Rationale
External exigencies may affect the school's ability to deliver its educational program in the ordinary way of in-person instruction.

Policy
The CISPG recognizes that at times extraordinary circumstances may make remote work arrangements for teachers a desirable alternative to classroom instruction. Schools need procedures to ensure that remote work can be accommodated in a safe, secure, and effective manner.

Procedures:

a)   CISPG Employees

In any circumstances where a CISPG employee will be working remotely:

1. Employment entitlements and expectations remain the same.
   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 CISPG
   policies, procedures, and guidelines remain in effect.

   Employees are expected to be available daily, for communication with administration, families and students by phone, text and email and/or on-line platforms.

2. Employees are expected to maintain secure means of communicating and working online with students, parents and fellow staff.

   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 the direct Supervisor.

3. Employees are expected to maintain regular contact with their direct Supervisor.

   On a workday, employees should be in contact with their direct Supervisor or designate (e.g., Principal or TIC) a minimum of once each day, which includes attending virtual meetings, emails, texts or phone calls.

   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 Supervisor or designate of that fact, so that appropriate check-in procedures can be put in place see **Occupational Health and Safety Guidelines below.**

   All employees must provide cell phone numbers and emergency contact information to their direct Supervisor.

Employees should report any emergencies or work-related injuries to their direct Supervisor within 24 hours or at the earliest reasonable opportunity.

4. Employees must ensure that there are computing security measures in place to protect CISPG data and information.

   Employees are not permitted to download or store any CISPG data or information on their personal computers or to any device other than those provided by the CISPG. Employees also must not use personal email addresses for work purposes.

   Employees should take care to ensure that they are the only individuals who are able to access CISPG 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)

   - Where possible, 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 securely so that 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
   - Reporting any suspicious activity (e.g., suspicious emails) *before* clicking on any links

   IF ANY DEVICE CONTAINING PERSONAL INFORMATION IS STOLEN OR LOST, EMPLOYEES MUST IMMEDIATELY NOTIFY THEIR DIRECT SUPERVISOR.

5. Employees should do their best to limit the demand on the local school VPN system.

   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.

   In addition, Employees should not use the remote system to access streaming videos, unless requested to do so as part of their employment.

b) CISPG Schools:

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

OCCUPATIONAL HEALTH AND SAFETY GUIDELINES:

Definition
Working alone or in isolation means to work in circumstances where assistance would not be readily available to the worker in case of an emergency.

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(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) Time intervals for checking a worker's well-being must be developed in consultation with the worker assigned to work alone or in isolation. There must be a minimum of two (2) check-ins per shift/day.

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
    - https://www.worksafebc.com/en/resources/health-safety/books-guides/working-alone-a-handbook-for-small-business?lang=en

- 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

References:	*Date:* August 2023
	Revisions: