



WORKING REMOTELY PROCEDURES DURING COVID-19 GLOBAL PANDEMIC

EFFECTIVE IMMEDIATELY

The following procedures have been put in place for staff working remotely during the COVID-19 global pandemic. This is a temporary arrangement due to the extraordinary circumstances. The duration of this arrangement is dependant on the situation and will be guided by the direction provided by the Ministry of Education, BCPSEA, and/or WorkSafe BC. These procedures are subject to change at any time by the District. The regular working circumstances prior to the global pandemic will be reinstated with appropriate notice.

PREAMBLE:

1. Upon the request and with the permission of an employee's supervisor, an employee may work remotely.
2. Only certain employees' positions shall be eligible to work remotely, as determined by the Senior Management.
3. When an employee is working remotely, the regular working hours of operation are to be maintained, as determined by their supervisor and the district staff.
4. When an employee is working remotely, they shall adhere to the following general guidelines:
 - Available for communication as needed during the regular working hours.
 - Clear communication with your supervisor and colleagues.

WORK HOURS & SERVICE LEVEL REQUIREMENTS:

1. Work hours are the employee's regular working schedule unless changes in schedule is deemed feasible for providing service to students and families.
2. There shall be no overtime under the provisions of working remotely.
3. The service level expectation and requirements shall be as set out by the supervisor.
4. No in-person work-related meetings will be held in the employee's remote workplace.

OFFSITE WORK EXPECTATIONS:

1. Teachers will regularly communicate with students and families based on [Ministry expectations](#).
2. Teachers will track all attendance and communications and upon request from the Principal provide documentation.

3. Employees Working Remotely are expected to keep track of their work daily, and report to their Supervisor their work product weekly (e.g. a written paragraph or bulleted list).
4. Attend all meetings scheduled by your supervisor using appropriate technology.
5. Have access to the necessary supplies, documents, and resources to perform your work.

ABSENCE REPORTING:

1. The employee must notify their supervisor, if they are unable to work due to illness or other reasons.
2. The employee must follow the regular absence reporting procedures and submit the appropriate form.
3. The Employee must advise when leaving the remote work location for business meetings, personal appointments etc. during work hours.

WORKING ALONE:

1. In situations where the employee will be working alone or in isolation, the employee and supervisor are to pre-arrange a daily contacts schedule to ensure wellbeing.
2. The employee shall be accessible by telephone during the designated work hours.

OFFSITE WORKSPACE:

1. A designated and private workspace is required due to the confidential nature of work.
2. Employees will work with secure computers and internet connections that facilitate remote access that meet district guidelines and requirements.
3. All technology must be password protected.
4. Remote workers can take the required supplies, such as paper, stationery, etc. from the office work location. These supplies are to be used exclusively for performing work for the school district.

SAFETY & ERGONOMICS:

The employee must maintain a designated and dedicated workspace that meets Occupational Health & Safety standards for the home office and office ergonomics. It is the employee's responsibility to ensure that the offsite location is a safe, healthy workplace and suitable to the work. The employee must understand the safety and ergonomic considerations.

Employees need to implement prevention and control measures to prevent the transmission of COVID-19 in their home environment.

Please review the below two links for further information:

- [Health and Safety while working at Home- WorkSafe BC](#)
- [Safety Inspection for Working at Home- Province of BC](#)

EQUIPMENT:

1. If the District has provided a laptop or computer, employees will use this device. If this is not possible, District information should not be stored on personal devices longer than is necessary to complete the task requiring the information.
2. The employee must use the District equipment only for the purpose of the District work.
3. With respect to use of employer technology, we expect that the employee will take reasonable steps to avoid loss or damage of the employer's equipment. Please report any concerns.

CONFIDENTIALITY, INFORMATION & ASSET SECURITY:

1. All employees will continue to adhere to Board Policies, in particular 3350 Acceptable Use of Technology Policy and its related regulations.
 - a. [acceptable-use-of-technology-policy](#)
 - b. [user-account-and-passwords-regulation](#)
 - c. [acceptable-use-of-district-technology-regulation](#)
 - d. [prohibited-use-of-district-technology-regulation](#)
 - e. [bring-your-own-device-regulation](#)
 - f. [technology-and-instruction-regulation](#)
 - g. [data-security-and-privacy-regulation](#)
2. The employee must maintain confidentiality in all matters, including phone conversations.
3. The employee will immediately report to their supervisor, any circumstances or incidents, which may compromise the confidentiality of any property, documents or information in connection with their employment.
4. Use of the District's Virtual Private Network (VPN) or similar technology is encouraged for all device connections from a remote work location.
5. All software used on the District laptops must be legally acquired and licensed.

