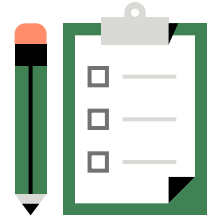


Remote Work Equipment Checklist



Help new work-from-home employees by ensuring they have the tools they need to get the job done.

Employer-Provided Equipment	Employer-Provided Equipment Upon Request
Technology	Ergonomics
Computer or laptop with webcam:	Sit-stand desk:
1-2 monitors:	Ergonomic chair:
Keyboard:	Laptop or monitor stand:
Mouse:	Ergonomic keyboard or mouse:
External or cloud data storage:	Seat cushion:
Noise-canceling headphones:	Footrest:
Communication Tools	Optional Employee-Provided Equipment
High-speed internet:	Natural light source:
Collaboration software:	Desk lamp:
Chat software:	Notepads and writing utensils:
Headset:	Plants:
Video conferencing software:	Speaker:
Password management software:	Aromatherapy: