



TEMPORARY REMOTE WORKING: COVID-19 GUIDELINES

The purpose of these guidelines is to ensure that Workplace Leaders and employees have a common understanding of the obligations and responsibilities associated with temporarily working remotely during the COVID-19 pandemic.

These guidelines support Camosun Directive [D-1.3 Temporary Remote Working: COVID-19](#).

A) RESPECTFUL WORKPLACE AND STANDARDS OF CONDUCT

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While working remotely, the same standards of personal and professional conduct apply as if an employee was working on-site.

Please read the following:

- [Respectful Workplace Policy](#)
- [Standards of Conduct Policy](#)

B) KEEPING SAFE WHILE WORKING REMOTELY

HEALTH AND SAFETY

WorkSafe BC considers remote worksites to be an extension of the workplace and subject to the same provincial legislation, WorkSafe BC directives, and Employer policies, directives, and guidelines as if an employee were working on-site.

Please read the following:

- **Temporary Remote Working: COVID-19 Directive**
- [Occupational Health and Safety Policy](#)
- [Camosun's COVID Safety Plan](#)
- [Absences from Campus due to COVID-19](#)
- [COVID-19 FAQ's for Employees](#).

REMOTE WORKSITE SELF-ERGONOMIC ASSESSMENT

Remote work locations must be configured to support proper ergonomics and to reduce the risk of experiencing a work-related injury.

Employees have two options to meet this requirement:

1. Complete an online [ergonomic self-assessment](#) of your workspace; or
2. Complete and submit a [PDF request](#) for a video-based ergonomic assessment of a remote work location.



WORKPLACE SAFETY REQUIREMENTS TO RETURN TO A CAMOSUN WORKSITE

Approval must be obtained before returning to a Camosun Worksite for any reason or duration. Once approved, employees are required to complete the following:

- [COVID-19 Employee Safety Training](#)
- [On-Campus Employee Attendance Form](#)
- [BC COVID-19 Self-Assessment](#)

REPORTING WORKPLACE ACCIDENTS OR INJURIES

The College remains responsible for work-related accidents that might occur at remote worksites while performing job-related duties.

Employees are expected to follow safe work practices while working remotely and promptly report any work-related accident or injury that occurs to their Workplace Leader.

REPORTING ABSENCES DUE TO ILLNESS

Workplace Leaders and employees should have a shared awareness of how to report an illness-related absence within their specific School / Division or Department that includes:

- Who an ill employee should contact; and
- How contact should be made (e.g.: phone, email, Teams);
- Any other workgroup-specific guidelines for reporting absences due to illness.

C) PROTECTING INFORMATION PRIVACY and SECURITY WHILE WORKING REMOTELY

IT SYSTEMS USE, ACCESS and SUPPORT

The “Use of Computers and Other College Resources” section of the College’s [Standards of Conduct](#) Policy, continue to apply while employees are working remotely.

Please confirm with your Workplace Leader that you have access to the necessary shared drives, software platforms, VPN, and any other technology supports that are required for your job.

To contact the Information Technology Services (ITS) helpdesk:

- Visit the [ITS Service Portal](#) or
- Call: 250-370-3064

Information about Camosun’s Virtual Private Network (VPN):

<http://intranet.camosun.bc.ca/departments/its/documentation/network-access/>



ENSURING COLLEGE INFORMATION STAYS SAFE

The College's Protection of Privacy Policy continues to apply while employees are working remotely.

Please read the following:

- [Protection of Privacy Policy](#)

Key points of the policy include:

- College information should be stored on local area network storage instead of on local devices or portable drives. In instances where this is not immediately possible, all College documents temporarily stored on a local device or a portable drive must be copied to an approved location as soon as possible and then deleted from the local device.
- Computer screens should be shielded from the view of non-employees;
- Physical files, documents and materials must be kept in a secure place at the remote worksite.
- Extreme care must be taken to prevent information being copied, stolen, destroyed, or accessed inappropriately.
- Employees should consult their Workplace Leader regarding information that cannot be physically removed from a Camosun workplace due to heightened risk in the event of a privacy/confidentiality breach.
- If a privacy incident or a suspected breach of privacy/confidentiality occurs, the Workplace Leader should be informed as soon as possible.

RELATED DIRECTIVE

Directive D-1.3 [Temporary Remote Working: COVID-19](#)