

# Telecommuting at DLSPH

Dear DLSPH Faculty and Staff,

We are writing to follow-up on yesterday's Provost updates.

As per the Provost's memo, we are encouraging faculty and staff to telecommute and ask managers and supervisors to be as flexible as possible in proactively implementing or granting requests for telecommuting where operationally possible. Employees should report to work as normal unless they have notified their managers or have already received approval for working on a rotational basis at present.

Please consult the memo below for more information.

For managers and supervisors, contact the [DLSPH Dean's Office](#) with any questions.

We will continue to inform you as the situation evolves and we thank you for your cooperation.

Sincerely,

**France Gagnon**

Professor and Associate Dean, Research (Acting Dean)  
Dalla Lana School of Public Health-----

## Telecommuting

We are encouraging Managers, Chairs, and Department Heads to be as flexible as possible in proactively implementing or granting requests for telecommuting where operationally possible.

Telecommuting requests may be refused if:

- Employees cannot perform the core duties of their work from home
- It is not operationally feasible for an employee to work from home

The [COVID-19 Temporary Special Telecommuting Work Arrangements Guideline](#) is available on the [HR & Equity website](#) as a resource for employees and managers. Information Technology Services (ITS) has also prepared [technical work-from-home resources](#) to support employees accessing work material while telecommuting.

For the duration of the COVID-19 pandemic, employees who are requesting work-from-home arrangements due to being immuno-compromised themselves can work directly with their Manager, Chair, or Department Head. These requests do not need to be reviewed by Environmental Health & Safety, and supervisors should approve these requests wherever possible.

### **Those Affected by Child Care and School Closures**

We understand that many parents and caregivers are experiencing anxiety around childcare considering the many March Break camp cancellations and the closure of many schools and daycare centres across the province.

If employees are unable to secure childcare, they may utilize the following options:

- Request to work from home and telecommute (if the duties of their job and their childcare responsibilities allow).
- Use personal / flex days in accordance with their employment policy or collective agreement.
- Access overtime banks.
- Request to use vacation days. Any limits on using yet-to-be-accrued vacation are waived at this time.

We ask Managers, Chairs, and Department Heads to approve these requests wherever possible.

### **Sick Leave Policy**

At this time, public health authorities recommend that at-risk individuals, or individuals who have travelled internationally, undergo self-isolation for a period of up to fourteen (14) days. Many of our employees have sick leave provisions in their respective collective agreement or employment policies that sufficiently address such absences. The University has, on an exceptional basis, agreed to temporarily modify and/or improve upon existing provisions for absences specifically related to COVID-19.

*Guidelines on Employee Absences Due to COVID-19*, including processing instructions for HR professionals and business / payroll officers, will be distributed next week.

### **Continuity of Pay**

The University is committed to ensuring that all faculty, librarians, and staff will continue to be compensated in the event of any event cancellations, programming reductions, government required shutdowns, or any other operational closures for the next three-week period. More details on how this will be operationalized will be shared by the

Division of Human Resources & Equity with managers and impacted employees in the coming days.

If you are planning operational changes or need to close due to operational reasons, please advise your Unit or Division Head and contact your Divisional HR Office.

If you have broader questions relating to COVID-19 and the University's planning, we encourage you to visit the [University's COVID-19 website](#). If you have HR-related questions about COVID-19, please visit the [HR & Equity COVID-19 website](#).