

# Equipment Checkout for Emergency Telework

## Table of Contents

Eligible Equipment for Checkout During Emergency Telework .....	1
How to Request Non-IT Equipment .....	1
How to Request IT Equipment.....	2
Best Practices: Taking Home Equipment .....	3
Reasonable Accommodation .....	3
How to Purchase Equipment .....	4
Returning Equipment.....	4
FAQs.....	5
Questions.....	5

## Eligible Equipment for Checkout During Emergency Telework

### **Non-IT Equipment**

*Require Ergonomic Evaluation prior to Check-Out*

- Sit/Stand Station

*Does Not Require Ergonomic Evaluation*

- Chair (ergonomic evaluation highly recommended)
- Footrest
- Chair Floor Mat

### **IT Equipment**

- Monitor
- Mouse
- Keyboard

## How to Request Non-IT Equipment

### **Employee Responsibilities:**

1. Determine equipment necessary to telework.
2. [Submit a DFW 1101, AGREEMENT - EMERGENCY TELEWORKING/ NON-IT EQUIPMENT ASSIGNMENT](#), to your supervisor requesting the equipment needed to telework.

### **Supervisor Responsibilities:**

1. Check with the [Employee Wellness Services](#) (EWS) to determine if there is a Reasonable Accommodation (RA) request on file specific to the equipment being requested.

If no RA, continue to #2:

2. [Review DFW 1101, AGREEMENT - EMERGENCY TELEWORKING/ NON-IT EQUIPMENT ASSIGNMENT](#), request to validate the equipment needed.
3. If requesting a chair or sit/stand station, submit [Ergonomic Request form](#) to Bryan Landis at [Bryan.Landis@wildlife.ca.gov](mailto:Bryan.Landis@wildlife.ca.gov).
4. For equipment that does not require an ergonomic evaluation, or for equipment that is needed after ergonomic evaluation is complete, inspect the requested equipment to verify the condition.
5. Submit the approved DFW 1101 to [FAMS@wildlife.ca.gov](mailto:FAMS@wildlife.ca.gov).

## **How to Request IT Equipment**

### **Employee Responsibilities:**

1. MONITORS ONLY:

Submit request to direct supervisor. In the request, include the equipment being requested. If requesting a monitor, include the model number and serial number of the monitor. Equipment must be assigned to the Employee requesting. Employee cannot borrow other Employee's equipment. If requestor cannot check out their own monitor (ie. They work in West Sac and the monitors are attached to built-in sit stands), notate that in request to supervisor. Spare monitors are available for check out.

2. MOUSE and/or KEYBOARD:

Make request directly to supervisor.

### **Supervisor Responsibilities:**

1. Check with the EWS to determine if there is a RA request on file specific to the equipment being requested.

If no RA, continue to #2:

2. MONITORS ONLY:

Contact the DTD Help Desk ([helpdesk@wildlife.ca.gov](mailto:helpdesk@wildlife.ca.gov)) to initiate a request for Employee. Provide all information submitted by the employee, including model and serial numbers. If Employee does not have an available monitor (ie. they work in West Sac and the monitors are attached to sit stands and do not have

monitor stands), supervisor should notate that in their request. A spare monitor will be assigned to requesting Employee.

### 3. MOUSE and/or KEYBOARD:

Complete and retain [DFW 1101](#). DO NOT route to BMB. The Employee's supervisor will be responsible for tracking this equipment, and ensuring all equipment is returned if employee comes back to work or leaves the department.

Once a check out ticket has been created in Cherwell by DTD, the employee is responsible for transporting the equipment safely to and from their home and caring for the IT equipment. The Cherwell check out ticket will remain pending until the equipment is returned.

## **Best Practices: Taking Home Equipment**

When transporting ergonomic equipment home, specifically chairs and adjustable height workstations (aka sit/stands), please be aware of the weight and bulkiness of this equipment to ensure safety of the equipment and Employee.

Ergonomic chairs can weigh up to 80 lbs. depending on the model, and it is recommended to have two people to lift the chair in and out of vehicles. When loading a chair into a vehicle, it may help to lower it to the lowest position. Another factor to note, ergonomic chairs from PIA come standard with hard casters which are designed for material such as carpet. If hard casters are used on hard surfaces, such as tile and hardwood, damage may occur. Plastic chair mats will work for a short time, but hard casters will also damage plastic. If you need assistance adjusting the chair, please visit PIA's [product page](#) for user manuals. The name of the chair is located on a tag underneath the seat.

