You should have received your computer, docking station (for tablet computers), monitor(s), mouse, keyboard, and all necessary cables to your mailing address before your first day of work.

Guide de configuration du travail à domicile

Every indeterminate employee or employee on terms greater than 3 months are entitled to $500 of office equipment as well as office supplies (no $ limit). Casual employees, students, or employees on a term less than 3 months may qualify under exceptional circumstances.

The following Request Form can be used to order office equipment and office supplies:



More details can be found at the link below on what qualifies as essential equipment that can be ordered, as well as how to order the equipment and supplies. Employees are encouraged to have a discussion with their Cost Centre Manager in order to determine the most appropriate method of procurement depending on what is being ordered.

[Document d’orientation concernant l’équipement des employés qui travaillent à distance pendant les restrictions liées à la COVID-19 | Intranet de Santé Canada ASPC (hc-sc.gc.ca)](http://mysource.hc-sc.gc.ca/fra/sp/programmes-services/operations-financieres/a-a-z-liste-politiques-financieres-sujet/document)

Office Equipment and Office Supplies for accommodation needs are purchased separately by the Workplace Wellness Service Centre. See the below link for more information and instructions on the Central Accommodations Fund:

[Fonds centralisé pour les mesures d’adaptation (FCMA) : personnes handicapées | Intranet de Santé Canada ASPC (hc-sc.gc.ca)](http://mysource.hc-sc.gc.ca/fra/sp/mon-milieu-de-travail/diversite-et-equite-en-emploi/fonds-ministeriel-centralise-pour-les-mesures)

The following video will provide security and wellness tips to help improve your remote work set up. It can be accessed through Youtube at the link below:

[**Travailler à distance**](http://mysource.hc-sc.gc.ca/fra/sp/programmes-services/biens-immobiliers-securite/videos-real-property-and-security/travailler-a)

Once you have watched the video, the infographic below will provide additional information on ergonomics and tips to help you make the most of your remote work set up:



For a full guide on ergonomics and teleworking as well as some simple exercises you can do to liven up your work experience, see the below guide for more details:



For mental health tips for working from home, consult the document below:



Procurement Inquiries:

[hc.contracts.east-est.contrats.sc@canada.ca](mailto:hc.contracts.east-est.contrats.sc@canada.ca)

Reimbursement Inquiries:

[hc.payment.east-est.paiements.sc@canada.ca](mailto:hc.payment.east-est.paiements.sc@canada.ca)

Duty to Accommodate and Ergonomics:

[WW.Service.Centre.des.services.de.ME@canada.ca](mailto:WW.Service.Centre.des.services.de.ME@canada.ca) or 1-844-423-4763

Transferring an Adjustable Work Surface and/or Other Equipment:

[hc.nationalintakeoffice-bureaunationaldaccueil.sc@canada.ca](mailto:hc.nationalintakeoffice-bureaunationaldaccueil.sc@canada.ca)

Other Questions:

[hc.financial.policy-politique.financiere.sc@canada.ca](mailto:hc.financial.policy-politique.financiere.sc@canada.ca)