

Guidelines

Title:	Setting up the Home Office
Related to:	OHA 010-023, DAS 50.050.01
Effective date:	10/20/2020

Purpose

Working from a home office, where staff may not have the same allocation of space or equipment or think about applying the ergonomic tools we have available, can put our information, health, and safety at risk.

These guidelines are designed to serve as a reminder of policies that should be followed in a changing work environment and to support staff in setting up home workspace that meets security and ergonomic needs for staff and the agency.

OHA provides individuals the option to work remotely and flex their working hours when the responsibilities of a position make it possible and appropriate for the individual, the manager, the team, and the agency. Some OHA positions are bound by the responsibilities of their position to location or shift requirements. Individuals approved to work outside of state-owned or leased buildings provide their own internet and other utility coverage, without reimbursement from the state, allowing them to perform their assigned duties and participate in phone conferences and virtual meetings during scheduled work hours.

Guidelines

1. Oregon Department of Administrative Services (DAS) policies require that staff:
 - a. Maintain a clean and safe workplace.
 - b. Immediately report any injury that occurs during work hours.
 - c. Use state provided technology for state business purposes only.
 - d. Comply with security and maintenance policies and practices.
2. DAS policies state that the agency:
 - a. Will provide basic technology equipment and related devices for performing the job.
 - b. Is not responsible for loss, damage, repair, replacement or wear of personal property.
 - c. May provide additional technology, devices, and office supplies in accordance with the Americans with Disabilities Act.
 - d. Does not reimburse for intangible services such as internet service or other in-home costs. Staff should consult a tax professional to determine whether these costs are tax-deductible.
3. Staff who want to work remotely need to analyze their home space for the ability to serve as a safe, productive workspace:
 - a. Identify the most practical location for home office set-up, including:

- A. Determining if the workspace will be able to be set-up and left in place or if it will need to be set up daily.
- B. Setting up in an area with adequate light, minimal distractions, and good ergonomic support.
- C. Determining the availability of appropriate work surfaces.
- b. Determine how to use, protect, secure, and dispose of agency information, including:
 - A. Any requirements for printing protected information and the need for a secure locking bin until items can be returned to an agency facility for secure disposal.
 - B. Whether an individual requires screen shields to protect information from inadvertent exposure to others in the home.
 - C. The need for securely storing computers in the home during non-working hours if the work items will need to be moved out of a common space.
- c. Ensure internet and cellular access is available to support required work.
- d. Ensure home network security meets agency information security requirements.
- 4. With limited exceptions, the Oregon Health Authority (OHA) provides equipment for one workspace per staff person.
 - a. Managers and staff should consider and discuss what kind of equipment should be assigned to an individual and where the assigned equipment will be located.
 - b. Staff who work remotely more than two days each week will use a drop-in, hotel, or multi-use space when they report to an agency office location rather than having an assigned personal workspace.
- 5. Staff and managers should consult to determine the necessary and available tools to complete work from home, providing the same setup that would be available in the workplace based on current business needs and standards. This may include a computer and two monitors, a keyboard and mouse, a cell phone, a hotspot or modem, an office chair, and basic office supplies.
 - a. Use of existing equipment should be optimized, within current OIS service limitations.
 - b. Need for home printing capability require significant justification.
 - c. Standard business practices for equipment purchase through DAS contracts and ITAM processes should be followed.
 - d. All office equipment should be logged in Workday or other mandated systems for tracking.
 - e. Due to current supply line shortages and the need for additional DAS guidance, all equipment may not be immediately available.
- 6. With manager approval, delivery of some office equipment may be arranged through the Office of Facilities Management work order process, primarily to meet accommodation requirements.
- 7. In setting up workspace at home, staff should:
 - a. Review the SAIF [“Ergonomics for the home office”](#) information.
 - b. Log on to the SAIF provided [ErgoPoint](#) site using your work email address name@dhs.oha.state.or.us and the initial password “changeme”.
 - c. Use the ErgoPoint site to:
 - A. Take training in the Four Points of Contact in the “Learn” section.
 - B. Perform a self-assessment in the “Do” section.
 - C. Build and submit an ergonomic Action Plan in the “Manage” section.
- 8. Managers should review [ErgoPoint for Managers](#) in order to support their own and staff needs.
- 9. Staff should optimize other available resources, including:
 - a. ODHS|OHA Occupational Health, Safety and Emergency Management [OWL](#) site.

b. National Safety Council [Ergonomics at Home](#).

c. SAIF [Posture Perfect in Your Home Office](#).

10. If additional assistance is needed after completing the SAIF ergonomic training and assessments, email, phone, or video consultations with an agency ergonomic specialist are available through the Office of Safety, Health and Emergency Services or building ergonomic assessors.

References

ODHS|OHA Occupational Health, Safety and Emergency Management [OWL](#) site.

National Safety Council [Ergonomics at Home](#).

SAIF [Posture Perfect in Your Home Office](#)

OHA 010-023-01 Key Topics Related to Flexible Work Solutions, including Eligibility, Equipment and Reimbursement

[OHA 010-023-02 Updating Workday: Registering for Remote Work and Accessing Flexible Work Solutions](#)

[OHA 010-023-03 Updating Workday: Reviewing, Changing or Removing Remote Work Status, Updating Asset Lists](#)

OHA 010-023-04 Setting up the Home Office

OHA 010-023-05 Evaluating and Updating the Position Description for Flexible Work Solutions

OHA 010-023-06 Manager Tool: Appreciative Inquiry Exercise for Evaluating and Updating Position Descriptions for Flexible Work Solutions

OHA 010-023-07 Manager Tool: Best Practices for Supporting Flexible Work Solutions

OHA 010-023-08 OHA Remote Work Guide

OHA 010-023-09 Manager Tool: Working in a Different State – Topics to Consider

ODHS|OHA 010-023-10 Getting the Most Out of Your Home Network

Forms referenced

[Office of Facilities Management Work Order Request](#)

Related policies

DAS 50.050.01 Working Remotely

ODHS|OHA 090-009 Administrative Technical and Physical Safeguards

ODHS|OHA 060-043 Ergonomics Policy

OHA 010-023 Flexible Work Solutions

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office, interaction, keyboard, manage, managers, meetings, mouse, office, PD, position description, printer, remote, remote access, safety, schedule, status, support, telecommute, telecommuting, telework, teleworking, virtual, WFH, work, Workday, work from home, work life balance, working remotely, workplace, workspace

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