

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.

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.***

[Go to Frequently Asked Questions – Working Remotely](#)