



#### Rationale

The CISKD recognizes that remote work arrangements are desirable and should be encouraged as part of efforts to slow the progression of COVID-19 (coronavirus) through physical distancing. Remote work may involve employees working full time, part-time, or a percentage of time from a location other than their normal worksite for a specified period.

#### Policy

This Policy has been developed to ensure that remote work can be accommodated in a safe and secure manner during a pandemic.

#### Procedure

##### 1. CISKD Employees

In any circumstance where a CISKD employee is authorized by the CISKD to work remotely:

##### **a. Employment entitlements and expectations remain the same.**

- i. The Employee's work hours; overtime compensation; use of sick leave; approval for use of vacation; requests for a Leave of Absence; and compliance with CISKD policies, administrative applications, directives, procedures, and guidelines remain in effect.
- ii. Employees are expected to be available during regularly scheduled business hours, for communication by phone and email and/or on-line platforms.

##### **b. Employees are expected to maintain a safe and secure work environment.**

- i. Employees should designate a remote workspace to accommodate any equipment to be used in their work. If the employee has any ergonomic needs, those should be communicated to their direct Supervisor.
- ii. Employees should protect their home workspace from any hazards and dangers to their equipment or themselves. This includes having adequate lighting; proper electrical outlets/cable maintenance; functional smoke/carbon monoxide monitors and fire extinguishers; a first aid kit; and a clean and healthy working environment.
- iii. Employees should have an evacuation plan in place from their homes to a safe location in the event of an emergency.
- iv.

##### **c. Employees are expected to maintain regular contact with their direct Supervisor.**

- i) On a workday, employees should be in contact with their direct Supervisor a minimum of once each day, which includes attending virtual meetings, emails, or phone calls.
- ii) If employees will be working alone in their remote work environment (i.e., if there are no other adults in the residence), then they must inform their direct



## CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

### HUMAN RESOURCES REMOTE WORK - 411

Supervisor of that fact, so that appropriate check-in procedures can be put in place (see Appendix A).

- iii) All employees must ensure they have supplied their cell phone numbers and emergency contact information to their direct Supervisor.
- iv) Employees should report any emergencies or work-related injuries to their direct Supervisor within 24 hours or at the earliest reasonable opportunity.
- v) In the event of a medical or other emergency requiring immediate action from fire, police or medical department, employees must dial 9-1-1.

**d. Employees must ensure that there are computing security measures in place to protect CISKD data and information.**

- i) Employees should be aware of their obligations under the CISKD *Social Media 5.010 Acceptable Use of Technology # 5.009 & 4.014*.
- ii) Employees are not permitted to download or store any CISKD data or information onto their personal computers or onto any device other than those provided by the CISKD. Employees also must not forward any such documents to their personal email address.
- iii) Employees should take care to ensure that they are the only individuals who are able to access CISKD records and that their devices have appropriate security settings. Some steps include:
  - Logging off or shutting down their laptop or home computer when not in use;
  - Setting the automatic logoff or lock screen after a short period of idleness;
  - Password protection on all devices used to access work related data, including emails (phones, laptops, tablets, computers);
  - Ensuring that software, including security software, is up to date;
  - Only downloading applications/software from an approved source (i.e., from the device's app store, not from the internet);
  - Not sharing a laptop or home computer containing personal information related to work with other individuals, including family members and friends;
  - If physical records are at home, storing those records in a locked filing cabinet or desk drawer to which the employee has sole access;
  - Avoiding sending personal information by email from public locations or using public WIFI;
  - Encrypting any electronic device that stores personal information. This includes but is not limited to home computers, USB flash sticks, laptops, and mobile phones; and
  - Reporting any suspicious activity (e.g., suspicious emails) *before* clicking on any links.
- iv) If any device containing personal information is stolen or lost, employees must immediately notify their direct Supervisor.

**e. Employees should limit the stress on the CISKD Virtual Private Network (VPN) (i.e., school VPN) system.**



## CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

### HUMAN RESOURCES REMOTE WORK - 411

- i) Employees should only use the remote system for employment-related purposes and should log onto the system only when necessary. Employees should sign off, rather than disconnect, when away from the computer.
  - ii) In addition, Employees should not use the remote system to access streaming videos, unless requested to do so as part of their employment.
- f. Employees should check with their home insurer whether there is any need for additional coverage for which they are responsible.**
- g. This protocol for the Employer and Employee is temporary and can be withdrawn at any time and as physical distancing strategies and other health measures change.**

## 2. CISKD Schools:

Schools may consider additional local-specific standards to ensure the occupational health and safety of employees working remotely.

#### References

- BC Office of Information and Privacy: Mobile Devices: Tips for Security & Privacy: <https://www.oipc.bc.ca/guidance-documents/1994>  
Protecting personal information away from the office: <https://www.oipc.bc.ca/guidance-documents/1447>
  - Worksafe BC: Health and safety responsibilities when working from home: <https://www.worksafebc.com/en/about-us/news-events/announcements/2020/March/health-safety-responsibilities-when-working-from-home>
  - Government of BC: Emergency Preparedness for Working at Home: <https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/work-arrangements/flexible-workplaces/emergency-preparedness>  
Safety Inspection for Working at home: <https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/work-arrangements/flexible-workplaces/safety-inspection>  
Flexible Workplaces & Information Security: <https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/work-arrangements/flexible-workplaces/information-security>
  - Canadian Centre for Occupational Health and Safety: <https://www.ccohs.ca/oshanswers/hsprograms/telework.html>
- CISKD Reference Documents:  
Social Media 5.010  
Acceptable Use of Technology # 5.009 & 4.014. Superintendent Memo: Social Media (Apr. 21, 2020)

Date Approved: April 30, 2020
Date(s) Revised IP June 2023



### **Remote Work Administrative Application Appendix A**

The British Columbia Occupational Health and Safety guidelines are as follows:

**Definition:** Working alone or in isolation means to work in circumstances where assistance would not be readily available to the worker

- a. in case of an emergency, or
- b. in case the worker is injured or in ill health.

#### **Factors to consider in determining whether an employee is working alone or in isolation:**

1. Presence of others: Are other people in the vicinity?
2. Awareness: Will other persons capable of providing assistance be aware of the worker's need?
3. Willingness: Is it reasonable to expect those other persons will provide assistance?
4. Timeliness: Will assistance be provided within a reasonable period of time?

#### **Procedural Guidelines:**

1. The employer must develop and implement a written procedure for checking the well-being of a worker assigned to work alone or in isolation.
2. The procedure for checking a worker's well-being must include the time interval between checks and the procedure to follow in case the worker cannot be contacted, including provisions for emergency rescue.
3. A person must be designated to establish contact with the worker at predetermined intervals and the results must be recorded by the person.
4. In addition to checks at regular intervals, a check at the end of the work shift must be done.
5. The procedure for checking a worker's well-being, including time intervals between the checks, must be developed in consultation with the joint committee or the worker health and safety representative, as applicable.
6. Time intervals for checking a worker's well-being must be developed in consultation with the worker assigned to work alone or in isolation.