



## TEMPORARY REMOTE WORKING: COVID-19 GUIDELINES

The purpose of these guidelines is to ensure that Workplace Leaders and employees have a common understanding of the obligations and responsibilities associated with temporarily working remotely during the COVID-19 pandemic.

These guidelines support Camosun Directive [D-1.3 Temporary Remote Working: COVID-19](#).

### A) RESPECTFUL WORKPLACE AND STANDARDS OF CONDUCT

#### RESPECTFUL WORKPLACE AND STANDARDS OF CONDUCT

While working remotely, the same standards of personal and professional conduct apply as if an employee was working on-site.

Please read the following:

- [Respectful Workplace Policy](#)
- [Standards of Conduct Policy](#)

### B) KEEPING SAFE WHILE WORKING REMOTELY



### WORKPLACE SAFETY REQUIREMENTS TO RETURN TO A CAMOSUN WORKSITE

Approval must be obtained before returning to a Camosun Worksite for any reason or duration. Once approved, employees are required to complete the following:

- [COVID-19 Employee Safety Training](#)
- [On-Campus Employee Attendance Form](#)
- [BC COVID-19 Self-Assessment](#)

### REPORTING WORKPLACE ACCIDENTS OR INJURIES

The College remains responsible for work-related accidents that might occur at remote worksites while performing job-related duties.

Employees are expected to follow safe work practices while working remotely and promptly report any work-related accident or injury that occurs to their Workplace Leader.

### REPORTING ABSENCES DUE TO ILLNESS

Workplace Leaders and employees should have a shared awareness of how to report an illness-related absence within their specific School / Division or Department that includes:

- Who an ill employee should contact; and
- How contact should be made (e.g.: phone, email, Teams); and
- Any other workgroup-specific



## ENSURING COLLEGE INFORMATION STAYS SAFE

The College's Protection of Privacy Policy continues to apply while employees are working remotely.

Please read the following:

- [Protection of Privacy Policy](#)

Key points of the policy include:

- College information is protected when working remotely