

Working Conditions Required for the Performance of Telework

Criterion	Required values
Floor space and space per employee	<ul style="list-style-type: none"> ▪ No less than 2 m² of free space ▪ No less than 5 m² including furniture and equipment ▪ No less than 15 m³ at ceiling height of 3 m ▪ Minimum ceiling height of 2.5 m if the space dimensions are lower than 100 m² ▪ Visual contact with adjacent areas possible
Workplace without daylight and with artificial lighting per employee	<ul style="list-style-type: none"> ▪ Area of no less than 5 m² ▪ Ceiling height of no less than 3 m if the area size exceeds 100 m² ▪ Ceiling height of no less than 3.5 m if the area is smaller than 200 m²
Floor and placement of cables	<ul style="list-style-type: none"> ▪ 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 ▪ Space for cables in a double floor in case of a higher number of workplaces ▪ Floor insulation in case of vibration transmissions in the building
Forced ventilation and local emission exhaustion	<ul style="list-style-type: none"> ▪ Supply of fresh air: 20 – 40 m³ per hour ▪ Heating of air in the winter period ▪ Regular inspection of air filtration and filter change ▪ Regulation of circulatory air for heating units
Airflow temperature and humidity	<ul style="list-style-type: none"> ▪ In the summer period the optimum temperature of 23°C ▪ In the winter period: 20 – 24°C ▪ Maximum temperature not exceeding 28°C ▪ Relative air humidity: 40 – 60 %
Total lighting level	<ul style="list-style-type: none"> ▪ Light level at least in the range 300 – 500 lx ▪ Artificial lighting with lampshades or milk glass cover in order to diffuse the light and protect eyes from glare. ▪ The reflected light shall not be reflected from surfaces (desk, mirror, monitor) and cause eye strain to the homemaker.
Acoustic conditions	<ul style="list-style-type: none"> ▪ No more than 65 dB(A) for routine activities ▪ No more than 55 dB(A) for mentally demanding activities
Location of the workplace and its layout	<ul style="list-style-type: none"> ▪ Placed in a separate room or, if possible, in a manner enabling the homemaker to work without being disturbed ▪ It must correspond to the body dimensions of the homemaker. ▪ Space for legs – a minimum height of 60 cm, width of 50 cm, depth of 50 cm ▪ Viewing distance from the screen 45-70 cm depending on character size ▪ Horizontal eye level height of 74-80 cm above the seat (straight sitting position) - corresponds to the top line on the screen ▪ 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.

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

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