



<b>Type:</b>	Administrative Plan or Program
<b>Authority:</b>	CEO
<b>Staff Presentation:</b>	June 18, 2020 All-Staff Meeting
<b>Associated Documents:</b>	<ul style="list-style-type: none"> <li>• POL-ADM.2018.25 Code of Conduct</li> <li>• POL-ADM.2018.45 Commitment to Health &amp; Safety</li> <li>• POL-ADM.2020.01 Pandemic Response</li> <li>• PLAN.HS.2020.1 Pandemic Preparedness and Business Continuity Plan</li> <li>• PLAN.HS.2020.2 Working in the Time of COVID-19</li> <li>• Report- ADM.20.20 Re-Opening Plans for BMPL Facilities</li> </ul>

### 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 pandemic.
2. This policy is in place during the COVID-19 pandemic and provided as a means of accommodating employees, where possible, to maintain services and employment opportunities.
3. **Pandemic** occurs when an infectious disease spreads throughout the global population. **Epidemic** occurs when an infectious disease spreads within a region or country. An **Outbreak** occurs when an infection spreads in a more localized region, such as county, Town or facility. In any case, these can only be declared by a medical authority such as the WHO, Canada Health, Ontario Health, Grey Bruce Health Unit, or The Town of the Blue Mountains Council. This policy is applicable to pandemics, epidemics and outbreaks. "Pandemic" is used to refer to any of these three terms throughout this policy.

### 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 during a period when the facilities are either fully closed or closed to the public, working from home may be an opportunity to continue to provide virtual services, and maintain the employment of staff. This is not seen as a teleworking situation and is only temporary during the 2020 Emergency Declaration and this ongoing pandemic. 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.

#### **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 provide workplace needs to the CEO, if any should arise. 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 schedule 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 for all staff.
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. 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.
7. 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 Craigeith 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 continue to fall under the 2020 Emergency Declaration. Therefore, the home workplace will continue to not be inspected by the employer and JHSC, due to risk of inspectors' health by entering personal homes during the pandemic.
3. At the end of the temporary work from home agreement, staff must promptly return all BMPL/TBM property used for working from home including technology, furnishings, and any other materials provided. An employee, current or former, may receive notices from BMPL of a recall of company property at any time, regardless of any temporary work from home agreements still in place. In this case, all equipment should be returned within one business day.

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

1. According to Health Ontario, self isolation is:
  - a. if you have COVID symptoms, or have been informed by community tracing that you may have been exposed to COVID; or
  - b. are required to remain at home following travel.
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 up to 14 days of isolation/quarantine which can be conducted at home. It is the choice of the staff if they wish to work from home while on self-isolation or quarantine. 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 quarantining period.
3. If a staff chooses to self-isolate, without medical advice or beyond the fourteen-day 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 quarterly during the pandemic; and be rescinded by the CEO when it is no longer relevant to the workplace.

Original Approval: 06-11-2020

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: \_\_\_\_\_