March 2020

**Background**

Library work can temporarily be done remotely due to the extraordinary circumstances. Staff working from home must demonstrate to their supervisor the list of tasks accomplished and work performed. Examples may include: creating a log of activities per day, identifying or attaching supporting documents of progress, keeping logs of number of calls and regular check-ins with supervisors. A Learning Program Log has been made accessible on the RPL Wiki. Staff will be asked to check in with their supervisors (Coordinators, Department Heads, and various Circulation Supervisors) daily through various means, including email.

**Technology, Workspace and Protection of Proprietary and other Information**

The off-site workspace will be considered an extension of RPL’s workplace and therefore will be subject to and governed by applicable Workers’ Compensation legislation and WorkSafe B.C. Staff will be expected to comply with normal reporting requirements for any work-related accident or injury.

Staff 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 but not limited to electronic files saved on home computers. Staff with access to information that is personal and private in nature, must take all precautionary measures to maintain privacy of such information.

**Hours of Work While at Home**

During this state of emergency, full time and part time staff are expected to work their scheduled hours between 9:00am - 4:30pm Monday to Friday. For part time staff, determine the days you will work based on your part- time schedule during the Monday to Friday work week.

**Meeting and Communication Log**

Use the following table to record the various ways you have connected with your supervisor and colleagues during this temporary work from home period:

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