Vancouver Community College

March 18, 2020

Temporary Remote Working Guidelines to minimize VCC employees on campus

A message from the EOC Policy group

To all VCC Employees,

Further to the college's message yesterday, given the exceptional circumstances that we are facing regarding emerging issues and recommendations from government, the college's Emergency Operations Committee (EOC) has sanctioned the roll out of **temporary remote working guidelines** (PDF). These guidelines apply to work off-site for a temporary period of time while social distancing measures and other health and safety measures are in place due to the COVID-19 pandemic.

It is important to note that even though the college remains open with significantly reduced face-to-face services and instruction. Some positions will be suitable for temporary remote work, while others may not. Arrangements will be approved on a case-by-case basis. And, for those who prefer to work on campus, they can continue to do so at this time.

Our temporary remote working arrangements will be a pilot for a three-week period and will be reassessed based on the evolving operational needs and new information about COVID-19 that may change the situation.

VCC has no known confirmed cases of COVID-19 within its community at this time. However, it is important that we continue to put measures in place to support social distancing and help prevent the spread of illness. This is aligned with the guidance we are receiving from the provincial health officer and the B.C. provincial government.

Next Steps

1. Supervisors and employees should discuss whether temporary remote working is a possibility for their role. A position suited for this initiative is one where some or all of the components of the position can be done off-site without disruption to the flow of work, productivity, and communication.

2. If the position is suited for temporarily working remotely, complete the checklist for **temporary remote working** (PDF).

a. Clearly state the work duties and responsibilities as well as the scheduled days and hours; include daily duties, special project work assigned, and any fort-night schedules. Some departments may require a rotation of employees to be providing on-campus services and such circumstances should be identified within section #1 of the checklist.

b. Ensure that the remote location is clearly identified and confirm the suitability and security of the workspace.

c. Provide copies/links to all relevant policies and confirm that there is a clear understanding of responsibilities for working from a remote location (guidelines #12 (a) – (g))

d. List all equipment that will be used off-site during the remote working arrangement including the use of personal computers.

e. Sign the checklist document and seek appropriate approval from the appropriate leadership team member. This is the supervisor's responsibility. Once approval is acknowledged by the leadership team member, forward a signed copy of the checklist document to **HRCentral@vcc.ca**. This document will be placed in an employee's personnel file.

3. Should the duration of this pilot need to be extended, a refreshed form may be required for employees approved for temporary remote working.

Thank you,

Policy Group, EOC

For other FAQs, please visit **vcc.ca/bulletins** for updates and relevant information.

COVID-19 frequently asked questions

Any new information will be posted to www.vcc.ca/bulletins as soon as it comes available. Please bookmark this page and check it frequently.