

Guideline for purchasing of IT equipment to work from home due to Covid-19.

1. Background

USN wants the campus to be accessible to students and employees as far as possible during the corona pandemic, in consultation with the Ministry of Education and Research and the host municipalities. Employees can, by agreement with the nearest manager, work at home due to infection control considerations, if it is compatible with the work tasks. If the work tasks or working conditions indicate a physical presence on campus, this is considered a necessary travel, and is permitted unless otherwise specified.

2. Purpose

The purpose of this guideline is to clarify what IT equipment employees can acquire if, on the basis of national and/or local infection control measures or in consultation with the nearest manager, they work at home due to Covid-19.

3. Responsible authority

The Director of the Department of Personnel and Organisation is responsible for this guideline. The guideline shall be used if employees need IT equipment when they work at home.

4. IT equipment

Due to this guideline, employees have the opportunity to borrow IT equipment such as laptop, monitors, keyboard, headset and mouse for use when working from home. If IT equipment is need purchased, it is required to use the USN's purchasing agreements available at the IT-department. Employees borrows the equipment for home use as long as it is needed due to the pandemic. USN does not purchase or cover costs for equipment such as office desks, office chairs and lamps, etc. for home use.

IT equipment and information about ordering, is available at the website:

<https://min.usn.no/ansatt/innkjop-av-it-utstyr-article230944-35926.html>

USN does not have the opportunity to assist with delivery or connecting IT equipment at each employee's home. IT equipment must therefore be picked up at USN's location by agreement with IT-Support.

5. Updates

The guideline will be updated when required.

Version: 1.0 Last amended: 19 March 2021	Valid from: 19 March 2021	Approved by: The Director of the Department of Personnel and Organisation Elisabeth E Borhaug	Side 1 av 2
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Version: 1.0 Last amended: 19 March 2021	Valid from: 19 March 2021	Approved by: The Director of the Department of Personnel and Organisation Elisabeth E Borhaug	Side 2 av 2
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