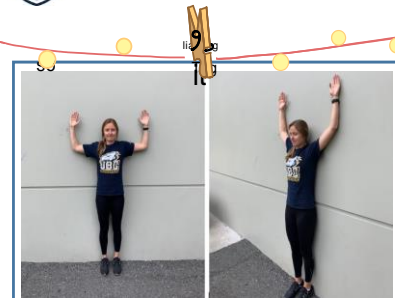
- Examples of taking breaks to move include:⁶
 - Getting up to drink water can get an individual moving and keep them hydrated throughout the day as well
 - Getting up to exercise right beside your workstation
 - Getting up and going for a walk, run, hike or bike
 - Getting up to stretch to promote musculoskeletal flexibility
 - Getting up to reset your posture and change positioning when sitting back down



SAMPLE STRETCHES AND EXERCISES FOR PROLONGED SEDENTARY TIME



Ergo Your Posture



Wall Angels (10 Reps / 1 s hold)

- Stand with your back against a wall and bend your knees a little. Your shoulders and head should be touching the wall
- Start with your shoulders, wrists and forearms should be touching the wall.
- Bring your arms up as high as you can get them, without any of your body parts coming away from the wall.



Wall Fly (10 Reps / 1 s hold)

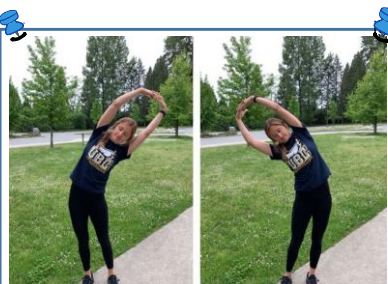
- Stand up straight with your back against a wall.
- Bend your elbows and rotate your forearms outwards so that the backs of your hands touch the wall.
- Allow your upper arms to move away from your sides a little.
- Maintaining this angle, press the backs of your forearms and wrists into the wall.

UBC Ergonomics
Workplace Health Services
ergonomics.info@ubc.ca



Allan McGavin
Sports Medicine Clinic
Physiotherapy

In collaboration with UBC Recreation, UBC Safety & Risk Services, UBC Okanagan, UBC Human Resources



Side Stretch (1 Rep / 20 s hold)

- Stand with your arms up over your head, keeping them close to your ears.
- Hold your hands together and lean to one side, feeling the stretch down the other side of your torso.



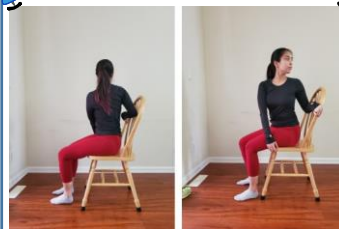
Lumbar Extension (5 Reps / 5 s hold)

- Place your hands in the small of your back and slowly bend backwards focusing on arching in your lower back.



Shoulder Shrugs (10 Reps / 1 s hold)

- Take a deep breath in and move your shoulders upwards.



Trunk Rotation (2 Reps / 5 s hold)

- Sit upright in a chair and rotate your body round to one side, using your arms on the back of the chair to pull yourself round further.



Deep Neck Flexors (10 Reps / 1 s hold)

- Lean your body forwards and ensure your back remains straight.
- Pull your head backwards so that your chin tucks in. Then, look up towards the ceiling until your head is around neutral.



Glute Stretch (1 Rep / 30 s hold)

- Cross the ankle of the affected leg over the opposite thigh just above the knee. Lean forwards, bending from the hip.
- Increase the stretch by placing your hand on the inside of the affected knee, and apply some downwards pressure.



Nose to Armpit (1 Rep / 30 s hold)

- Place the hand of the side you want to stretch behind your back. Take the opposite hand and pull your head forwards and to the opposite side at an angle.



Wrist Stretch (1 Rep / 20 s hold)

- Start with your forearm resting on a table and your affected hand palm up. Keep your fingers relaxed and use your other hand to lift the hand upwards



ADDITIONAL RESOURCES FOR HOME EXERCISES



- UBC Rec [Instagram Live](#) Movement Sessions
- UBC Rec Virtual Fitness Classes (via Zoom)
 - (Daily [schedule](#))
- Ergo Your Posture on [Zoom](#)
 - Wednesday @ 10am



4) CHANGE IT UP: GET OUTDOORS!

No matter what the weather, fresh air is best! Take some time to smell, feel and connect with nature. If you are not close to nature, you can just step outside your door and take a few deep breaths in!



