

Setting Up Your Home Workspace

To support safe working at home and reduce the likelihood of employee injury, the following options are available to improve the ergonomics of a home workspace during the temporary telecommuting period due to COVID-19 pandemic.

Use of Existing Equipment and Furniture

Unit Directors/ REC Directors/ UCCE Directors may allow employees to use/ remove from their office location the following **ANR-owned** items while working remotely:

- computer and peripherals (mouse, keyboard, etc.)
- monitors, monitor arms, desk-mounted stand up desks, and docking stations
- office chair and mobile pedestal

It is the responsibility of unit directors to account for, document, and monitor the use of each item removed from the primary office location. In non-ANR owned locations (such as UCCE County offices or UCOP), home use furniture or equipment must be in compliance with the policies of those locations. It is the responsibility of the supervisor to coordinate with local authorities to determine what equipment or furniture may be allowed to take home for telecommuting purposes.

Large furniture like workstations and stand-up desks cannot be removed from ANR's facilities. Personal or unit designated printers/scanners should not be removed from the office unless approved by unit director and coordinated with IT. Transportation from and to the ANR location is the responsibility of the employee user.

Surplus Furniture for ANR Employee Home Use

ANR has some surplus furniture that might make working from home a little more comfortable. The furniture being offered is only for short-term use (loan). The property is not a gift or to be sold when we are no longer working remotely and must be returned. Before requesting the use of this excess furniture, please review the following:

Compliance / Responsibilities:

- The recipient shall provide the University with a written confirmation of the arrival of the transferred property.
- In no case shall University-owned property become the personal property of the University member; title shall always vest with the recipient institution.
- Sale of property to individuals or for-profit organizations is prohibited.
- All furniture must be returned to the original location when conditions have changed, and/or is no longer needed, and/or ANR requests the items to be returned.

Please contact the Surplus Administrator **Michael Zwahlen** at mczwahlen@ucanr.edu to begin the process for gaining approval to receive the requested furniture. All furniture will need to be picked-up in Davis by the requestor and returned to the same location. Any additional questions about this program should be directed to the Surplus Administrator.

The following items are available (see attached sheet with photos and quantities):

- Office chairs
- Small desks
- Work desks
- Rolling pedestals

Furniture Purchases for ANR Employee Home Use

In some cases, it may be appropriate to purchase some furniture or related items such as a table/work surface, chair, footrest, or peripheral equipment (monitor, keyboard, mouse) for an employee to use while working at home. This equipment remains University property and must be returned to your UC ANR location when you return to routine work at the office or when you leave UC ANR employment.

For More Information about Telecommuting during the COVID-19 pandemic, visit the COVID-19 website: <http://ucanr.edu/COVID19> and the Telecommuting Resources page at: http://safety.ucanr.edu/Programs/emergency/Current_Health_Alerts/Guidance_for_Telecommuters/