



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