

**Existing reasonable adjustments** (already in place at the campus workstation)

When reasonable adjustments within the office environment are already in place to support an individual at work, every effort will be made to provide these or comparable adjustments at home.

To arrange transport of equipment of small/portable items, including requests for equipment that has been supplied following an Occupational Health or DSE assessment, from the campus office to your home please liaise with your line manager/supervisor.

Where the home address is within a 30-mile radius of the Exeter City Centre equipment can be transported direct from the campus to an individual's home address.

Purchases of said equipment will need to be made and delivered direct to the home address via the supplier for those that live outside of the 30-mile radius.

If larger items such as a height adjustable desk is required it is more appropriate for these items to be purchased and delivered to the home address via a supplier, regardless of distance. This type of request should be channelled through your line manager/supervisor and approved by the designated College/Service key contact.

**NB:** Desks will be delivered as flat pack items direct to a ground floor entrance only and will require self-assembly. Recipients of these items must be able to move the item from the main entrance to its final destination within the home and assemble the desk themselves – instructions will be provided.

Where requests for printers have been approved by a line manager/supervisor, or recommended following an Occupational Health assessment, these will need to be purchased and delivered to the home address via the supplier. Arrangements for the purchase of ink cartridges and a supply of paper must be considered.

**NB:** Exeter IT are not in a position to provide technical support for printers.

Management approval will be required prior to transportation or purchases of any equipment is made. Once approval has been granted your College/Service key contact will be able to facilitate the ordering process (refer to the guidance section of the COVID-19 Homeworking DSE website for College/Service key contact names).