

BRSD School Staff Work-from-Home Guidelines

March 30, 2020

BRSD is asking school-based staff to move to a work-from-home model. School-based staff are not required to work from home, but are strongly encouraged to do so as much as possible.

We are committed to protecting the health and safety of our staff and our communities. This new direction is an effort to reduce the density of people in each building and to reduce the risk of spreading the COVID-19 virus.

Working from home allows staff of BRSD schools to continue supporting our students and system, while maintaining social distancing guidelines and staying away from public places.

This is an unprecedented time. We want to be flexible and responsive to the needs of staff. Here are the parameters:

- Home is defined as your current residence in or near the community of work. (This does not mean you can fly home to your place of birth and work from there)
- We must be able to function as an organization. The learning and the business must continue to take place. We trust staff will continue to make work a priority.
- It is expected that all staff will continue to be accessible and will continue to check email, etc to stay up to date on information from the school division.
- We anticipate this working pattern could be in place for the remainder of the school year, but it is subject to change if other circumstances change.

School-based staff: guidelines for working from home

Regardless of work location, hours of work for school-based staff will be from 9 a.m. to 3 p.m.

Teachers and school support staff are asked to ensure their Principal is aware they are working from home and, in the case of support staff, please follow the appropriate instructions for entering work arrangements into PowerSchool. Each school will develop a simple check in procedure for staff.

At the current time, it is expected that administrators and administrative assistants are on site at all times in the school.

If the work requires the employee to be physically present, administrators will work with them to identify risk mitigation measures to enhance their safety and increase social distancing measures as directed by the most current advice from the Chief Medical Officer. An employee might be asked to be at school if:

- The role requires the employee be physically present;
- The role requires the employee to access information or systems that are not available in the home environment;
- The role involves sensitive or confidential information that cannot, and should not, be transferred to the home environment.

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Regardless of where an employee is working, the following are important expectations to remember:

- Employee safety is our primary concern. Please maintain a safe and secure work environment and follow direction from health authorities.
- Continue to follow all Division policies and administrative procedures. This includes adhering to copyright laws, privacy legislation and social media guidelines, as well as following expectations for providing instruction to students.
- The Division will be setting expectations for work hours and employees must be available and accessible during the workday. Currently those expectations are from 9-3 on school days.
- Periodic attendance at your workplace may be required. This may include a directive to return to the normal work site on short notice during normal work hours.
- Check-in daily, or on an agreed upon schedule, with your administration for support or a progress update.
- Expect to attend scheduled meetings via conference calls or web-based meetings.
- Between the hours of 9-3 it is expected that employees are at home. Unless medically necessary don't leave your residence during the workday. (i.e. go shopping, go for coffee). Posting on social media during the day, unless related to teaching and learning, is also inadvisable.
- Leave entitlements follow the usual process for requests and approvals. These include personal, sick, family needs, compassionate and all other leaves identified in collective agreements. Requests for leave should be accessed in the same manner in which you typically request them.

Specific information for teachers about technology and security:

- All BRSD teachers with current contracts are required to have access to a device that they can use to provide instruction to students and communicate with their colleagues in the school division. If teachers do not have access to a device at home for this purpose, they should take a Chromebook from the Chromebook inventory at their school. The technology department has provided school administrators with a sheet and instructions for this process.
- This applies to all current contract teachers, even those who do not have an instructional assignment right now. Any teacher could be asked to "pick up" duties over the course of the weeks ahead.
- It is an expectation that the Chromebook will be used for school work only and accessed only by the staff person who signed it out.
- All school work is to be done using BRSD log-on information. There is to be no email sent from a personal address. It is an expectation that all teachers will check their email regularly throughout every work day.

BE AWARE: if teachers have specific content they want to access, the content must be in Google or it won't be accessible to them from home. **There will be no access to the BRSD servers. Please ensure everything you need is available in Google prior to leaving the school.** Teachers are expected to migrate their information into Google. To be compliant with all privacy regulations, please do not download documents onto a portable drive of any kind.

COVID-19 themed phishing Scams are increasing

Scammers are known to prey on provincial, national or global events/issues that are familiar to the public. They use such topics as a trojan horse that will get you to trust or drop your guard when opening such communication. BE CAREFUL as you do not want to open yourself or the division up to such malware.

Please be cautious when seeking information online or receiving unsolicited communications (email, phone, or otherwise) regarding COVID-19. Cybercriminals and Nation-State sponsored hackers have rapidly deployed malicious websites and have launched massive email campaigns looking to prey on people's fears and the need for supplies/information as a mechanism to compromise networks, steal data, and make money. Many of the known malicious examples to surface thus far offer maps of the spread, information to protect yourself and your family, and supposed offers for commonly needed supplies.

Read your emails carefully and watch out for these red flags:

1. Check the subject header and domain name for errors.
2. Look for spelling and grammar mistakes.
3. Before clicking links, hover over them to confirm they are legitimate.
4. Don't respond to companies or people you don't know.
5. Never give out personal information through email.

Please ensure you are seeking out information from known reliable sources online and diligently ignoring/deleting any COVID-19 related spam or phishing attempts you may receive.

These guidelines are based on a template provided by CASS and the ATA and are consistent with work-from-home guidelines being put in place for school-based staff across Alberta.