



REPORT

To: Chair and Directors

Report Number: ADM-BRD-006

From: Kori Elden, Executive Assistant

Date: March 30, 2020

Subject: Working from Home Policy

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board adopt the Working from Home policy, which guides employees who are working from home for the duration of the COVID-19 pandemic.

BACKGROUND/RATIONALE:

The COVID-19 virus, discovered in Wuhan, China on December 31, 2019, spread to Canada and created the need for flexible working arrangements for PRRD staff. All PRRD staff who can fulfill their job duties remotely have the option of working from home for the duration of COVID-19, in line with Provincial and Federal directives.

The Working from Home Policy and the Telework Agreement form (that all employees who are working from home must sign) follow WorkSafeBC's health and safety recommendations and the Government of British Columbia's Safety Inspection for Working from Home:

<https://www.worksafebc.com/en/about-us/news-events/announcements/2020/March/health-safety-responsibilities-when-working-from-home>

<https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/work-arrangements/flexible-workplaces/safety-inspection>

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S): None at this time.

COMMUNICATIONS CONSIDERATION(S):

If approved, the Policy will be distributed to staff through internal methods of communication.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Working from Home Policy