INJURY, ILLNESS, & EMERGENCY SITUATIONS:

1. WorkSafe BC liability for work related accidents will continue to apply during the remote working schedule, as defined in the "Work Hours" section above.
2. WorkSafe BC will be responsible to determine if any injury that may occur while working at a remote location is a work-related injury. Compensation will be limited to the approved regular working hours only and will be limited to the designated remote workspace.
3. The employee must follow safe work practices and must promptly report any work-related accident that occurs at the remote office to their supervisor by completing [WorkSafe Form 6A](#).

CONDITIONS OF EMPLOYMENT, LEGISLATION, POLICY & GUIDELINES, COLLECTIVE AGREEMENTS, ETC.:

The provision of all relevant district policies and regulations, Terms and Conditions of Employment and/or relevant Collective Agreement provisions will continue to apply.

EMPLOYEE RESPONSIBILITIES:

1. Review this "Working Remotely Procedures During COVID-19 Global Pandemic" document.
2. Review "Working Remotely – Safety Checklist" (Schedule "A") attached hereto.
3. Review "Ergonomic Considerations for How to Adjust a Temporary Work Station" (Schedule "B") attached hereto.
4. Send electronic confirmation or sign the document to ensure that you read and understand the above three mentioned documents.
5. Maintain a safe work environment at all times.

SUPERVISOR RESPONSIBILITIES:

1. Ensure the health and safety of all workers under your direct supervision.
2. Ensure that employees' working areas are safe (physical environment and psychological – no risk of violence).
3. Daily contacts are scheduled and recorded with any employee(s) to ensure of their wellbeing if deemed working alone or in isolation.
4. Ensure that your employees know to contact you immediately in the event of an injury and are informed of reporting procedures using WorkSafe Form 6A.
5. Investigations and inspections into workplace accidents/incidents will follow the District's standard process as closely as practicable.
6. All parties must understand that the site Occupational Health and Safety Committee and its members will not be required to go to individual homes to complete an accident investigation in the private home of an employee.
7. Encourage the employee to sign this document as an acknowledgement of reading this document, as well as Schedule "A" and Schedule "B" attached hereto.
8. If employee refuses to sign, put the comment at the end "Employee read the document but refused to sign".
9. Sign the Supervisor Disclosure statement.

DISCLOSURE – EMPLOYEE:

I have read and understand the "Working Remotely Procedures During COVID-19 Global Pandemic" document, as well as completed the "Working Remotely – Safety Checklist" (Schedule "A") and "Ergonomic Considerations For How To Adjust A Temporary Work Station" (Schedule "B"). I fully understand the duties, responsibilities, obligations and conditions for working remotely expressed in this document. I also understand these are in addition to my normal duties,

responsibilities and obligations as an employee of School District No. 52 (Prince Rupert).

 Employee's Name Employee's Signature Date

DISCLOSURE – SUPERVISOR:

I have read and understand my role and responsibilities listed in this document and accept all conditions. I fully understand the duties, responsibilities, obligations and conditions for employees working remotely as expressed in this document. I also understand that these are in addition to my normal duties, responsibilities and obligations as an Employee of School District No. 52 (Prince Rupert).

 Supervisor's Name Supervisor's Signature Date

Employee's Last Name	Employee's First Name	Employee #
Department		Position
Employee's Home Address		Employee's Home Phone
Employee's Emergency Contact Name		Employee's Emergency Contact Phone
Supervisor's Last Name	Supervisor's First Name	Supervisor's Home Phone
Working Remotely Procedures Reviewed by Employee		Working Remotely Procedures Reviewed by Supervisor
Date:		Date:

Note: Physical signature or digital recognition (e.g. by email confirmation) indicates that you have read and acknowledge these procedures.

SCHEDULE "A"
WORKING REMOTELY – SAFETY CHECKLIST

Directions:

1. Please review this document before working remotely in your home area.
2. Refer to your designated work area as you are completing this safety checklist.
3. If you have additional questions/concerns or are unable to review some checklist items, please contact your supervisor.

Review the items listed in the table and input either "Y" or "No" in the "Outcome" column.

