



TELEWORK POLICY

PURPOSE

Telework is a flexible work arrangement whereby an employee has approval to carry out some or all their work duties from an alternate work location. The purpose of this document is to set the guidelines about the necessary measures required by employees to work from home to ensure their health and safety while doing so.

PROCEDURES

School District 46 – Sunshine Coast (SD46) will consider and permit teleworking in extraordinary circumstances as a viable work option, that will benefit both the organization and the employee.

Telework, if made available, will be decided based on the operational needs of SD46, the availability of equipment, and/or District software or material and specific individual circumstances. All work options must comply with any legislative requirements including Occupational Health and Safety Regulation and the Freedom of Information Privacy Act.

APPLICATION

This telework agreement only applies in time of extraordinary circumstances. (2020 COVID-19)

DISTRICT POLICY/PROCEDURES

The employee remains obligated to comply with SD46 policies, procedures, rules, practices, instructions, and this teleworking agreement. The employee understands that violation of any of the above may result in termination of this telework agreement.

CONFIDENTIALITY /INFORMATION AND ASSET SECURITY

- The employee agrees that all SD46-owned data, software, equipment, and documents must be properly protected and secured at all times and must be returned to the district at the conclusion of the telework agreement. Steps include, but are not limited to, ensuring that the computer is only used by the teleworker, use of locked file cabinets and desks, regular password maintenance, data archiving/backups and any other steps appropriate for the role and the environment as determined by SD46.
- The employee will comply with all SD46 policies and instructions regarding security of confidential information.
- The employee will maintain confidentiality in all matters including phone conversations.
- The employee will promptly report to their supervisor, any circumstances or incidents which may compromise the confidentiality of any property, documents or information in connection with their employment.
- Paper documents that contain confidential information, including names and contact information, and are to be destroyed must be shredded or returned to the board office for confidential shredding purposes.

EQUIPMENT

- The employee agrees that all SD46 equipment shall only be used by them and for purposes related to work. SD46 will be responsible for insurance and maintenance of equipment.

EMPLOYEES RESPONSIBILITIES:

- Review this document and the 'Telework – Safety Checklist'
- Review your Rights and Responsibilities as a worker in British Columbia ([WorkSafeBC OHS Regulation](#))
- Review of the attached document titled Ergonomic Considerations.

INJURY/ILLNESS AND EMERGENCY SITUATIONS REPORTING

- Notify your supervisor immediately of any accident or injury that occurs at the telework site.
- If an accident or injury occurring in the telework site is deemed to be compensable under the applicable provincial legislation, the normal claims process will be applied (WorkSafeBC)
- Unless otherwise required by law, SD46 shall not be liable for the Employee's accidents, illnesses or injuries which occur outside the scope of employment or during non-working time or outside of the agreed upon telework site. SD46 shall not be liable for accidents, illness or injuries to third parties and/or members of the Employee's family on the Employee's premises.

WORK HOURS AND OVERTIME

- Work hours will be in accordance with current assigned hours or FTE and local collective agreements.
- Employee and supervisor will pre-arrange a regular contact schedule to ensure wellbeing.
- The employee shall be accessible by telephone during those work hours.
- There shall be no overtime provision under the provisions of teleworking.
- The employee's daily work schedule and service level expectations shall be as set out by the supervisor/administrator.

ABSENCE REPORTING

- The employee must notify their supervisor if they are unable to work due to illness or injury. All other absences require pre-approval using the established policy and leave of absence form.

TERMINATION OF TELEWORK AGREEMENT

- This telework agreement is intended to be temporary in nature and is terminated by SD46 upon the return to work by the employee.

YOUR SUPERVISOR/ADMINISTRATOR RESPONSIBILITIES:

- Ensure the health and safety of all workers under your direct supervision.
- Ensure that employee's working area is safe (physical environment and psychological- no risk of violence)
- Regular contacts are scheduled and recorded with the employee to ensure of their wellbeing if deemed working alone or in isolation.
- Ensure that your employees know to contact you immediately in the event of an injury and are informed of reporting procedures.
- Investigations and inspections into workplace accidents/incidents will follow the District's standard process as closely as practicable.
- All parties agree that the workplace Joint H&S Committee and its members will not be required to go to individual home to complete an accident investigation in the private home of an employee.



