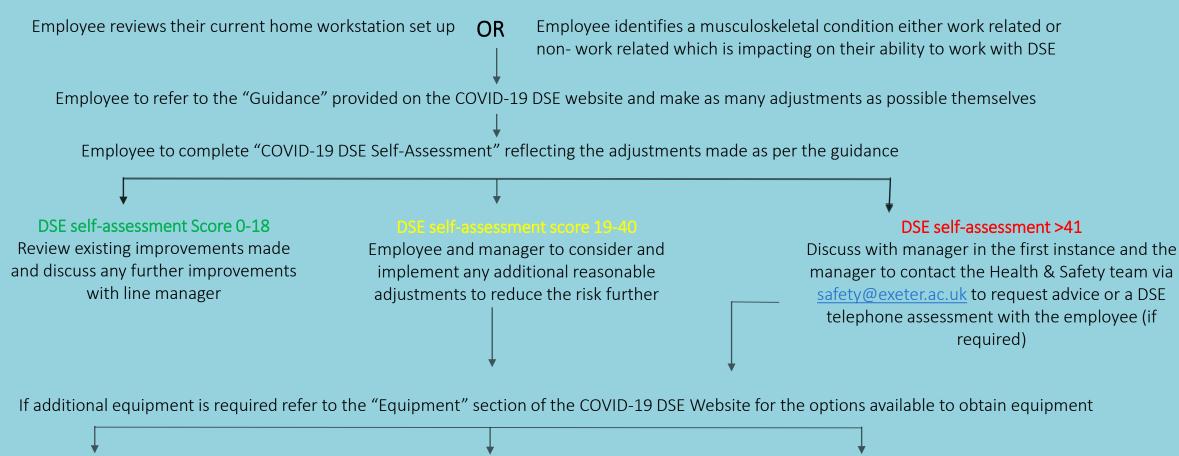
COVID-19 DSE Flow Chart



Existing ergonomic equipment (including chairs)

Employee to seek managers retrieve existing ergonomic desktop items and/or chair from their office

IT equipment (standard)

Employee to seek managers approval to request standard IT equipment via the IT helpdesk OR ergonomic equipment is purchased i.e. previously used said equipment

Purchasing equipment

Manager to inform the relevant College / Service Key Contact that purchases of additional equipment is required. These requests will require approval and purchases will be sent direct to a home address or campus mailroom via the supplier courier company

NB: If after adjustments have been made, symptoms persist employees should contact their GP for further advice

Eye Care: The "Eyecare" section of the COVID-19 DSE website contains details of the new self-service process

Change Management

Version	Release Date	Originator	Summary of changes
V1	23 rd April 2020	H&S Team	Approved by Gold
V1.1	23 rd November 2020		Removal of Occupational Health and University Transport Services

Distribution List

Role /	Electronic file location	Name
COVID	- <u>19 DSE Website</u>	