Guidelines – Working From Home
Responsibilities for Managers:

The department manager will work with employees, HR, Health and Safety, Information Technology Services (IT), and other stakeholders in assessing temporary working from home arrangements. These considerations and requirements should be completed:

- Assess if operational requirements can be met, confirm availability of technology and resources
- Determine if frequency of activities that must be maintained on site (i.e. access to physical files) can be altered to allow for partial working from home temporary arrangements
- Discuss and agree upon workload and productivity expectations with employees
- Obtain accurate contact information
- Develop a method to stay connected with employees using technology like MS Teams, BlueJeans and Zoom to help
- Review with employees the complete list of Remote Access Software & Setup resources
- Review and share with employees TRU’s Information Security policies and recommendations.
- Ensure that TRU property removed from the University is tracked and inventoried as per IT requirements
- Ensure there is a system for the storage and managing confidential data, refer to TRU’s Privacy and Access Office and working remotely resources
- Review with employees the “Health & Safety Requirements, as per regulation” section within these guidelines

Responsibilities for Employees:

All employees are responsible for requesting and following temporary working from home arrangements and plans with their managers. In addition, employees are responsible for the following:

- Working with their manager to develop a temporary work from home agreement
- Providing accurate contact information to their manager
- Maintaining regular connection with their manager and coworkers
- Ensure that TRU property removed from the University is tracked and inventoried as per IT requirements and returned to the University upon completion of the temporary work from home plan
• Review and comply with the complete list of Remote Access Software & Setup resources
• Review and comply with the TRU’s Information Security policies and recommendations.
• Ensure there is a system for the storage and managing confidential data, refer to TRU’s Privacy and Access Office and working remotely resources
• Review and comply with the “Health & Safety Requirements, as per regulation” section within these guidelines and completing the H&S checklist for at home work stations – Health and Safety Inspection Checklist

The Health and Safety Requirements, as per the regulation, are:

• Managers are required to:
  o Check in with their employees on a regular basis, as per the agreed upon schedule and guidelines
  o Ensure the worker is still following all related Safe Work Practices, TRU H&S Policy, IT Information Security Policy and any other related Policies or work practices
  o Ensuring that all required training/education is still followed through on/scheduled

• Ergonomic considerations need to be made, office ergonomic resources are on TRU’s website and OneTRU. If further support is needed, at this time, in person assessments for temporary work at home situations are not available. However, a digital review of the space or email consultation with the Office of Safety and Emergency Management (OSEM) can be arranged. Please discuss with your manager, regarding the issues and consult with osem@tru.ca
  o NOTE: OSEM does not have or provide office furniture or other ergonomic devices. If you need new furniture, devices or other equipment your manager and department need to make that decision.

• Workspaces at home need to be set up in a way that reduces any additional hazards, employees need to ensure that their workspaces are functional and safe. If further support is needed, the employee is to work with their supervisor to correct the deficiencies. If further support is needed, reach out to osem@tru.ca

• If a worker is injured while working from home, while completing work for TRU, the incident is to be reported to their direct supervisor and an incident report is still required to be submitted.
- If medical attention is necessary, a WorkSafe BC Form 7 is also still required to be completed by the employee supervisor within 1.5 days from the time of medical care
- Incident investigations are still required; however, this is not to be done in person, but digitally
- Injured employees are to make themselves available to the Safety Officer/OSEM to complete the incident investigation within 5-7 days from the date of medical care

- Employees are to work with their managers to ensure that there are sufficient emergency procedures for the home. These procedures are to include:
  - What to do in the event of an emergency situation
    - Who to notify (direct supervisor, manager, manager of emergency management and community safety, OSEM etc.)
    - When to notify the supervisor (at a minimum, emergency situations that impact the workers ability to work, situations that require support from the employer, incidents that have caused an injury to the employee)
  - How to evacuate the home workspace if needed (general outline of emergency exits and escape routes)
  - Employees must report an emergency that will impact their ability to work to their manager
    - The manager is to reach out to HR and OSEM in the event of an emergency related to the employee for additional support and guidance