

**Type:** Human Resources**Authority:** CEO**Staff Presentation:** June 18, 2020 All-Staff Meeting

Associated Documents: POL-ADM.2018.25 Code of Conduct
 POL-ADM.2018.45 Commitment to Health & Safety
 POL-ADM.2020.01 Pandemic Response
 PLAN.HS.2020.1 Pandemic Preparedness and Business Continuity Plan
 PLAN.HS.2020.2 Working in the Time of COVID-19
 Report- ADM.20.20 Re-Opening Plans for BMPL Facilities

Original Approval: 06-11-2020**Amended On:** 05-19-2022; 01-12-2023**Reviewed On:** 05-20-2021**ADM.2020.02.1 Scope**

1. The Blue Mountains Public Library, as a key public service to The Town of The Blue Mountains, and as a major community hub, shall respond proactively to public health emergencies due to COVID pandemic and subsequent endemic.
2. This policy is in place during the COVID-19 pandemic and endemic in accordance with the *POL-ADM.2020.01 Pandemic Response Policy*, and provided as a means of accommodating employees, where possible, to maintain services and employment opportunities.

ADM.2020.02.2 Purpose

1. BMPL does not support staff teleworking under typical situations. Managers may be provided with occasional hours off-site to complete administrative work. In this case, hours will be approved by the CEO.
2. BMPL understands that during the pandemic and subsequent endemic:
 - a. Facilities may be on lockdown, with limited access, or closed to the public and working from home may be an opportunity to continue to provide virtual services, and maintain the employment of staff.
 - b. Staff who have tested positive or have members of their household positive should not be in the BMPL facilities, and work from home allows our staff to continue to work, as able, while protecting our staff and community from transmission.

This is not seen as a teleworking situation and is only temporary during the 2020 Emergency Declaration, the ongoing pandemic or subsequent endemic. In this situation, this statement does not alter or replace any BMPL policy or procedure.

ADM.2020.02.3 Closing of BMPL Facilities and Offer of Temporary Work from Home

1. On March 15, 2020, the CEO closed the BMPL facilities to the public due to the COVID-19 pandemic. Limited staff were onsite to maintain the curbside pickup in March and then again beginning in June 2020. During the complete closure of the facilities staff were provided with tasks to complete from home as a means of continuing services virtually, and maintaining staff employment.

2. Under normal situations a Teleworking contract would be completed and the staff workplace, be it a kitchen or home office, would be inspected by the employer and JHSC representatives. Given the 2020 Emergency Declaration and provincial instructions to work staff via distance during the non-essential workplaces closures where possible, this function was not required to be in place as it was deemed a temporary situation.
3. During this work from home period, staff were provided with equipment such as laptops, office chairs for improved ergonomics, and other equipment requested.
4. Any employee working from home will be responsible to complete a monthly, or if hours are provided due to household illness, a single Workplace Inspection Form and submit this to the JHSC for review. As per The Occupational Health & Safety Act, Part II s.9(18) and s23-29, an inspection shall be completed of each workplace no less than monthly.

ADM.2020.02.4 Employee Responsibilities When on Approved Work from Home

1. Given this is a temporary work from home situation and shall only occur during a pandemic, where inspection of a personal home workspace would be dangerous, it is the responsibility of the staff to complete their own inspection reports and submit to the JHSC. Should faults be found, this report should include recommended actions in order to continue to qualify to work from home. If BMPL can accommodate these needs, they will be provided. In the case they cannot be accommodated for any reason, the staff will be instructed to return to the facilities for their scheduled shifts where staff needs have already being met.
2. Any expenses incurred while working from home must be preapproved by the CEO. This includes:
 - a. Any major equipment or furnishing needs incurred while the employee is working from home, as there is no requirement to work from home and the BMPL workplace has sufficient resources available to staff.
 - b. Any internet or connectivity needs, as these are available within the facilities.
3. Working independently off-site should still occur during a set schedule. For part-time staff hours can be more flexible to allow for a home/work balance but should still be communicated to the manager in order for all parties to know when a staff is available and working.
4. The employee must work in a healthy manner when off site, including maintaining ergonomics, such as proper chairs and computer set-up. BMPL can provide appropriate chairs and laptops as needed.
5. Employees must ensure they are taking breaks, stretching, and moving during shifts. The JHSC has provided several videos, tips and tricks which can be used to improve healthy home/work life balance when working from home as well as stretches and ergonomic options to employ when working from home.
6. Employees are also encouraged to maintain a healthy home/work life balance. This includes, but is not limited to disconnecting from BMPL devices when not on scheduled hours.
7. Staff must use BMPL/TBM provided devices when working from home to ensure that the appropriate software and programs are being used while maintaining data security and confidentiality. All completed and working copies of documents must be saved on the BMPL online system so that information is available to other staff and managers who may require its use. Failure to use BMPL/TBM approved devices may leave both the BMPL and TBM data vulnerable to a breach and may result in disciplinary action up to and including termination according to the TBM IT Policy. All staff who are working from home and requiring access to documents, as of June 8, 2020, have been provided with approved technology.

