

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 will purchase a number of sit-stand desks to be placed on existing desktops, selecting models based on evaluation reports from a model testing phase. Individuals who meet the below qualifications and 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. Reserve time to try out one (or both) of DUSON's trial sit-stand desks for a minimum of 6 hours via Meeting Room Manager. The trial desks will be located in Float Rooms 3002 and 3004, which will be clearly marked on Meeting Room Manager. The trial sessions must be booked for a minimum of 2 hours at a time. Plan to bring work items to the trial session to effectively replicate duties involved in a typical work session.
2. 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.
3. Register for and attend a sit-stand desk orientation, held once per semester at DUSON.
4. After completing orientation, choose one of the standing desk options that would be the best fit for your individual needs and existing workstation set-up.
5. Appropriate sit-stand desk will be installed at the workstation by DUSON Facilities.
6. Evaluation of the sit-stand desk submitted via Qualtrics after 12 weeks of use.

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 sessions are designed to increase self-efficacy by engaging participants in critical thought regarding the choice to request a sit-stand desk. These orientations will be mandatory in order to fulfill requirements to obtain a standing desk, and one session will be held per semester. 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 and overview of available models selected by DUSON.
- Reflection of information presented and conversation addressing sit-stand workstation best practices.