

Guidance for Employees Working at Home

This document applies to all SFU workers who are working from home or remotely. This document outlines basic guides or protocols for working from home so that everyone understands their role, duties and responsibilities. Supervisors and workers should use these guidelines to ensure they are able to safely work from home and meet work expectations.

Worker Responsibilities:

- All workers who are able to work remotely are encouraged to do so until further notice.
- All workers need to conduct a risk assessment of their workplace and report any hazards to their supervisor. Examples include electrical hazards, trip & fall hazards, ergonomic factors, environmental hazards (e.g, mould, asbestos), potential for violence and chemical hazards.
- Communicate regularly with your supervisor as directed or agreed upon.
- In the event of an emergency, ensure you have a safe location to evacuate to and report to your supervisor.
- Report any signs and symptoms of sickness to your supervisor.
- Report any workplace (at home) injuries to your supervisor.
- Report all working hours, including sick days, vacation days, any other requested time off, etc.
- Follow the SFU's working alone or working in isolation procedures
 - Staff members must advise their supervisor before proceeding to campus.
 - Staff will check with contacts in their destination department ahead of time to know what precautions they should take for the work area they are planning to visit
- Use appropriate data security measures as required by the university to maintain confidentiality as required by the employee's job responsibilities.
- Workers may use their own computers, but if using the university's computer or equipment, the worker must adhere to the university's policy or technology requirements.

Supervisor Responsibilities:

- Determine whether working from home is possible for workers and arrange as necessary.
- Determine whether their employees are working alone or in isolation.
- Establish suitable check-in procedures for employees working alone or in isolation. Procedures must be based on the risk involved in the work assigned.
- Establish expectations (frequency of communication, workload, deadlines, etc.) for the worker.
- Ensure working hours are reported, including any sick day, vacation days, any other requested time off, etc.
- Provide employee guidance on meeting data security and confidentiality related to the work being completed in a remote location.



- Provide the necessary tools for the worker(s) to perform their work remotely, both hardware and software (e.g. laptop, keyboard, Zoom, Skype, etc.).
- Provide equipment/office supplies, according to the university's policy and guideline.

SFU's Work from Home Resources:

SFU has many work from home resources available on the human resources webpage. Please refer to the link below for work from home information and resources.

<http://www.sfu.ca/human-resources.html>

Working Alone or In Isolation Resources:

Working alone or insolation procedures apply to all SFU campuses and work for SFU at off-campus locations, including at home or other remote work locations. GP 39 identifies requirements for depts., supervisors and individuals who may be working alone or in isolation

<https://www.sfu.ca/policies/gazette/general/gp39.html>

If you are working on campus after hours or in isolation, contact Campus Security to let them know your location and the time you expect to finish. They will be able to check on you if an emergency occurs.

Call: **778.782.7991**

Ergonomic Resources:

It is important to set yourself up so you can work comfortably, efficiently and most importantly safely. A proper ergonomic set up will help minimize the risk of any Musculoskeletal Injuries (MSI). SFU has created ergonomic resource documents for tips and guidelines to safely work from home or remotely.

<https://www.sfu.ca/srs/work-research-safety/general-safety/ergonomics/assessments.html>

Covid-19 Information & Resources

For more information about Covid-19 please visit the SFU Covid Resources Webpage -

<https://www.sfu.ca/srs/work-research-safety/general-safety/covid19-resources.html>

Additional resources for information relative to Covid-19 can be found at the following links:

[HealthLinkBC](#)

[BC Centre for Disease Control](#)

[Public Health Agency of Canada](#)