Telework Self-Certification Checklist

Use this checklist as a guide to help you understand the setup of your alternate worksite. As a potential teleworker, you are responsible to ensure that the designated workspace you are proposing is adequately equipped. This checklist is only to be used as a guideline, and may not be a comprehensive list. Every guideline may not be relevant to every teleworker or telework situation.

SAFETY

- **Location**
  - ☐ Workspace is clean and orderly, and in an environment that allows for optimal productivity
  - ☐ Workspace is supplied with necessary workstation equipment, and related materials
  - ☐ Workspace is free from indoor air quality problems and has adequate ventilation
  - ☐ Working environment is designed to minimize hazards, and set-up with safety in mind

- **Electrical**
  - ☐ Sufficient electrical outlets are accessible
  - ☐ All outlets are covered and in working order (Caution: Do not overload outlets; make sure they can handle the load)
  - ☐ All college equipment should be protected by surge protectors and UL approved
  - ☐ Equipment is placed close to electrical outlets
  - ☐ Electrical cords/wires are placed so that there are no tripping hazards
  - ☐ Electrical cords exhibit no evidence of fraying

- **Fire Safety**
  - ☐ There is a working smoke detector in the workspace and batteries or power supply will be checked regularly

☐ A home multi-purpose, fully charged fire extinguisher, which you know how to use, is readily available. For more information on fire safety visit Fire & Life Safety | OSFM (ncosfm.gov)

☐ You have an evacuation plan so you know what to do in the event of a fire

☐ Exits allow for prompt evacuation

WORKSPACE

- **Standard Computer Desk**
  ☐ Desk surface should be at a height that allows the teleworker to write without extreme bending over or lifting of the arms and shoulders

  ☐ Desk is able to support weight of computer equipment and related support materials

- **Keyboard**
  ☐ Keyboard height should allow the employee to type and mouse with arms at 90 degree or greater angle without lifting shoulders and allow for straight wrists; wrist rest for keyboard and mouse is recommended

- **Computer Screen**
  ☐ Screen is about an arm's length from the eyes and tilted back 0 - 20 degrees from user's eyes

  ☐ Top of viewing screen is at or below the user's eye level Images on screen are sharp, easy to read, and there is no glare on the screen face

  ☐ Screen contrast and brightness are adjusted for the best reading of typed characters on screen

- **Chair**
  ☐ Chair is fully adjustable, allowing change in height and angle of backrest to provide support to the inward curve of the operator's back and waist (Note: If necessary, use a pillow, rolled towel, or cushion for lower back support)

  ☐ Chair is adjusted so that knees are at a 90-degree angle, feet are flat on floor or footrest, and elbows are at the same height as keyboard

  ☐ Chair rungs and legs are sturdy or chair does not have loose wheels

DATA SECURITY

☐ Teleworkers must read and comply with the College Information Technology policies

☐ Teleworkers should contact the IT Help Desk to discuss the following:

- ☐ Remote desktop or VPN access
- ☐ Data Security
- ☐ Virus protection
- ☐ Operating systems, updates, patches
- ☐ Software
- ☐ General support services

I understand that these and other conditions relevant for the position or technology being used must be met when a telework agreement is initiated and maintained throughout the term of the Telework Agreement.

Employee Signature	Colleague ID	Date

Approved: September, 2021