8. BMPL owned resources may only be used for business purposes. Staff must take reasonable steps to protect any BMPL property from theft, damage, or misuse.

ADM.2020.02.05 Return to Work

1. On May 19, 2020 the library curbside pickup and preparations for future phases of openings was announced by the provincial government. BMPL began to recall staff from the work from home back into the facilities. This included scheduled shifts and staff returning to the LE Shore and Craighleith Heritage Depot buildings.
2. At the same time, staff are continuing to provide Virtual Services and Virtual Programming. In some instances, staff will continue to have hours which may occur from home, be it scheduled or by permission of the manager and CEO. These hours, if approved, are by the choice of the worker and must include inspections, now that the 2020 Emergency Declaration has ended.

ADM.2020.02.6 Working from Home Under Self-Isolation or Quarantine

1. According to Health Ontario, self isolation is when someone has COVID symptoms, or have been informed that you may have been exposed to COVID.
2. If a staff has been instructed by a medical practitioner or local Health Unit to self-isolate as part of ruling out an infection, or quarantine following a presumptive or positive diagnosis of infection, the staff:
 - a. If able to work, will be provided with work for a period of time up to the current Health Canada or Ontario Ministry of Health standard, in order to self-isolate at home. It is the choice of the staff if they wish to work from home while on self-isolation or not. There is no obligation of a staff to work in this situation.
 - b. If not well enough to conduct work during any part of this time, may use sick days or any other available leaves. Staff are also encouraged to identify if they qualify for support from provincial or federal governments during any required isolation period.
3. If a staff chooses to self-isolate, without medical advice or beyond the current provincial/federal recommended period, the CEO and manager will determine if any work is available to be completed at home. If hours are available, they may not be the worker's typical scheduled weekly hours, as onsite needs must still be met, and these hours will be distributed to staff who can work in the facility. There is no guarantee that any hours will be approved for a non-medical instructed self-isolation period.
4. If no hours are available, and the staff chooses to continue self-isolation who is not COVID-19 symptomatic, or does not provide medical documentation indicating that they, their household, or an individual they care for is at-risk of COVID-19, then they must report for duty or request a leave of absence. Funding for such leave will be determined by either the federal or provincial governments. BMPL wages will not exceed any BMPL policy of available sick leave and/or vacation allowance.

ADM.2020.02.7 Review Cycle

This plan will be reviewed annually during the pandemic and subsequent endemic; and be rescinded by the CEO when it is no longer relevant to the workplace.

Appendix

POL-ADM.2020.02 Working From Home During COVID-19

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the *Working from Home During COVID-19* policy [POL-ADM.2018.02]. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that this and all BMPL Employment policies must be adhered to if I have been approved to work from home, including but not limited to the *Code of Conduct* [POL-ADM.2018.25].

Name: _____

Signature: _____

Date: _____

Witness: _____

Appendix

Home Inspection during Work from Home

This inspection must be completed monthly and delivered to the JHSC for inspection reviews for those who work from home during the COVID endemic.

Preamble: WFH is no longer a requirement for BMPL staff as the buildings are now open; however, those that do have WFH hours, or if a staff intends to WFH when illness is in the household, the following criteria must be met.

Inspection of _____ WFH location.

Room where work from home will occur (e.g. office, kitchen, etc). _____

- Computer/Laptop is at correct height for ergonomic set-up.
- Cords are appropriately placed to mitigate tripping hazards.
- Lighting is appropriate for work.
- Laptop can be raised and/or lowered for straight on viewing (and not having neck turned down to view).
- Chair is comfortable and at a proper height for ergonomic computer access.

Inspected by: _____

Date: _____