TELEWORK – HOME SAFETY CHECKLIST

Refer to your designated work area when completing

REVIEW THIS CHECKLIST BEFORE BEGINNING TELEWORK

ITEM – DIRECTION OF SAFE WORK
Discusses with Supervisor means to maintain regular contact and how direction will be provided related to a safe working environment
Arrange and confirm a method or a schedule for working-alone communications between the employee with the supervisor. This is especially important in the event that no other responsible adult is present within the work location
Employee confirms a process for summoning 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 will seek immediate medical attention for any work-related injuries
Employee to notify supervisor if any risk of violence present in the home
ITEM – ERGONOMIC HAZARDS
Inspect work area -prevention of physical strain on employee – consideration of potential hazards (i.e., proper desk and chair, proper lighting, low noise)
Work area allows for an efficient work environment (e.g., place for documents, confidentiality (no one can read what's on your screen, etc.)
Ergonomic documentation provided in telework agreement was reviewed
Proper posture – sitting / standing (refer to sit-stand safety tip)
ITEM – ELECTRICAL HAZARDS
Will the work area create any electrical hazards (i.e. using multiple power cords)
Electrical outlets in good (i.e. loose panel)
Electrical cords are safe for use (no damage, no modification, proper length)
Proper use of power bars and extension cords, not placed to create trip hazard
Employee will check for compatibility of cords and plugs for devices
ITEM – GENERAL HAZARDS
Free of tripping hazards around the work area
Any hazards that may fall or tip over onto the work area
Void of hazards /distractions present in the work area (i.e. pets, children, stairs)
ITEM – FIRST AID / EMERGENCY PROCEDURES
First aid is not required in a workplace of one, but employee has a means to summon assistance when working alone
Employee's method for getting in touch with Supervisor/Administrator (Emergency contacts posted and programmed on your phone
Identified two (2) safe places to go to in the event of an emergency
Supervisor was provided with emergency phone numbers
ITEM – SECURITY / CONFIDENTIALITY
Equipment and documents in the work area are secured (breach of security)
Locking computer when not in use
Information on screen and work-related documents are kept away from others at home (maintaining confidentiality)
ITEM – OTHER HOME AREA HAZARDS
Working smoke detector and carbon monoxide detector YES/ NO
Readily accessible and currently serviced fire extinguisher YES/ NO

DISCLOSURE – EMPLOYEE

The employee confirms that the completed Telework – safety checklist, represents an accurate description and inspection of their work area and that any outstanding health or safety hazards have been resolved in advance of working from home or discussed with the supervisor. Employee agrees to maintain a safe work environment at all times.

I have read and understood the above telework policy. I fully understand the duties, responsibilities, obligations and conditions for telework expressed in this document. I also understand that these are in addition to my normal duties, responsibilities and obligations as an Employee of SD46.

DISCLOSURE – SUPERVISOR

I have read and understand my role and responsibilities listed on the last page of this document as it pertains to this teleworking agreement and accept all conditions. I fully understand the duties, responsibilities, obligations and conditions for Telework expressed in this document. I also understand that these are in addition to my normal duties, responsibilities and obligations as an Employee of SD46.

Employee Last Name	First Name	Site	Position
Home address:		Home phone:	Emergency number:
Supervisor Last Name	First Name	Cell number:	Alternate number
Teleworking policy reviewed by employee		Teleworking policy reviewed by supervisor	
Date:		Date:	



ERGONOMIC CONSIDERATIONS ON HOW TO ADJUST A TEMPORARY WORKSTATION

Seating arrangement: Optimal position is shown to the right.

If your chair is too low for you to sit square at the table

- ☐ Use a cushion on the chair to raise yourself up to the table level
- ☐ When doing so, your feet may no longer touch the floor, if this is the case, then place a small box under your feet to support them.

If the chair is too deep

- ☐ 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 near 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

If you have access to a keyboard and mouse and working with a laptop:

- ☐ 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 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

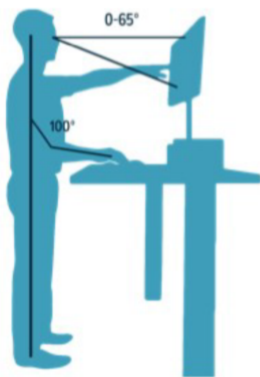
Do these stretches throughout the day. Be sure to get up and walk around frequently. You will feel better.

SAFETY TIP

Sit-Stand workstation setup

Getting started

- Allow time for your body to adjust to new sit/stand routine
- Alternate between sitting and standing position
- Start with 20 minutes standing then sit for 30-60 minutes
- Increase standing duration over time
- Change position before you experience discomfort

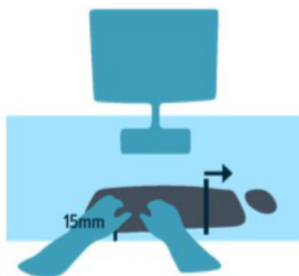
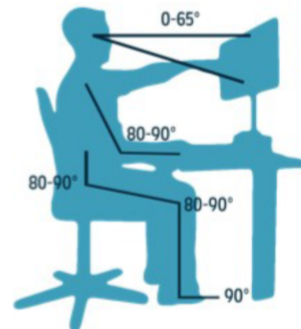


Standing

- Place monitor at or just below eye level and keep your line of vision between 0 and 65 degrees
- Keep arms close to your body and with elbows bent at 90 -100 degrees
- Keep head, neck and torso in line with each other
- Keep feet flat on the floor
- Wear supportive footwear
- Distribute weight between both legs

Sitting

- Monitor(s) - best at an arm's length away
- Adjust arm rests and chair height for elbows bent at 80-90 degrees
- Shoulders should be level (no shrugs)
- Chair height and seat so that hips and knees are bent at 80-90 degrees



Workspace

- Keep everything you use regularly within arm's reach
- Keyboard spacebar should be 15 mm from edge of desk
- Alphabetic keys in front of you, number pad to the right
- Mouse right beside keyboard and at same level
- Keep work area uncluttered
- Keep space under the desk clear for chair access

Contact your OHSC if you require assistance or experience any discomfort.

Occupational Health & Safety

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