# **Recommended Office Equipment for Different Levels of Telework**

## **Purpose**

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.

## **Recommendations**

**Amount of telework**

### **Informal:**

Infrequent, unscheduled telework, such as taking work home when bad weather is expected or working on a project.

**Recommended equipment for telework/remote work**

* Laptop
* Mouse

Note: The above can be combined in a travel kit to go between home and office.

**Recommended office workstation**

Assigned workstation:

* Task chair
* Desk at appropriate height, sit-stand desk as an option
* Docking station
* Full size monitor(s)
* Keyboard
* Mouse

**Amount of telework**

### **Formal:**

1-2 days per week of telework (telework agreement in place)

**Recommended equipment for telework/remote work**

* 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.

**Recommended office workstation**

Assigned workstation:

OR

Shared workstation (with 3-4 days per week teleworker)

* Task chair
* Desk at appropriate height, sit-stand desk as an option
* Docking station
* Full size monitor(s)

**Amount of telework**

### **Formal:**

Full time telework three or more days per week of telework. May go into the office for meetings or collaboration

**Recommended equipment for telework/remote work**

* 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 a standing mat, footrest, document holder, telephone headset, external webcam

**Recommended office workstation**

Shared workstation (with 1-2 day per week teleworker)

OR

Touchdown workstation (no reservation system)

OR

Hotel workstation (reservation system)

OR

Collaboration space