## Sandhills Community College Alternate Work Location Safety Attestation

<u>Instructions for employee</u>: must be completed by teleworkers at least once per year.

This attestation

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Chair armrests allow comfortable position to relax shoulders and arms in position close to body, operate keyboard at approximately elbow height, and keep hands, wrists, and forearms in straight line parallel to floor. Keyboard and mouse are situated at elbow level.

Keyboard and mouse are positioned to eliminate reaching and allows wrist to be in straight, natural position.

Work surface accommodates all items (printer, stapler, and tape dispenser) needed to perform job duties. Topmost line of monitor screen is slightly below eye level. Monitor height set so that head tilting is not required for full viewing.

## Information Safety/Security

Adherence to State of North Carolina and individual agency/work unit Acceptable Use Policy.

Timely installation of State IT updates to all agency/work unit assigned equipment.

Log off from computer when not present at alternate work location.

Lock up paper files with confidential information.

Log in to agency VPN at least weekly to run regular scans and ensure anti-virus software and virus definitions are updated.

Files and data are secure.

Materials and equipment are stored in a secure place protected from damage and misuse.

Inventory of all equipment including serial numbers is maintained.

## Fire/Emergency Safety

Identify safe shelter location within alternate work location to evacuate to in event of severe weather threat.

Sgn-up for severe weather alerts from government/media sources via email or text for alternate work location.

Maintain contingency plan to work elsewhere in event of power outage.

Maintain primary and alternate evacuation plan for emergency exit in event of a fire.

Multi-use fire extinguisher, which employee knows how to use, is readily available.

Working smoke detector and carbon monoxide detector are present in alternate work location area.

All radiators and nortable heat source(s) are located away from combustible and flammable items

	Staircases that must be travelled while working are well lit, free from obstruction, and allow for secure footing
	on each step.
l,	, attest as follows: