Making Temporary Work from Home Arrangements - COVID-19

In an effort to support all employees in caring for their health and reducing their risk of exposure to COVID-19, supervisors and their teams are asked to think of creative solutions to how work can be done differently including consideration of strategies for social distancing if it is necessary to come to campuses and the opportunity for employees to work from home. Because of the variety and nature of work at SFU, one solution will not work for all jobs.

These decisions need to be taken at the supervisor’s discretion, and fairness for teams should be considered while maximizing measures for health and safety.

Requirements for Temporary Work from Home Arrangements

- Work from home arrangements will be temporary in nature and are specific to the COVID-19 situation only
- As the COVID-19 situation continues to evolve, plans may need to be adjusted – plan to continuously review to determine what is working and what needs adjusting
- Employees approved to work from home are responsible for maintaining a suitable and secure off-site workspace. Information regarding workstation setup can be found: [https://www.sfu.ca/content/dam/sfu/srs/work-research-safety/general-safety/Ergonomics/Ergonomics%20How%20to%20Set%20up%20your%20Workstation.pdf](https://www.sfu.ca/content/dam/sfu/srs/work-research-safety/general-safety/Ergonomics/Ergonomics%20How%20to%20Set%20up%20your%20Workstation.pdf)
- Employees will be responsible for the safe and secure handling of all proprietary and other information taken off-site or accessed from the off-site location, including electronic files saved on home computers. See information from IT services:
  - Remote Study and Remote Work Resources: [https://www.sfu.ca/itservices/remote-study-work-resources.html](https://www.sfu.ca/itservices/remote-study-work-resources.html)
  - Information Security: [https://www.sfu.ca/itservices/info_security.html](https://www.sfu.ca/itservices/info_security.html)
- The Freedom of Information and Protection of Privacy Act of British Columbia and any other applicable legislation will continue to apply.
Planning for Temporary Work from Home Arrangements

- Decide what work is appropriate and can be done from another location
- Prioritize work in terms of criticality and those things that can be abeyanced
- Supervisors should work with each team and each team member to establish work plans and expectations
- Consider how the work will need to be done, how staff will need to interact and what methods they will be able to access to do so e.g. meeting technology, computers, phones
- Arrange a set schedule that will allow for a smooth flow of interaction team members taking into consideration that some staff will need to plan around child care
- Supervisors should plan for a daily check-in to ensure that staff are supported and not feeling isolated (will become critical as time goes on)
- Ensure that supervisors and staff have up-to-date contact information at all times (phone, addresses, and email addresses)