## Recommended office equipment for different levels of telework

This is a guidance document. Agencies will need to make decisions based on their internal policies and procedures regarding telework, ergonomics and equipment purchases. A safe work environment is a shared responsibility between the employer and the employee. The ergonomic assessment process is one avenue of ensuring the work environment is safe. However that does not mean equipment must be purchased by the employer. Agencies may choose to use a combination of employer and employee owned equipment depending on available resources.

The ergonomic assessment should be part of the telework conversation and contract between the employer/employee and can be accomplished through an employee self-assessment. The assessment should be completed prior to any equipment being provided. The results of the ergonomics assessment will help determine the specific equipment that will most benefit the employee.

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| **Amount of telework** | **Recommended equipment for telework/remote work** | **Recommended office workstation** |
| Informal:  Infrequent, unscheduled telework, such as taking work home when bad weather is expected or working on a project. | * Laptop * Mouse   Note: The above can be combined in a travel kit to go between home and office. | Assigned workstation:   * Task chair * Desk at appropriate height, sit-stand desk as an option * Docking station * Full size monitor(s) * Keyboard * Mouse |
| Formal:  1-2 days per week of telework (telework agreement in place) | * Laptop * Laptop stand to raise screen * Keyboard * Mouse * Mobile phone or soft phone * Headset   Note: All of the above can be combined in a travel kit to go between home and office. | Assigned workstation  OR  Shared workstation (with 3-4 day per week teleworker) Not recommended within the current COVID environment.   * Task chair * Desk at appropriate height, sit-stand desk as an option * Docking station * Full size monitor(s) |
| Formal:  Full time telework three or more days per week of telework. May go into the office for meetings or collaboration | * Laptop * Dedicated work desk or table at appropriate height, sit/stand desk/converter as an option * Chair * Monitor * Laptop stand or 2nd monitor * Keyboard * Mouse * Mobile phone or soft phone * Headset * Accessories as needed, such as standing mat, footrest, document holder, telephone headset, external web-cam. | Shared workstation (with 1-2 day per week teleworker) Not recommended within the current COVID environment.  OR  Touchdown workstation (no reservation system)  OR  Hotel workstation (reservation system)  OR  Collaboration space |