



## Temporary Remote Work Guidance (As of 3/19/2020)

As Camosun continues to navigate the COVID-19 outbreak, the following information is intended to help workplace leaders and employees determine how to address remote work considerations and deliver services virtually.

Note that this information is subject to change and is only intended temporarily in response to the COVID-19 outbreak. Additional information and resources will be provided as it becomes available.

Please understand that these are exceptional times and the College is asking all employees to respond with flexibility as we adapt to the situation.

### **What work will be done?**

- Review the employee's job description to determine what parts of the work can be done remotely and what parts cannot be done because it is not functionally possible. Support staff job descriptions can be found [here](#).
- If there are aspects of the employee's functional work that cannot be done remotely, consider how the current service delivery model can be changed. For example, explore options for redistributing workloads to another team member, whether that work can be left undone or if it can be done in a different way.

### **What does an employee need to perform their work?**

- Determine what the employee needs to be able to do their job remotely - i.e. laptop, phone, VPN access, lab equipment, access to Colleague/email/Teams, etc.
- If ITS equipment or VPN access is required, the workplace leader can request access for their employees by submitting the form available [here](#).

### **What's next?**

- Establish a plan for keeping in touch with employees who are working remotely on a regular basis. For example, check in at the beginning and end of each day by phone or Teams.
- The workplace leader should send an email to the employee to confirm and document the details of what was discussed and agreed upon regarding working remotely.
- These remote work guidelines are intended for employees who are healthy or asymptomatic. If an employee is sick, please follow the sick leave procedures. More information for employees on COVID-19 related sick leave can be found [here](#).

If you need any assistance or advice from Human Resources, please don't hesitate to get in touch with your HR Consultant or HR Team member [here](#).