5) MAKE HEALTHY FOOD CHOICES

TIPS

- Try to make sure your home classroom is not in your kitchen
- Take breaks from your school work to enjoy a “mindful” and undistracted healthy meal with friends or family
- Stock your kitchen with whole grain breads and crackers, brown rice and quinoa, fresh/frozen fruits and veggies, lean meats, dairy and alternatives, nuts and seeds, eggs, and canned tomatoes for sauces



MORE TIPS

- Search quick and healthy recipes (eg. <https://www.cookspiration.com/> and <https://www.healthyfamiliesbc.ca/home/articles/topic/meal-planning>)
- Have cut up fruit/veggies in the fridge for quick snacks
- Plan regular meals and snacks and exercise so you don't fall into mindless snacking or going too long without food
- Good late night snacks include popcorn, nuts/seeds, whole grain cereal with milk and fruit with natural peanut/almond butter



...AND HEALTHY DRINK CHOICES TOO!

- Water is your best friend! Try adding lemon, cucumber or berries to add flavour. Refill a re-useable container often throughout the day. The more you drink, the more you have to walk to the bathroom...more steps!
- Enjoy herbal teas (with low to no caffeine).
- Be sure to limit size and number of caffeinated drinks throughout your day and avoid alcohol and energy drinks while studying.



CANADA'S FOOD GUIDE

- Whatever size plate or meal you have, $\frac{1}{2}$ should be veggies/fruit, $\frac{1}{4}$ protein foods, $\frac{1}{4}$ whole grains and water as your drink of choice.



<https://food-guide.canada.ca/>

6) FIND YOUR HAPPY PLACE!

The year ahead will come with its challenges, especially with some unknowns on how we will advance through the COVID-19 pandemic. Given our unique living conditions, it is really important for you to have a “happy place.” Your place might be a room where you listen to music and practice relaxation. Your place might be virtual or in-person where you connect with friends or family members. Your place might include meeting new classmates, joining virtual UBC clubs or participating in activities with those in your “bubble.” 😊

Whatever and wherever your “happy place” is, be sure to get there often and stay healthy, connected and positive as you stride forward into the school year ahead!



ADDITIONAL ERGONOMIC RESOURCES

- For access to a webinar, info sheets and blogs regarding ergonomics visit <https://www.humantech.com/your-work-from-home-toolbox/>
- For directions on how to change your monitor settings (e.g. brightness, display size) visit <http://www.hr.ubc.ca/wellbeing-benefits/files/Visual-ergonomics-resources.pdf>
- A recording of UBC Ergonomics work from home webinar is available [online](#).
- UBC Ergonomics [Online Ergo Your Office Step by Step guide](#)
- UBC Ergonomics [Temporary work from home guide](#).



REFERENCES

1. On-Demand Webinar. (n.d.). Retrieved from Humantech: <https://info.humantech.com/Working-from-Homeleh-Video.html?alild=eyJpIjojUWxCUnc1dUg2SUNtalBJMCIsInQiOiJscTNqT0Y5M0tZeH JGVXdxdmYxeEVnPT0ifQ%253D%253D>
2. Yi, A. (2020). *Transform Any Room into an Office*. Retrieved from humantech: <https://www.humantech.com/transform-any-room-into-an-office/>
3. Overduin, A., Kung, S. (2020, May 13). *Home Office Ergo*. [Webinar]. Retrieved live from UBC Ergonomics and Workplace Health Services.
4. *Visual Ergonomics: Solutions for Lighting & Eye Health* . (n.d.). Retrieved from The University of British Columbia: <http://www.hr.ubc.ca/wellbeing-benefits/files/Visual-ergonomics-resources.pdf>
5. *Ergonomics Resources*. (n.d.). Retrieved from The University of British Columbia : <http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/ergonomics/ergonomics-resources/>
6. Loprinzi, P. D., & Frith, E. (2018). Effects of Sedentary Behavior, Physical Activity, Frequency of Protein Consumption, Lower Extremity Strength and Lean Mass on All-Cause Mortality. *Journal of lifestyle medicine*, 8(1), 8–15.
<https://doi.org/10.15280/jlm.2018.8.1.8>



***Embrace this unique year ahead.
Own it, live it and thrive!***



***The UBC SHOP is produced by the
UBC School of Health and Exercise Sciences Practicum Program
and the
UBC Ergonomics Program.***