**UNCG TELEWORKING PROGRAM**

**REMOTE WORKSPACE SELF-CERTIFICATION CHECKLIST**

|  |  |
| --- | --- |
|  | I have been issued UNCG equipment/software and have been briefed on the care and appropriate use of the UNCG equipment I have been issued and on any relevant UNCG policies regarding its use. |
|  | If applicable, I have completed the [UNCG Fixed Assets form FA-16 "Agreement for Equipment/ Located Off Campus"](https://fix.uncg.edu/wp-content/uploads/2018/07/FA-16editable.pdf) for the equipment/software I have been issued. |
|  | I confirm that the workspace (including monitor screen) is arranged to minimize glare and visual discomfort. |
|  | I confirm that the workspace is orderly, free of materials on the floor, and that any cords are secured to not present a tripping hazard. |
|  | I confirm the space under the desk is clear and free from obstructions allowing free movement of legs. |
|  | I confirm the chair is sturdy and free from loose wheels, legs, and other parts. |
|  | I confirm the seat and backrest of the chair is supportive and adjustable allowing a comfortable upright position. |
|  | I confirm the seat height allows seating with feet flat on ground and thighs parallel to the floor. |
|  | I confirm the armrests (if present) allow a comfortable and adjustable position to: (a) relax shoulders and arms in a position close to the body; (b) operate the keyboard with the home row at approximately elbow height and the hands, wrists, and forearms in a straight line parallel to the floor; (c) move as close as desired to the keyboard; and (d) easily reach primary work materials and accessories. |
|  | I confirm the topmost line of the computer screen slightly below eye level with the operator in an upright position and if wearing bifocals or trifocals, I can look at the screen without tilting my head. |
|  | I confirm the keyboard and mouse are situated at elbow level, and the forearms, hands, and wrists in a straight line parallel to the floor. |
|  | I confirm the keyboard and mouse are in a position to eliminate reaching (no extended reaching is required) and allows the wrist to be in a straight natural (neutral) position. |
|  | I confirm the work surface is high enough underneath so that it does not contact the top of the my legs, and the top work surface large enough to hold all needed input devices, task materials, monitor, and accessories. |
|  | I will take frequent short breaks to eliminate excessive keying and give hands and wrists a break at least every 30 minutes. |
|  | I will perform daily stretching exercises and look away from the monitor periodically. |