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UMS_HR_COVID-19 Guidance_Self-Certification Checklist For Telecommuters - Remote Work

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COVID-19 Guidance

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Working Remotely During Covid

UMS Workplace Policies and Guidance regarding COVID-19

As the University of Maine System continues to monitor the local, national, and worldwide incidence of the coronavirus and the illness it causes, COVID-19, faculty and staff members are encouraged to work remotely to the maximum extent feasible. Extensive further guidance is provided below.

Potential Additional Policy Changes

If public health conditions worsen, the University of Maine System's policies may be further adjusted. This would be done to address the effects of more widespread illness or absences, more frequent needs for self-isolation or quarantine, disruption of care arrangements or UMS priorities for pay continuity. Faculty and staff will be notified as necessary of such changes and should also check the [Health Advisory page for the University of Maine System](#) for updates.

Questions may be directed to your [Employee Benefits Center](#) at 207-973-3373 and/or your campus Human Resources Office.

Workers at Higher Risk: Employees who are at increased risk for complications from COVID-19 are urged to consult their healthcare provider about steps they can take to protect their health. These may include requesting a temporary change in job location, hours, assignment or duties, or implementation of additional protective measures to reduce exposure to others or chances of becoming infected. Please consult your supervisor to explore your work-from-home options. Supervisors are

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Families First Coronavirus Response Act, (FFCRA) Information +

UMS Wellness Program – COVID-19 Level 1 Incentive Adjustment Update - March 27, 2020 +

Self-Certification Checklist For Telecommuters - Remote Work -

The following checklist is designed to help you assess the safety of your home office.

- Is the work area quiet and free of distraction?
- Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?
- Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, overloaded circuits, exposed or loose wires)?
- Will the home's electrical system permit the grounding of electrical equipment (a grounded 3-prong receptacle)?
- Are aisles, doorways, and corners free of obstructions to permit visibility and movement?
- Are file cabinets and storage closets arranged so drawers and doors do not enter walkways?
- Are phone lines, electrical cords, and surge protectors secured to prevent tripping or entanglement?
- Is the area in which the University equipment and files will be kept secured from unauthorized users?
- Is your chair adjustable?
- Is your back supported by a backrest?
- Are your thighs parallel to the floor and your knees at a right angle when sitting at your workstation?
- Are your feet flat on the floor or supported by a footrest?
- Is the monitor approximately an arm's length from you? Note: If you work with a monitor that is 17 inches or larger, you may need to move it a few inches farther away.
- Is the top of the monitor slightly below your eye level? Note: If you wear glasses, you may need to position the monitor differently.
- Is the monitor directly in front of you?
- Is the screen positioned to minimize glare and reflections from overhead lights, windows, and other light sources?
- Are documents placed next to the monitor and at the same distance and height as the screen? If not, use a document holder.
- Are the height and angle of the keyboard adjusted to keep your wrist in a straight (neutral) position?
- Are your elbows bent at a right angle when your hands are resting on the keyboard?
- Are the screen's brightness and contrast controls set for optimal viewing?
- Are your head upright and shoulders relaxed when you are looking at the screen?
- Is the mouse positioned close to the keyboard and at the same level?
- Do you have adequate leg room under your desk?
- Are your arms and elbows close to your body when typing?
- Do you use a headset or speaker phone if you use the phone frequently?
- Do you periodically change positions, stand up, and/or stretch?

UMS Cigna Health Plan COVID-19 - Important Prescription Information +

(Last reviewed/updated: 03/19/2020)