For adjustable height workstations, there are many different models with different weights and sizes. It is recommended to use two people to move any adjustable height workstation to be on the safe side. When planning to move adjustable height workstations, it is a good idea to plan ahead in terms of where the equipment will go in your home office. [Ergotron](#) models clamp to the front of a desk, which will not work if there is a drawer on the desk. [Varidesk](#) models are bulky and take up a significant amount of desk space. [Quickstand](#) models either have a clamp in the back of the unit which could cause issue if there is not an open back on a desk or a freestanding base that is at least 50 lbs. Adjustable height desks, such as the [PIA model](#), have an electric motor and if the weight capacity is exceeded, damage to the motor may occur. Refer to the user manual for weight capacity.

If you have any questions about ergonomic equipment, please contact Bryan Landis, Chief Health and Safety Officer, at [Bryan.Landis@wildlife.ca.gov](mailto:Bryan.Landis@wildlife.ca.gov).

## **Reasonable Accommodation**

If you require equipment due to a medical condition or concern, please contact your [EWS Analyst](#) to discuss options, including Reasonable Accommodation.

## How to Purchase Equipment

The Business Management Branch (BMB) Acquisitions Support Unit (ASU) handles all RA purchases for CDFW staff. This includes both non-IT and IT equipment. Please follow the steps below to execute a purchase to fulfill an RA request:

1. Program obtains approval from EWS and their immediate supervisor to proceed with the RA purchase.
2. Program creates RA procurement packet in accordance with the applicable checklist, available on the [BMB Procurement Processes and Policies Intranet page](#).

Note: Do not include any identifying medical information in the procurement packet. Program will only indicate in the FI\$Cal requisition justification statement that EWS approval was obtained.

3. Program emails the completed/approved RA procurement packet and requisition to the ASU inbox, [BMBProcurement@wildlife.ca.gov](mailto:BMBProcurement@wildlife.ca.gov), for approval and processing.

The RA will be completed and dispatched within 10 business days upon receipt.

## Returning Equipment

### For Non-IT Equipment:

Using Best Practices referenced above, employee must return the equipment to the office. Supervisors must inspect the equipment to verify it was returned in the same condition as when it was checked out.

For non-IT equipment, notify BMB's Asset Management when the equipment is returned by emailing [FAMS@wildlife.ca.gov](mailto:FAMS@wildlife.ca.gov) a completed [DFW 1101](#).

### For IT Equipment:

1. MONITOR:

Supervisor will validate that the monitor is in good working condition and send email to Help Desk with Employee person's name. Help Desk will change status of monitor to "returned" in Cherwell.

2. MOUSE and/or KEYBOARD

Employee will return equipment to the office and notify their supervisor. Supervisor will validate that equipment has been returned in good working condition. Once validated, supervisor will update DFW 1101 and retain in their records.

## FAQs

Q: I received approval to take home equipment and injured myself moving it to my car. Now what?

A: Inform your supervisor immediately. Your supervisor must provide you with the [Workers' Compensation Claim Form](#) (e3301). You may also contact the EWS to obtain the e3301.

Q: I am having difficulties bringing my equipment home. Is anyone in the Department available to assist me with transporting equipment?

A: CDFW does not have the resources available to deliver equipment to home offices.

Q: I would like to take a monitor home, but I do not have a monitor that I can check out/it is attached to a Sit/Stand station. What do I do?

A: DTD has some older monitors that are available for check out for Employee who do not have a monitor that can be taken home. Please contact the DTD Help Desk to request checkout of this equipment.

## Questions

- Health & Safety and Ergo Evaluations, please contact Bryan Landis at [Bryan.Landis@wildlife.ca.gov](mailto:Bryan.Landis@wildlife.ca.gov)
- Non-IT equipment, please contact BMB Asset Management at [FAMS@wildlife.ca.gov](mailto:FAMS@wildlife.ca.gov).
- IT equipment, please contact the [Help Desk](#).
- Non-IT purchasing, please contact [BMBProcurement@wildlife.ca.gov](mailto:BMBProcurement@wildlife.ca.gov).
- IT purchasing, please contact [ITProcurement@wildlife.ca.gov](mailto:ITProcurement@wildlife.ca.gov).
- All other questions, please contact the COVID-19 Taskforce at [Covid-19@wildlife.ca.gov](mailto:Covid-19@wildlife.ca.gov).

