

DARTMOUTH

Guidance Regarding Home Office Equipment for Employees Working Remotely

The following process is intended to be a guide to assist supervisors as they consider and manage staff/faculty that are working remotely and may have equipment needs. Dartmouth College recognizes that every situation and circumstance is unique, and this process may not apply seamlessly for all persons or requests. We request that this process be followed prior to the purchase of any equipment for a remote office.

Once a request to purchase equipment has been made or you become aware of a need, these are the suggested considerations...

Step 1.) Refer the employee to the guidance and recommendations prepared by Environmental Health and Safety. The links below are documents that will provide instruction about how to properly set up a work station, as well as a link to an online training module on basic ergonomics, and basic stretching techniques that can alleviate discomfort and help one avoid long term issues.

<http://www.dartmouth.edu/ehs/occupational/ergonomics.html>

http://www.dartmouth.edu/ehs/docs/dartmouth_office_ergo_01_2015.pdf

http://www.dartmouth.edu/ehs/docs/dartmouth_office_stretch_jan_2015.pdf

Step 2.) If step one is not effective in solving the issue the next consideration is the length of time that the employee will be working remotely. Is the employee's return onsite imminent? Could the employee be part of the department's [COVID-19 return to work onsite plan](#) at the current operating level or the next operating level?

Step 3.) If the employee's return onsite is not imminent the next consideration would be facilitating the relocation of the employee's light office equipment. Can the employee easily move light aspects or pieces of their office set-up to the place where they are working remotely. This is extremely situation dependent as not all employees will have the means or ability to move some light pieces of their office, but for those that can and would like to, it should be considered. Light equipment refers to things like keyboards, monitors, or chairs.

Step 4.) If moving light equipment does not resolve the issue or is not an option, the next suggested step would be to have a virtual ergonomics assessment done through the Department of Environmental Health and Safety. Please contact Molly.O.Rhoad@dartmouth.edu to initiate that process. The assessment may result in reconfiguration and/or equipment suggestions (a preferred vendor list will be consulted). Please note that any purchases will be billed to the department's chart string.