Caring for your SFU Property at Home: An Insurance Perspective

With most of us continuing to work remotely with SFU owned office equipment at home, Risk Management would like to share some tips for protecting SFU property while it’s under your care:

- Keep and share records of everything you bring home from the office (an email to your supervisor will do).
- If you purchase something for home use with SFU funds, have a plan on how it will eventually be returned to campus (or discuss options to purchase should you leave your position and wish to keep the property).
- If you are working outdoors on a ground level patio or yard, do not leave your equipment unattended.
- Wear and tear damages are not insurable so be sure to keep your equipment in a safe place on an even surface (for example don’t try balancing your laptop on a Peloton bike!)
- Do not let others use your SFU devices. This is both to ensure physical protection (not getting dropped, scratched or otherwise damaged) as well as security (unintentional malware etc).
- Resist the temptation to keep food or drink within spilling distance of your equipment.
- If something happens, report it to your supervisor who will connect you with Campus Public Safety (theft or disappearance), or Risk Management (damage due a fire, flood, storm or outage).
- Disclose to your insurance broker that you are working from home (but be clear you are not operating a Home Based Business - this is something different).

For more information contact risk_srs@sfu.ca