

COVID-19 Information for Staff - Working from Home Guidelines, Human Resources, and Child Care Update - All employees

Please see the below regarding updated work from home guidelines that will be implemented in WRHA.

The Remote Access Network upgrade is now complete and the acquisition and configuration of additional laptop computers is expected to be completed toward the end of this week. We are actively adjusting our Working from Home Guidelines to reflect new social distancing guidelines effective March 30 as announced by Manitoba's Chief Provincial Public Health Officer.

The objective is to approve as many staff as possible to work from home.

Effective immediately, in alignment with our business continuity plans, managers will be implementing the following revised work from home guidelines:

- Staff **not required on site**, and where their position allows them to immediately work remotely via a company laptop and remote access, can now work from home subject to manager approval.
- Staff **required on site** will not be eligible to work from home in order for them to continue supporting patient care activities.
- Staff who request to remain at work may do so with manager approval provided that social distancing guidelines are followed. This must align with business continuity plan.
- Staff not currently able to work from home and/or who do not wish to remain in the workplace following social distancing measures may request to use their vacation, overtime banks and/or an Unpaid Leave of Absence. These requests will only be approved where operationally feasible.
- Staff may be requested to return to their normal workplace and/ or may be redeployed to another area of their organization at any time based on operational needs.

We recognize that some staff who are deemed eligible to work from home may not be able to do so as they await a company issued laptop. Please know that by implementing these guidelines, staff who are waiting for equipment will benefit from enhanced social distancing measures in their workplace.

All staff working from home must review, sign and abide by the [Remote Access and Working from Home Protocols](#).

Please see additional information below regarding the implementation of the work from home guidelines

[Staff Protocols for Working from Home and Remote Access](#) - All staff working from home must read, sign and submit the form

[Answering Your HR Questions](#) - Updated

[Addressing Your Child Care Concerns](#) Updated

[Family Status Accommodation Form](#)

[Essential Services Worker Child Care Request Form](#)

[Information of Federal Support for Families](#)

Thank you.

Gina Trinidad
Incident Commander