What should I take home?

- Primary items: laptop, charge cord, keyboard, mouse, USB, mouse pad, cell phone and charger, headset, headphones, applicable documents, and items you use for your regular job demands. Use proper lifting and carrying techniques for safety. Backpacks or roller luggage are preferable for transporting items.
- Secondary items: special pens, highlighters, stapler, special equipment that you need, and ergonomic equipment, such as a back support or footrest. Only take items that you can safely transport.

Remember to return the items when you return to your office. Your supervisor may request to record inventory of the U of C items.

Message from Linda Dalgetty, Vice-President (Finance and Services): At this time, I am reiterating that desks, bookshelves, portable standing desks, office chairs, desktop computers, printers, or other furniture and fixtures should not be removed from university premises. Your co-operation is appreciated. Thank you very much.

How do I set up my remote workstation?

Watch the interactive video: Office Ergonomics Self Adjustment Tool (15 minutes)

Refer to the following documents:
- Ergonomic Set Up for the Office Employee
- Ergonomic Solutions for Working From Home

What technology can I use to work remotely?

Employees may request access to additional IT resources/equipment to facilitate working from home. It will be very difficult to accommodate these types of requests given current inventory of laptops.

Follow these links to securely log in and use UCalgary systems from a home computer:

1. Preparing to work remotely
2. Working and learning from home
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 movement 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).
- Movement breaks can consist of general movements to help with blood flow 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 movement breaks.
- **Mental Health Tips** for working from home

For further movement 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?

Email your Self Adjustment Tool report to the Ergonomic Program Advisor: Jennifer.ball1@ucalgary.ca and include information in the email regarding your remote workstation concerns. The Ergonomic Program Advisor will contact you.

What do I do if I am experiencing discomfort at my remote workstation?

If you have **recent discomfort since working from home** please email your Self Adjustment Tool report to the Ergonomic Program Advisor: Jennifer.ball1@ucalgary.ca and include information in the email regarding your remote workstation concerns. The Ergonomic Program Advisor is only accepting email contact at this time.

If you were having **difficulties prior to working from home** please refer to Step 3 on the Staff Wellness - [Proactive Ergonomic Program](#) webpage. Many Health Care Providers are not able to see patients at this time. If the Program Assistance Guide directs you to see your Health Care Provider for completion of the Ergonomic Referral Form, you may skip this step and follow the prompts:

a) Book an assessment with the EWI the External Assessment Provider; or
b) Contact the Ergonomic Program Advisor: Jennifer.ball1@ucalgary.ca for guidance. The Ergonomic Program Advisor is only accepting email contact at this time.

If you had a **previous ergonomic assessment and are having difficulties** please contact the Ergonomic Program Advisor: Jennifer.ball1@ucalgary.ca for guidance. The Ergonomic Program Advisor is only accepting email contact at this time.