MEMORANDUM

Date: April 8, 2020

To: Deans, Associate Deans, Chairs, Directors, Faculty Supervisors
    Executive Directors, Directors, and Managers

From: Kane Kilbey, Emergency Operations Center Director

Subject: Working Remotely: Extended timeframe and resources

On behalf of the Emergency Operation Centre team, thank you and your teams for facilitating the introduction of a principled approach to remote working arrangements last month. As you may know, the Provincial Health Officer (PHO) has recently strengthened physical distancing guidelines; they are now a legal requirement. While the university remains open, all teaching and most services are now delivered remotely.

When we introduced remote working arrangements as an interim measure on March 18, the Emergency Operations Centre committed to regularly assessing the need to extend or relax this strategy in conformity with the direction of the PHO. At this time, it is clear that our remote working arrangements will need to continue at least through the month of April, if not May. As such, this is a good time to check in with your teams to ensure that the interim measures that have been put in place are sufficiently robust to support remote working over the next month or two.

Further, though most UVic employees are expected to be working remotely at this time, we acknowledge that there may be occasions where faculty, librarians and staff need to access their offices for short intervals. Faculty, librarians and staff may access such spaces for brief periods provided physical distancing protocols are observed. Please note that for security reasons, all campus buildings can only be accessed with a key.

To help teams to deliver services remotely to our community in this extraordinary environment, the university is continuously adding new technologies and resources. In addition to the guidance and tools included in our March 18 memo, here are resources that may be helpful to you:

1. Tools for teaching online: https://oac.uvic.ca/teachanywhere/
2. Tools to support teams working remotely: https://www.uvic.ca/hr/manager-support/index.php
3. Tools to support faculty working remotely: https://connect.uvic.ca/sites/vpac/initiatives/academicleadership/SitePages/Home.aspx
4. Technology and remote working resources: https://www.uvic.ca/systems/remotework
5. Office furniture and equipment removal protocol: https://www.uvic.ca/hr/manager-support/working-remotely/furniture-equipment-protocol/index.php

There are also resources that are available to assist UVic employees and their families who are in need of support: https://www.uvic.ca/hr/health-wellness/employee-family-assistance/index.php.

For HR-related assistance as you manage in this remote working environment, please work with the applicable
consultant assigned to your unit:

- **Staff Remote Working:** Please contact your [Human Resources Consultant](HRC)
- **Faculty or Librarians Remote Working:** Please contact your [Faculty Relations Consultant](FRC)
- **Grant-funded Research Assistants or Post-Doctoral Fellows:** Please contact [Research Services](#)

**What’s next? Support for teams working remotely or on-campus with temporary capacity**

With the university now in a stable operating state, albeit a very different one from a month ago, the EOC is now able to provide support to assist your team, or individuals on your team, who may temporarily have additional capacity, to contribute to internal or external requests for assistance where appropriate. No contribution is too small and the university welcomes any offer of assistance from your teams that assists our COVID-19 response on campus or in the broader community.

A small working group of the EOC has been established to coordinate incoming requests for assistance and, given that some of these requests are bound to compete for the same resources, apply a tiered and principled approach for prioritizing support. This same team is available to review offers of assistance where your team has the capacity to do so. We appreciate that you may have identified opportunities to redeploy resources within your own teams or across your broader portfolio. This group is also available to help with this if needed.

More information about this support will be circulated in the next few days.

**Thank you**

As committed in March, the EOC will provide regular updates about the expected duration of remote working arrangements as the PHO’s COVID-19 response unfolds. Thank you and your teams for all that you are doing in support of these extraordinary public health measures and our campus community.