



Working Alone Process for Employees working off-site outside of their scheduled day shift hours

Community based employees working a day shift who will be completing their work day out in the community (i.e., home visit, community meeting) later than regular office hours (0830-1630):

- Submit Request to their TM to complete their work outside of regular office hours (following any relevant office specific procedures).
- With TM approval, the employee will complete the following:

Employee to provide TM with all relevant information, including:

1. Anticipated end time of work.
2. Location of employee's work/visit(s).
3. Phone number of employee.
4. Phone number of employee's emergency contact.
5. Any safety concerns

Team Manager:

1. Forwards above information to the **Team Manager on Call**. The current TMOC can be identified by checking the schedule posted on TMOC SharePoint or by paging the TMOC Pager 204-931-2788.
2. Advises the employee to report to TMOC after completion of work.

Team Manager on Call:

1. If Employee does not report back by 30 minutes after anticipated end time, TMOC follows OESH guideline "[Responding to Notification of Unknown Whereabouts of a Worker](#)" [Operational Procedure, Community Health Services](#).