Remote Work Policy

2370 | Remote Work Policy

Date Approved: January 20 2026
Date Amended:

Rationale

This Policy has been developed to ensure that remote work can be accommodated in a safe and secure manner in a home environment. Remote work may be required or permitted due to health or environmental reasons, such as there is an issue with the building where no one is allowed to enter for one or more days; the Ministry of Health is encouraging social distancing as part of community efforts to slow the progression of a pandemic.

Policy

Provided that a safe and secure working environment is possible at home, school employees may work from a home environment when the Ministry of Education, the Ministry of Health and/or the Prince Rupert School District authorizes or encourages employees to work from home.

Definitions:

Working remotely means a situation in which an employee works mainly from home and communicates with others via email, video conferencing and telephone.

Working alone means to work in circumstances where assistance would not be readily available to the worker (a) in case of an emergency, or (b) in case the worker is injured or in ill health. Factors to consider in determining whether and employee is working alone or in isolation:

1. Presence of others: Are other people in the vicinity?
2. Awareness: Will other persons capable of providing assistance be aware of the worker's need?
3. Willingness: Is it reasonable to expect those other persons will provide assistance
4. Timeliness: Will assistance be provided within a reasonable period of time?

Regulation

Prince Rupert School District Employees

In any circumstances where a Prince Rupert School District employee will be working remotely:

1. Employment entitlements and expectations remain the same.

The Employee's work hours; overtime compensation; use of sick leave; approval for the use of vacation; request for a Leave of Absence; and compliance with Prince Rupert School District policies, procedures, and guidelines remain in effects.

Employees are expected to be available during regularly scheduled business hours, for communication by phone

and email and/or online platforms. Alternate scheduled business hours may be approved upon written request to the Principal.

If an employee is not available to work on any given day (example: illness, etc.), they are required to inform the principal.

1. Employees are expected to maintain regular contact with their Principal and/or designate.

On a workday, employees should be in contact with their direct Principal and/or designate a minimum of twice each day, which may include attending virtual meetings, sending emails, checking in through an established method, or making phone calls. This provides for the appropriate check-in procedures.

- The Principal must review the procedures for checking the well-being of workers.
- A person must be designated to establish contact with the workers at predetermined times and the results must be recorded.
- The procedure for checking a worker's well-being must include contact at the beginning and at the end of the employee's scheduled work day.
- In a case where the worker cannot be contacted, Principal and/or designate will:
    - Phone the employee
    - Phone the employee's emergency contact
    - Failing that, send someone to the employee's home, and
    - Failing that, contact police or emergency services.
- Alternate procedures for checking a worker's well-being must be approved in consultation with the worker and school Work Safe Committee.

All employees must ensure that they have supplied their cell phone numbers and emergency contact information to their Principal and/or designate.

Employees should report any emergencies or work-related injuries to their Principal and/or designate within 24 hours or at the earliest reasonable opportunity. Work related injuries are to be reported to WorkSafeBC (WSBC) as per WCBC regulations.

In the event of a medical or other emergency requiring immediate action from fire, police or medical department, employees must dial 9-1-1.

If employees will be working alone in their remote work environment (i.e. if there are no other adults in the residence), then they must inform their Principal and/or designate of the fact.

1. Employees are expected to maintain professional dress when attending virtual meetings related to work.
2. Employees must ensure that there are security measures in place to protect Prince Rupert School District data and information. Employees should be aware of their obligations under the Prince Rupert School District Technology Policies.

Employees are not permitted to download or store any Prince Rupert School District data or information onto their personal computers or onto any device other than those provided by the Prince Rupert School District. Employees also must not forward any such documents to their personal email address.

Employees should take care to ensure that they are the only individuals who are able to access Prince Rupert School District records and that their devices have appropriate settings. Some steps include:

- Logging off or shutting down their laptop or home computer when not in use;
- Setting the automatic logoff or lock screen after a short period of idleness;
- Password protection on all devices used to access work related data, including emails (phones, laptops, tablets, computers);
- Ensuring that software, including security software, is up to date;
- Only downloading applications/software from an approved source (i.e. from the device's app store, not from the internet);
- Not sharing a laptop or home computer containing personal information related to work with other individuals, including family members or friends;
- If physical records are at home, storing those records in a location that protects the privacy of students, parents/guardians and staff;
- Avoiding sending personal information by email from public locations or using public WIFI;
- Encrypting any electronic device that stores personal information. This includes but is not limited to home computers, USB flash sticks, laptops and mobile phones; and
- Reporting any suspicious activity (e.g. suspicious emails) *before* clicking on any links.

