



## Working From Home Checklist

### Virtual meetings

- Refer to IT Service Center (EASI) [knowledge base articles](#) to learn how to set up virtual meetings (i.e. MS Teams) including how to use virtual backgrounds. Do not use a physical backdrop.

### Slip, Trip & Falls

- Floor coverings (e.g. carpets and rugs) secured and flat.
- Walking paths and workstation are clear of trip hazards (e.g. paper, boxes, cords).

### Health & Well-being

- Schedule physical and mental breaks from your workstation every hour. Include regular walking and stretching throughout the workday.
- Sanitize your computer equipment and work surface regularly.
- Vary your tasks and take visual breaks every 20 minutes.

### Fire & Electrical Safety

- Establish an evacuation plan, including assembly point, in case of emergencies (e.g. fire).
- Regularly check smoke and carbon monoxide detectors to ensure they are working properly.
- Verify electrical equipment (e.g. cords, power bars, outlets) for signs of damage or deterioration.
- Switch off electrical equipment when not in use.

### Personal Safety & Security

- Maintain emergency contact information of your managers and supervisors.
- Establish a system for regularly “checking in” with your supervisor if you are not visibly online each day.
- Important work files and equipment (e.g. laptops) are locked away securely when not in use.
- Standard first aid kit is available.
- Notify your supervisor if you experience any concerns, discomfort or changes in conditions that may impact working from home.

For more information regarding telecommuting and alternative work arrangements, refer to the [Alternative Work Arrangement Knowledge Article](#) in the HR Service Centre (under Employee Supports). Login using your UTORID and password.

After a flexible work arrangement has been approved by your supervisor, use this checklist to ensure your home office is set up correctly for your comfort, safety and productivity.

### Office Ergonomics

- Display screen is level with your eyes to prevent discomfort to neck or head. Monitor positioned arm's length away. Sufficient font size to prevent a “turtling posture”.
- Keyboard and mouse are positioned in front of body. Arms kept closed to your body.
- Height of chair or work surface is adjusted so that elbows are at work surface height. Shoulders are relaxed and forearms parallel to desk surface.
- Knees, hips and elbows are at 90 degrees when seated (i.e. thighs parallel to floor).
- Lower back is supported by backrest. Feet are flat on the floor or supported by footrest.
- Frequently used items are within easy reach. Desk has sufficient space to work comfortably.

For more information on computer workstation setup, refer to the [Office Ergonomic Infographic](#) and [Office Ergonomics: Setting Up Your Workstation Tip Sheet](#).

### Laptop Ergonomics

- Laptop should be placed on a laptop holder or on a stack of books/boxes.
- If the laptop is placed directly on the table surface, the screen should be angled away from you.
- Use a separate keyboard and mouse.

### Work Environment

- Adjust temperature, lighting, and surrounding noise to a comfortable level.
- Reduce reflections and glare by adjusting overhead lights and window blinds/shades.