

Sit-Stand Desk Implementation Guide

Duke University School of Nursing

PROGRAM OBJECTIVE

The objective of the Sit-Stand Desk Implementation Program is to create a practical procedure for requesting, procuring, and implementing sit-stand desks in individual workstations at the Duke School of Nursing (DUSON). Additionally, the program plan will include education for proper and sustainable use of sit-stand desks. The overarching mission of the Sit-Stand Desk Program is to enhance comfort, performance, and health among DUSON Faculty and Staff.

PROGRAM OVERVIEW

DUSON has purchase a number of sit-stand desks to be placed on existing desktops. Individuals who comply with the implementation process will have a sit-stand desk installed in their workspace by DUSON Facilities. Eligibility will be determined by hours per week worked at DUSON, completion of the request form, and attendance at a sit-stand desk orientation session. Completion of all stages of the implementation process is mandatory.

SIT-STAND DESK QUALIFICATIONS

Participants qualify if they are assigned an individual workspace in the Duke School of Nursing, and utilize that space for a minimum of 20 hours per week. Those who exclusively use public/shared workspace in the School of Nursing do not qualify for an individual sit-stand desk.

IMPLEMENTATION PROCESS

1. Complete the sit-stand request form on [Qualtrics](#) – describe your experience, state your goals with a sit-stand desk, and bring the form to orientation.
2. Attend a sit-stand desk orientation with a member from DUSON Ergonomic's Team.
3. Sit-stand desk will be scheduled for installation at the workstation by DUSON Facilities.

ORIENTATION SESSIONS

The purpose of the Sit-Stand Desk Orientation is to ensure that those seeking a standing desk are fully educated on both the benefits and precautions of converting to a sit-stand workstation. Orientation is designed to increase self-efficacy by engaging the participant in critical thought regarding the choice to request a sit-stand desk. This orientation is mandatory in order to fulfill requirements to obtain a standing desk. Orientation will cover the following topics and provide resources for each:

- Benefits of incorporating standing and/or movement into the workday. Risks of sitting for extended periods of time.
- Risks and drawbacks of standing for extended periods, how to obtain balance in a sit-stand workstation format.
- Ergonomics of sit-stand workstation.
- Reflection of information presented and conversation addressing sit-stand workstation best practices.