

## Working Conditions Required for the Performance of Work from Home

Criterion	Required values
Floor space and space per employee	<ul style="list-style-type: none"> <li>▪ No less than 2 m<sup>2</sup> of free space</li> <li>▪ No less than 5 m<sup>2</sup> including furniture and equipment</li> <li>▪ No less than 15 m<sup>3</sup> at ceiling height of 3 m</li> <li>▪ Minimum ceiling height of 2.5 m if the space dimensions are lower than 100 m<sup>2</sup></li> <li>▪ Visual contact with adjacent areas possible</li> </ul>
Workplace without daylight and with artificial lighting per employee	<ul style="list-style-type: none"> <li>▪ Area of no less than 5 m<sup>2</sup></li> <li>▪ Ceiling height of no less than 3 m if the area size exceeds 100 m<sup>2</sup></li> <li>▪ Ceiling height of no less than 3.5 m if the area is smaller than 200 m<sup>2</sup></li> </ul>
Floor and placement of cables	<ul style="list-style-type: none"> <li>▪ Slip-resistant, flat and level, with a sufficient load bearing capacity of floor hatches, allowing smooth movement of equipment and devices, antistatic, easy to clean</li> <li>▪ Space for cables in a double floor in case of a higher number of workplaces</li> <li>▪ Floor insulation in case of vibration transmissions in the building</li> </ul>
Forced ventilation and local emission exhaustion	<ul style="list-style-type: none"> <li>▪ Supply of fresh air: 20 – 40 m<sup>3</sup> per hour</li> <li>▪ Heating of air in the winter period</li> <li>▪ Regular inspection of air filtration and filter change</li> <li>▪ Regulation of circulatory air for heating units</li> </ul>
Airflow temperature and humidity	<ul style="list-style-type: none"> <li>▪ In the summer period the optimum temperature of 23°C</li> <li>▪ In the winter period: 20 – 24°C</li> <li>▪ Maximum temperature not exceeding 28°C</li> <li>▪ Relative air humidity: 40 – 60 %</li> </ul>
Total lighting level	<ul style="list-style-type: none"> <li>▪ Light level at least in the range 300 – 500 lx</li> <li>▪ Artificial lighting with lampshades or milk glass cover in order to diffuse the light and protect eyes from glare.</li> <li>▪ The reflected light shall not be reflected from surfaces (desk, mirror, monitor) and cause eye strain to the homemaker.</li> </ul>
Acoustic conditions	<ul style="list-style-type: none"> <li>▪ No more than 65 dB(A) for routine activities</li> <li>▪ No more than 55 dB(A) for mentally demanding activities</li> </ul>
Location of the workplace and its layout	<ul style="list-style-type: none"> <li>▪ Placed in a separate room or, if possible, in a manner enabling the homemaker to work without being disturbed</li> <li>▪ It must correspond to the body dimensions of the homemaker.</li> <li>▪ Space for legs – a minimum height of 60 cm, width of 50 cm, depth of 50 cm</li> <li>▪ Viewing distance from the screen 45-70 cm depending on character size</li> <li>▪ Horizontal eye level height of 74-80 cm above the seat (straight sitting position) - corresponds to the top line on the screen</li> <li>▪ Position the office desk and the screen in such a manner that insufficient window shading/other disturbing sources of light (luminaires, walls, etc.) are not visible in the field of view.</li> </ul>

Office desk and other furniture	<ul style="list-style-type: none"> <li>▪ Distance between the desktop and the floor: Men 68 cm, women 65 cm; adjustable height between 62 and 82 cm</li> <li>▪ Desktop of a sufficient size, matte surface, easy to clean, rounded edges</li> <li>▪ The height of a desk used for common work (administrative activities) is approximately at the level of elbows for a standing or sitting homemaker.</li> <li>▪ The desk has a sufficient size or storage space to store work equipment or documents – its layout does not interfere with the direct work area / work space.</li> <li>▪ Office chairs enabling an optimum sitting position, including armrests</li> <li>▪ An adjustable office chair can be easily moved even when carrying load.</li> <li>▪ The office chair is stable, undamaged, with a sufficient backrest and lower back support.</li> <li>▪ When sitting, the homemaker has his/her elbows bent at the angle of 90°-110°, his/her hands are freely placed on the desktop.</li> <li>▪ When sitting, the person has his/her legs on the floor, knees are bended at the angle of 90°-110°.</li> <li>▪ Footrest.</li> </ul>
Computer screen and keyboard and computer mouse	<ul style="list-style-type: none"> <li>▪ Height-adjustable monitor with adjustable inclination and rotation</li> <li>▪ Separate keyboard and computer mouse</li> <li>▪ Sufficient contrast of keyboard letters</li> <li>▪ The size of the computer mouse is adapted to the size of the user's hand.</li> <li>▪ For long-term work (exceeding 4 hours per day), a laptop is used with an externally connected keyboard, computer mouse and monitor.</li> </ul>
Supporting documents, written documents	<ul style="list-style-type: none"> <li>▪ Sufficient contrast between the background and characters</li> </ul>
Machines and technical equipment	<ul style="list-style-type: none"> <li>▪ Use according to the manufacturer's instructions, working procedures specified by the employer or according to the local operational safety regulations issued.</li> <li>▪ Machines and technical equipment shall be checked before use and during work, cleaned after use, incl. adding of operating fluids, or unplugged, where appropriate.</li> </ul>
Pattern of work	<ul style="list-style-type: none"> <li>▪ Working hours shall not exceed 8 hours of work and shall include a 30-minute break (meal and rest period).</li> <li>▪ A short break (microbreak) to reduce mental or sensory stress, strain put on small muscle groups – the frequency of breaks is determined by the employee (usually several minutes – 5-10 minutes - after 2 hours of work).</li> </ul>