

# Telework Environment Checklist and Self Certification

Employee Name: \_\_\_\_\_

Classification: \_\_\_\_\_

Initials	Training	
Prior to completing this self-certification, all employees who wish to telework have access to the telework training described below.		
_____	<b>Telework Training</b>	Training is available to all employees interested in telework. The training covers basic telework information, as well as information regarding suitability for telework and critical factors for successful telework.
_____	<b>Target Solutions</b>	<a href="#">Target Solutions ergonomics classes</a> are self-assigned through Target solutions.
_____	<b>Linked In Learning (optional training)</b>	Additional optional ergonomic training is available through <a href="#">Linked In Learning</a> by searching "ergonomics".
_____	<b>CSA Ollie</b>	CSA Telecommute Ergonomic Tips is available on Ollie. The ergonomic tips cover basic telecommute ergonomics information.

Initials	Availability	
Employee is available to telecommute on the following days and times:		
_____	<b>Schedule (indicate hours)</b>	Monday: Tuesday: Wednesday: Thursday: Friday:

Initials	General Environment	
General requirements for lighting, heating and ventilation, cleanliness and organization, and noise levels in the telework space:		
_____	<b>Lighting</b>	The telework area should be adequately illuminated, enabling the employee to perform work without eyestrain or glare. More information on lighting is available in the <a href="#">Stanislaus County Ergonomics Policy</a> .
_____	<b>Heating and Ventilation</b>	The telework area should be properly heated and ventilated. If a work place is too cold or too warm, it can be difficult to concentrate and could cause harm.

_____	<b>Cleanliness and Organization</b>	<p>Employees should ensure the area is:</p> <ol style="list-style-type: none"> <li>1. Free of clutter, tripping hazards and has a clear path for travel.</li> <li>2. Organized to safely support all equipment to prevent falling.</li> <li>3. Arranged to securely store heavy items on sturdy stands, close to walls, and filing cabinets are filled from bottom to top and/or balanced to prevent tipping.</li> <li>4. Organized so that potentially hazardous chemicals or other recognized hazards are clear of the work space.</li> </ol>
_____	<b>Noise Levels</b>	<p>Employees should avoid or keep distracting sounds to a minimum by diffusing unavoidable noise by shutting a door or using a room divider. Such distractions can have a detrimental effect on worker productivity.</p>

Initials		Workstation Arrangement
Adhering to the following criteria will assist in ensuring a safe, ergonomically sound, and effective telework environment:		
_____	<b>Ergonomics</b>	<p>The telework space must be arranged so that it is in compliance with the <a href="#">Correct Positioning for Computer Users</a> in the <a href="#">Stanislaus County Ergonomics Policy</a>. Employees are encouraged to complete an <a href="#">Ergonomic Self-Assessment</a>.</p>
_____	<b>ErgoSuite</b>	<p>ErgoSuite, the County's desktop ergonomic software solution that reduces repetitive strain injuries must be installed on all County issued equipment.</p>

Initials		Electrical
_____	<b>Electricity</b>	<p>Employees should have enough electrical outlets in the room to avoid overloading any circuits by using proper equipment, such as surge protectors.</p> <p>Arrange the electrical and phone lines and equipment to:</p> <ol style="list-style-type: none"> <li>1. Avoid tripping hazard, cover interconnecting cables or place them out of the way</li> <li>2. Prevent overloading circuits by using surge protector(s)/master switch to connect electronic equipment, such as computers and monitors</li> <li>3. Position equipment close to electrical outlets</li> <li>4. Ground all electrical outlets</li> </ol>

Initials		Security of Information and Equipment
Employees must prevent costly computer breakdowns and the loss of crucial data by following these computer safeguards:		
_____	<b>Protecting Information, Data and Equipment</b>	<ol style="list-style-type: none"> <li>1. Comply with the <a href="#">Stanislaus County Information Technology Security Policy</a>, <a href="#">CSA Information Technology Security Policy</a>, and <a href="#">The County Internet Policy</a>,</li> <li>2. All teleworking supplies and equipment are maintained in good condition.</li> <li>3. Position equipment away from direct sunlight or heat sources.</li> <li>4. Place equipment on well-ventilated surfaces and provide for sufficient air space around them.</li> <li>5. Ensure a clean, dry space for storage of equipment.</li> </ol>
_____	<b>Safety</b>	<ol style="list-style-type: none"> <li>1. Power down equipment at the end of a workday.</li> <li>2. Ensure all county issued equipment, software and supplies are kept safe and secure from unauthorized use, and protected again from theft, loss and damage.</li> </ol>
_____	<b>Confidentiality</b>	1. All confidential, private, personal or privileged records or information are kept safe and secure to the greatest extent possible and according to the security measures and safeguards. Employees must adhere to the <a href="#">Stanislaus County Community Services Agency Quick Guide To Privacy, Security &amp; Safeguarding Of Confidential, Protected, &amp; Personally Identifiable Information</a>

Initials		Work Related Injury While Teleworking
_____	<b>Reporting a Telework Injury</b>	<p>If a teleworker is injured in his/her designated teleworking workspace during teleworking hours while conducting County business, the teleworker must notify his/her supervisor immediately and follow County policy for reporting on-the-job work injuries.</p> <p>If the immediate supervisor is not available, the teleworker is to contact the manager or an alternate supervisor or manager for reporting the injury.</p> <p>The supervisor is to follow all applicable rules and procedures governing employee injuries; e.g. fill out appropriate forms, such as the <a href="#">Supervisor's Incident Report</a> and escalate information as needed.</p>
_____	<b>Worker's Compensation</b>	Injuries occurring while teleworking may be covered by Worker's Compensation provided that all eligibility requirements are met. Existing policies for Worker's Compensation apply.
_____	<b>Outside of workspace and outside parties</b>	<p>The County assumes no liability for injuries to the employee/teleworker that occur outside of the designated telework space and outside of employee's scheduled telework hours.</p> <p>Employees are liable for injuries to third parties who enter the designated work space.</p>

Initials	Automobile Safety	
_____	<b>Automobile Safety</b>	Employees who operate County vehicles must have a valid operator's license and <a href="#">Authorization to Drive on County Business</a> and must comply with the <a href="#">County Driver Authorization and Performance Policy</a> .

**Certification**

I certify that I have read and understand the components of a Safe and Effective Telework Environment and am aware of how the requirements create a healthy, safe, and effective telework space. I agree to uphold the terms and specifications outlined above.

I understand that my supervisor or department may deny my opportunity to telework or may rescind my existing Telework Agreement for non-compliance with these terms or any safety problems or avoidable injuries in the telework space.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Manager Name

\_\_\_\_\_  
Supervisor/Manager Signature

\_\_\_\_\_  
Date