

YOUR REMOTE WORK SITE

SETTING UP YOUR HOME OFFICE

As a remote employee, a designated work space can help separate your work life from your home life. When choosing that location, keep these tips in mind:

- ▶ **A SEPARATE ROOM OR LOW-TRAFFIC AREA**
Do you have a room where you can close the door and work quietly? While not a deal-breaker, a door creates a physical boundary between you and distractions like family members and pets. If you don't have a separate room, choose a location that's as low-traffic as possible. In addition, be sure that the remote workspace is free of any obstructions that could restrict visibility and movement.
- ▶ **LIGHTING AND VENTILATION**
Adequate lighting levels are critical to having a productive and comfortable work space. Consider positioning your work space near natural light exposure. Temperature and ventilation are additional factors to keep in mind. Ensuring your workspace is properly equipped provides a safe and effective work environment.
- ▶ **SPACE FOR A PROPER SURFACE AND CHAIR**
Ideally, you'll have space for a traditional desk where you can create an ergonomically correct workstation. Additionally, a comfortable chair is one of the most important components of any office. It's also good practice to ensure a first aid kit, portable fire extinguisher and emergency phone numbers are easily accessible.

SAFETY AND SECURITY

MONITOR AND/OR LAPTOP

Place monitors at the right height and be sure it is free from glare. If you are using a laptop, adjust your chair and how you are working to minimize potential problems.

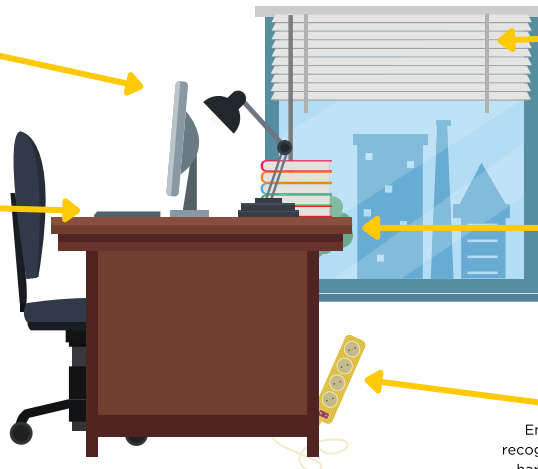
KEYBOARD

Position the keyboard directly in front of your body and adjust it so your wrists, elbows and shoulders are in a neutral position.

CHAIR

Make sure your chair is at the right height for you:

- Your feet should be flat on the floor.
- Your back should be supported.
- Your armrests should be adjusted so your shoulders are relaxed.



LIGHTING

Your work area should be adequately illuminated with lighting directed toward the side or behind the line of vision to avoid eye strain from squinting in lighting that makes your work difficult to read.



Using a desk lamp can help prevent headaches.

DESK

You can make a table, counter, or other flat surface work as a desk for your alternate work space. It's up to you to figure out what desk arrangement works best for you.

ELECTRICAL EQUIPMENT

Ensure your electrical equipment is free of recognized hazards that could cause physical harm and that your electrical system allows for grounding of electrical equipment.

SECURING UNIVERSITY INFORMATION



Think about the University's record-keeping requirements and government laws, such as the Sunshine Law and the Public Records Laws. These rules apply even if you are working on your own computer.

Employees must follow security procedures established by the University to ensure the protection, security, and confidentiality of University information and data.



When accessing your office PC or data stored on the university system via remote desktop, use a Virtual Private Network (VPN) to create a secure connection between your home network and UCF. [This article will provide steps on setting up your VPN connection.](#)



The computer you use should have up-to-date anti-malware software installed. Control access to your system and make sure you lock or log out of your computer whenever you are not using it.



[UCF Policy 4-008](#) outlines security requirements with regards to sensitive data. You must use a UCF-provided workstation or laptop to work with sensitive data (using remote desktop to access your work computer from a home computer will satisfy this requirement).