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Note: Managers are asked to encourage employees to update their emergency/home contact information on PeopleSoft self-service.

## What can I take home from my office?

Update: April 6, 2020: Message from Linda Dalgetty, Vice-President (Finance and Services):

*Good afternoon,*

*We have updated the guidelines for working from home. The health and well-being of our UCalgary community is extremely important to us and we want to ensure employees feel supported to effectively work from home. Employees may use their desktop computers and peripherals, including monitors, keyboards, computer mice and webcams, at home. Employees who require their desktop computing equipment at home are required to complete the attached form. Senior Leadership Team members (Dean or AVP) will receive notification that the employee has removed equipment from the workspace. [IT Equipment Agreement](#)*

*Thank you for your continued work on behalf of the University of Calgary.*

*Stay well,*

*Linda Dalgetty*

### **Retrieve your IT equipment from the office.**

1. Receive approval from your manager.
2. Track items [IT Equipment Agreement](#).
3. Follow [COVID-19 Protocols](#).
4. Return equipment in similar condition upon returning to the office.

**Furniture such as chairs, desks, cabinets and bookshelves cannot be taken home. If your EWI Ergonomic Assessment ([Ergonomic Program Step 4](#)) indicates that you require your campus office chair, follow steps 1 – 4 above AND personally hire a courier to deliver your chair to your home and back to the University when you return to the office.**



### How do I set up my remote workstation?

- Workstation set up: [WFH resources](#)
- Purchasing furniture and equipment for a home workstation: [Home Office Equipment and Furniture](#)
- [Remote Access Setup](#)
- Register for a live [WFH webinar](#)

### What are some tips for working at home?

- Take a micro-break for every 30 minutes of keyboarding and mousing by resting your arms in your lap or performing micro-breaks. If necessary, set a timer to remind yourself to move or change positions.
- Take a brief walk (even just a few steps away from the computer) and stretch/move your body at least once per hour.
- When using a computer for a long period, take a “visual rest break” every 20 minutes to reduce visual strain. Look at an object at least 20 feet away for 20 seconds. You can also complete eye movements (look up/down/side to side).
- [Micro-breaks](#) can consist of general movements to help with blood flow, a change in position and/or activity, as well as performing recommended exercises provided by your health care provider.
- If your workstation is not ideal you will need to take more frequent micro-breaks.
- [Mental Health Tips](#) for working from home

For further micro-break ideas refer to the [Proactive Ergonomic Program](#) webpage – [Step 2](#).

### What do I do if I require further ergonomic assistance for my remote workstation?

Please refer to [Step 3](#) on the Staff Wellness - [Proactive Ergonomic Program](#) webpage to determine your assessment needs.