

Name (first/last): \_\_\_\_\_ Employee ID: \_\_\_\_\_

Location (building, suite#/office#): \_\_\_\_\_

Department: \_\_\_\_\_ Dept ID: \_\_\_\_\_ Division: \_\_\_\_\_

Please select if you have self-identified as being in a high-risk group or are aged 65 and older and are currently prohibited from returning to campus for any reason.

Select item(s) to be removed from campus:

Webcam       General office supplies       Mouse       Anti-slip mat       Keyboard

Footrest       Keyboard wrist pad       Chair       Monitors – Quantity \_\_\_\_\_

Other: \_\_\_\_\_

Item asset tag (if applicable): \_\_\_\_\_

**The following items may not be removed from campus:** Desks, filing cabinets, printers, desktop computers, furniture of any kind other than chairs.

**SUBMISSION INSTRUCTIONS**

Employees – E-mail this form to your supervisor after you complete it. Your e-mail to your supervisor will serve as your signature.

Supervisors – Submit this form via e-mail to the e-mail address provided to you. Your e-mail submission will serve as your signature.

**ERGONOMICS**

Setting up a home workstation - As you transition to working at home it is important to think about the workstation you will be working from. Your computer/laptop, chair and workspace set up should keep you in neutral postures. Full time staff with access to CSU Learn should take 20 minutes to review the “Computer Ergonomics” training. The workstation checklist at the end of the training will help you evaluate your workstation. To access CSU Learn, log into my.csudh.edu and click the CSU Learn icon. For Foundation staff without access to CSU Lean please visit the EHS website at <https://www.csudh.edu/ehs/resources/ergonomics>. Pay particular attention to the “Ergonomic Self-assessment and Good Practices” and “Twelve Tips For An Ergonomic Computer Workstation” sections.