If any device containing personal information is stolen or lost, employees must immediately notify their Principal and/or designate.

1. Employees should limit the stress on the Prince Rupert School District VPN (school Virtual Private Network) system.

Employees should only use the remote system for employment related purposes and should log onto the system only when necessary. Employees should sign off, rather than disconnect, when away from the computer.

In addition, employees should not use the remote system to access streaming videos, unless requested to do so as part of their employment.

References:

BC Office of Information and Privacy:

- Mobile Devices: Tips for Security & Privacy:

https://www.oipc.bc.ca/guidance-documents/1994

- Protecting personal information away from the office:

https://www.oipc.bc.ca/guidance-documents/1447

WorkSafeBC:

- Health and safety responsibilities when working from home:

https://www.worksafebc.com/en/about-us/news-events/announcements/2020/March/health-safety-responsibilities-when-working-from-home

Government of BC

- Emergency Preparedness for Working at Home:

https://www2.gov.bc.ca/gov/content/career-myhr/all-employees/work-arrangements/flexible-workplaces/emergency-preparedness

- Safety Inspection for Working at home:

https://www2.gov.bc.ca/gov/content/career-myhr/all-employees/work-arrangements/flexible-workplaces/safety-inspection

- Flexible Workplaces & Information Security:

https://www2.gov.bc.ca/gov/content/career-myhr/all-employees/work-arrangements/flexible-workplaces/information-security

Canadian Centre for Occupational Health and Safety:

- https://www.ccohs.ca/oshanswers/hsprograms/telework.html

	TELEWORK – HOME SAFETY CHECKLIST Refer to your designated work area when completing

REVIEW THIS CHECKLIST BEFORE BEGINNING TELEWORK

ITEM – DIRECTION OF SAFE WORK
Discusses with Supervisor meant to maintain regular contact and how direction will be provided related to a safe working environment.
Arrange and confirm a method or a schedule for working-alone communications between the employee with the supervisor. This is especially important in the event that no other responsible adult is present within the work location.
Employee confirms a process for summoning assistance is present.

Employee will report to the supervisor any work-related injury, accident, or incident and do so on the same day as the event.
Employee will seek immediate medical attention for any work-related injuries.
Employee to notify supervisor if any risk of violence present in the home.
ITEM – ERGONOMIC HAZARDS
Inspect your work area – prevention of physical strain on employee – consideration of potential hazards (i.e., proper desk and chair, proper lighting, low noise).
Work area allows for an efficient work environment (e.g. place for documents, confidentiality (no one can read what's on your screen, etc.).
Ergonomic documentation provided in telework agreement was reviewed.
Proper posture – sitting/standing (refer to sit-stand safety tip).
ITEM – ELECTRICAL HAZARDS
Will the work area create any electrical hazard (i.e. using multiple power cords).
Electrical outlets in good (i.e. lose panel).
Electrical cords are safe for use (no damage, no modification, proper length).
Proper use of power bars and extension cords, not placed to create trip hazard.
Employee will check for compatibility of cords and plugs for devices.
ITEM – GENERAL HAZARDS

Free of tripping hazards around the work area.
Any hazards that may fall or tip over onto the work area.
Void of hazards/distractions present in the work area (i.e. pets, children, stairs).
ITEM – FIRST AID/ EMERGENCY PROCEDURES
First aid is not required in a workplace of one, but employee has a means to summon assistance when working alone.
Employee's method for getting in touch with Supervisor/Administrator (Emergency contacts posted and programmed into your phone).
Identified two (2) safe places to go in the event of an emergency.
Supervisor was provided with emergency phone numbers.
ITEM – SECURITY/ CONFIDENTIALITY
Equipment and documents in the wok area are secured (breach of security).
Locking computer when not in use.
Information on screen and work-related documents are kept away from others at home (maintaining confidentiality).
ITEM – OTHER HOME AREA HAZARDS
Working smoke detector and carbon monoxide detector YES/NO
Readily accessible and currently serviced fire extinguisher YES/NO