

**WORKING FROM HOME POLICY**

Department	Administration	Policy No.	
Section	Human Resources	Date Approved by Board	
Repeals		Board Resolution #	

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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1. Purpose

- 1.1 The purpose of the Working from Home Policy is to establish clear guidelines for flexible working arrangements during COVID-19.

2. Scope

- 1.2 This Statement of Policy applies to all employees (staff) of the Peace River Regional District (PRRD) who are working from home. Not every position can be performed from an employee's home.

3. Definitions

- 3.1 **COVID-19:** infectious disease caused by a newly discovered coronavirus that was detected in Wuhan, China on December 31, 2019.
- 3.2 **Physical PRRD files:** any physical record or file that is the property of PRRD.
- 3.3 **Safety precautions:** the most recent protective measures in place by the World Health Organization (WHO) and the senior levels of government in Canada.
- 3.4 **Telework Agreement form:** a working from home form required to be completed by all PRRD staff who are approved to work from home.
- 3.5 **Working from home:** employees conducting their job from home.

4. Policy

- 4.1 PRRD staff deemed essential and who can fulfill their job duties remotely may have the option of working from home during COVID-19.
- 4.2 All PRRD staff who are approved to work from home need to read and sign the *Telework Agreement* form, then submit it to their designated manager for approval, who will then submit the completed document to hrprrd@prrd.bc.ca.
- 4.3 Staff must complete the Working from Home Checklist prior to leaving their office workspace.
- 4.4 Staff can utilize required IT equipment but it remains the property of the employer, and must be returned to the office upon the completion of COVID 19.
- 4.5 At home workspaces need to be in safe working condition in order to perform job duties, as defined by the Government of British Columbia.



- 4.6 Staff must check in with their designated manager at the beginning and end of each workday.
- 4.7 All staff must be available by email and phone for their regular hours of work, unless other arrangements have been made with their designated manager.
- 4.8 Staff must practice the proper sanitization methods and comply with the Federal and Provincial requirements of COVID-19.
- 4.9 PRRD staff must not take physical PRRD files home. If physical files are needed, staff may need to come into the PRRD office and follow the proper safety precautions to use the files.
- 4.10 Staff are responsible for ensuring a productive working environment and for tracking their activities and deliverables.
- 4.11 Staff are expected to follow the same process for appointments and sick leave by submitting leave requests and taking sick leave.
- 4.12 Staff may be expected to videoconference or teleconference for meetings or check-ins.
- 4.13 All PRRD Staff are to cancel non-essential work related travel (both in-region and out-of-region) and have alternate arrangements approved by their designated manager.
- 4.14 The *Telework Agreement* form outlines Occupational Safety and Health expectations. All staff must act in accordance with the Ergonomic Considerations, Working Alone Call-In Procedures, and Emergency Preparedness.
- 4.15 To maintain focus at home workspaces staff should practice regular walking and stretching breaks.
- 4.16 Work-related incidents and injuries must be reported to designated managers the same day as occurrence.
- 4.17 If staff wish to return to their regular worksite, a request must be made to their designated manager.

Affiliated Procedures	COVID 19 Response Plan (as updated from time-to-time) Telework Agreement Form Working from Home Checklist
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Disclaimer: Federal and Provincial Acts, Legislation and Law supersede this policy.