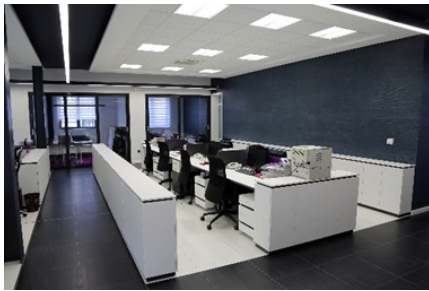


Ergonomics for Telework - Hoteling

Hoteling Stations: Multi-User Workstations



Hoteling is a work practice used by companies which allows more than one person to share a workstation to maximize office real-estate. Common practice with companies with employees who telework, hoteling provides them with a workstation to use when working in the office.

Key features to look for in a chair:

- Adjustable Arms
 - Height Range: 7.7” - 11.4”
- Adjustable Seat Pan (tilt, depth & height)
 - Height Range: 15-20”²
 - Depth Range: 16-19”²
- Adjustable Backrest (tilt & height)
 - Height Range: 20.3” - 25.6 “ from seat pan²
- Adjustable Lumbar Support (height & depth)
 - Height Range: 5.9 - 9.8” from seat pan²
- Waterfall front edge of seat pan
- Breathable fabric



Note: Although an adjustable chair is provided, it is still important for staff to test the chair fit. For instructions, refer to our Ergo Insights Sheet on Testing for Fit of Chair.

Hoteling Workstation Equipment Suggestions

Key Equipment

- External monitors & laptop docking station
- Monitor Arms
- External Input Devices

Additional Equipment

- Task lighting
- Phone
- Document holder
- Footrest



Challenges associated with hoteling

- Accommodating for varying size and statures of employees
- Employee education regarding proper workstation setup
- Employee education regarding proper workstation setup
- Noise Control
- Hygiene

In order to accommodate varying size and statures of individuals, adjustability is the most important feature to minimize risk of developing work related injuries. The key components allowing adequate adjustability at the workstation are:

1. Adjustable chair
2. Adjustable work surface
3. Tech equipment and accessories

Ergonomics for Telework - Hoteling

Work Surface

The recommended size of the work surface may vary depending on the company, the office space and the demands of the employees' tasks. Work surfaces should have a height adjustable input device surface. Height adjustability will allow employees to position the keyboard and mouse at elbow height, which encourages neutral upper limb postures.

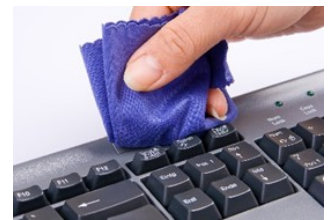
Height adjustability can be achieved through:

- Entire work surface is height-adjustable
- An external height-adjustable keyboard tray.

Sanitation

Provide the following cleaning supplies so employees can sanitize their workstation at the beginning of their day:

- Surface sanitation wipes
- Keyboard air duster
- Hand sanitizer



Education

Ensure all employees are well aware of proper ergonomic postures & correct workstation set ups. Education can be implemented through:

- Reminder at the workstation (diagram) of proper workstation postures
- Regular ergonomic and health & safety sessions (like a lunch and learn)
- Online self-adjustment tools



Noise Control

- Provide an enclosed breakout room for meetings and group discussions
- Install and enforce noise control policies regarding conversations in the open office space
- Dividers between workstations may help to decrease noise distractions



References:

¹ Lister, L., Harnish, T. (2011). Workshift Canada: The bottom line on telework. White Paper. Telework Research Network.

² BIFMA G1-2013 (2013). Ergonomics guideline for furniture used in office work spaces designed for computer use. Business & Institutional Furniture Manufacturers Association.