- **Y:** item reviewed, no issues/concerns.
- **N:** item reviewed and potential issue/concern
- **If "N", please make notes, discuss with supervisor, and correct situation.**

DIRECTION OF SAFE WORK	OUTCOME	ACTION
Discussed with supervisor means to maintain regular contact and how direction will be provided related to a safe working environment.		
Work alone call in procedures are established by the supervisor. When you start your workday, check in via email with your supervisor and again at the end of the day.		
Employee confirms a process for acquiring assistance is present.		
Employee will report to the supervisor any work-related injury, accident, or incident and do so on the same day as the event.		
Employee to notify supervisor if any risk of violence present in the home.		

ERGONOMIC HAZARDS	OUTCOME	ACTION
Inspect work area for prevention of physical strain on employee, and consideration of potential hazards (e.g. proper desk and chair, proper lighting, low noise).		
Work area allows for an efficient work environment (e.g. place for documents, confidentiality maintained, etc.)		
Ergonomic considerations were reviewed.		
Proper posture at work area – i.e. sitting / standing.		
ELECTRICAL HAZARDS	OUTCOME	ACTION
Work area doesn't have any electrical hazards (e.g. using multiple power cords).		
Electrical outlets in good condition (e.g. loose panel).		
Electrical cords are safe for use (e.g. no damage, no modification, proper length).		
Proper use of power bars and extension cords (e.g. not placed to create a tripping hazard).		
Employee checked for compatibility of cords and plugs for devices.		
GENERAL HAZARDS	OUTCOME	ACTION
Free of tripping hazards around the work area.		
Free of hazards that may fall or tip over onto the work area.		
Mindful of hazards / distractions present in the work area (e.g. pets, children, stairs).		
FIRST AID / EMERGENCY PROCEDURES	OUTCOME	ACTION

First aid is not required in a workplace of one, but employee has a means to acquiring assistance when working alone.		
Employee's method for getting in touch with supervisor (contacts programmed on your phone).		
Identified two (2) safe places to go to in the event of an emergency.		
Supervisor was provided with employee's emergency contact and phone number.		
SECURITY / CONFIDENTIALITY	OUTCOME	ACTION
Equipment and documents in the work area are secured (free of breach of security).		
Computer will be locked when not in use.		
Information on screen and work-related documents are kept away from others at home (maintaining confidentiality).		
FIRE PROTECTION	OUTCOME	ACTION
Smoke alarm is in working condition and near the workspace.		
Clear access to a fire extinguisher.		
Carbon monoxide detector is present in areas where there are fuel-burning appliance.		

SCHEDULE "B"

ERGONOMIC CONSIDERATIONS FOR HOW TO ADJUST A TEMPORARY WORK STATION

SEATING ARRANGMENT:

Optimal position is shown in the image to the right.

If your chair is too low for you to sit square at the table, follow the below suggestions:

- Use a cushion on the chair to raise yourself up to the table level.
- If your feet do not touch the floor, place a small box under your feet to support them.
- For additional support place a cushion behind your back.



Do not work from a seated position on a couch or a bed.

WORK POSITIONS:

Alternate if possible, between a seated and standing position (work at a table/desk and from counter height). Always work on a solid surface.

WORKING ON A COUNTER:

- Maintaining elbows at about 90 degrees is optimal.

Depending on your height:

- Have forearms rest on the counter-top.
- Use a box to raise your laptop to allow for ease of typing.

KEYBOARD AND MOUSE:

If you have access to a keyboard and mouse it is recommended that you maintain the positions listed above.

- Place laptop on a box or stack of books to raise the monitor portion to eye level and prevent looking down.

TIP: Stand up at least once every hour and perform light stretches as shown in the image below.

Stretching Exercises Remember: Fatigue, discomfort or stiffness are your cues to move.

10–20 seconds, two times 8–10 seconds, each side 15–20 seconds 3–5 seconds, three times 10–12 seconds, each arm 10 seconds 10 seconds 8–10 seconds, each side 10–15 seconds, two times Shake out hands, 8–10 seconds

Do these stretches throughout the day. Be sure to get up and walk around frequently. You will feel better.

The complex block contains ten illustrations of stretching exercises. 1. A person sitting at a desk with their right arm extended forward, hand on the desk. 2. A person standing with their right arm bent at the elbow, hand on their shoulder. 3. A person standing with their right arm raised straight up. 4. A person standing with their hands on their shoulders, pulling them towards their neck. 5. A person standing with their hands clasped behind their back, pulling them upwards. 6. A person standing with their hands clasped in front of their chest, pulling them upwards. 7. A person standing with their hands on their hips, pulling them towards their waist. 8. A person standing with their right arm raised, hand on their head. 9. A person sitting in an office chair, leaning back with their hands on the chair's backrest. 10. A person standing with their hands open, palms facing each other, and shaking them out.