

## Telecommuting Tools

EHS has put together some simple ways to set up areas of your home/remote office and provide ideas on incorporating small changes that could make a big difference in preventing and alleviating discomfort. We encourage you to take a look at the tools below and apply them to find a suitable setup for working at home.

## Home Workstation Setup Guides

- [Laptop vs Desktop Setup](#)
- [Dining Room](#)
- [Kitchen Counter](#)
- [Couch or Bed](#)

## Being Mindful of Posture (Microlearning Videos)

- [Sitting Postures](#)
- [Typing and Mousing Postures](#)
- [Viewing Postures](#)

## Stretch Break Software

- [Break Timer](#) – Free Google Chrome browser extension
- [Micro Breaks](#) – Free Google Chrome browser extension
- [Stand Up!](#) – Free Apple App

## Evaluations

If you are experiencing discomfort while working from home and you feel that you need an evaluation, please start the process by submitting the [Remote Work Ergo Request Form](#). Instructions for the virtual evaluation process will be emailed to you shortly after EHS receives the request.

## Training

**Ergonomics Healthy Working @ Home** – This eCourse is available through the [UCLC](#) and provides an overview of the possible and proper workspace setup while working from home. Click [here](#) for instructions to access the Ergo eCourse.

For department requested Zoom training, which involves ergonomics training on best practices and answering questions on working remotely, please send your request via [safety@uci.edu](mailto:safety@uci.edu).

## Ergonomic Equipment and Accessories

UC Irvine Human Resources Short-Term Telecommuting Agreement Policy states the following:

The employee is responsible for establishing and maintaining a safe, ergonomically sound, and secure work environment. The employee will establish a functional workspace, including appropriate computer and communications equipment within their telecommuting worksite. Equipment includes hardware, software, modems, phone and data lines, and other office equipment. UCI accepts no responsibility for damage or repairs to employee-owned equipment. If any equipment is supplied by UCI, it is to be used for business purposes only. The employee must sign an inventory of all UCI property received and agree to take appropriate action to protect the items from damage or theft, unauthorized or accidental access. Employee agrees to return all UCI property to UCI upon conclusion of the telecommuting agreement. ***UCI will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.***

## Frequently Asked Questions:

### **Am I allowed to take furniture from my office?**

Please refer to the Procurement Services policy on [Borrowing University-Owned Equipment](#) for details in the process, approval and types of equipment you are permitted to borrow. Fill out the proper approval chain in [DocuSign for the Equipment Loan Agreement](#) (University Property Leaving Campus Form).

Employees who wish to request ergonomic furniture in their homes as *reasonable accommodations* should contact their supervisors or Wendy Pawling, UCI Human Resources Management Consultant, at 949-824-9756 or [wpawling@uci.edu](mailto:wpawling@uci.edu).

### **Am I allowed to take ergonomic accessories such as keyboards, mouse devices, or laptop accessories?**

Work with your department and follow the [Borrowing University-Owned Equipment](#) policy for accessories brought home for remote work use.

**Can I borrow equipment from the Ergo Showroom to support my telecommuting workstation?**

No equipment from the Ergo Showroom can be loaned out for temporary remote work at this time. However, if you have any questions or have a longer-term work agreement, please contact us at [safety@uci.edu](mailto:safety@uci.edu).

**Will I be reimbursed for purchasing equipment to use while working remotely?**

Most departments will not reimburse for temporary/short-term telecommuting situations, but may reimburse for longer-term remote situations. Contact your supervisor/department for further guidance before you purchase your own equipment.

**Is there a list of equipment that is recommended by EHS that I can purchase to use at home?**

EHS has put together a list of recommended accessories available through Amazon located at: [UCI Amazon Ergonomic Idea List](#). This list includes cushions, keyboards, pointing devices and laptop accessories. Please refer to your specific department/unit procedures before ordering any equipment.

**Do I need an evaluation to purchase any equipment or accessories?**

You do not need an ergonomic evaluation to purchase equipment or accessories. However, remote workstation self-assessment tools or virtual workstation reviews are available upon request. Please communicate with your department supervisor to obtain guidance on how best to proceed with implementing ergonomic solutions while working remotely.