



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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Human Resources

Risk Management 619-388-6593

FAX 619-388-6898

Work-at-Home Ergonomic Protocol

If an employee requests assistance with home office ergonomics, they should be directed to the attached guidance from Risk Management, which also includes links to self-help videos and other support. Employees should also be encouraged to take frequent breaks and to stretch. Guidance from Risk Management regarding appropriate stretching is also attached. Employees may also be loaned assistive equipment, which should be limited to relatively lightweight or portable items related to ergonomics such as ergonomic keyboards, monitors with adjustable stands, ergonomic mice, and desk chairs (although a desk chair is not necessarily lightweight, it can be transported fairly easily because it has wheels). Supervisors should create a log and track loaned equipment. Employees need to be reminded that they are expected to return equipment when the District returns to normal operation. Pickup needs to be coordinated with campus or site management, and comply with social distancing guidelines.

Where the suggestions provided above do not adequately address the employee's needs as verified by the supervisor (i.e., that they have implemented the guidance referred to above), they may be referred to Risk Management for additional ergonomic assessment and assistance at the following email address: sdccdriskmanagement@sdccd.edu.