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.

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.

[Guidance to equipping employees who work remotely during COVID-19 restrictions | Health Canada PHAC Intranet (hc-sc.gc.ca)](http://mysource.hc-sc.gc.ca/eng/ss/programs-services/financial-operations/z-listing-hcphac-financial-policies-subject/guidance)

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:

[Central Accommodation Fund (CAF): for persons with disabilities | Health Canada PHAC Intranet (hc-sc.gc.ca)](http://mysource.hc-sc.gc.ca/eng/ss/my-workplace/diversity-and-employment-equity/departmental-accommodation-central-fund)

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:

Working Remotely

[Working Remotely - YouTube](https://www.youtube.com/watch?v=pMTr3vI9mas)

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)