

WSD Announcement – Effective June 2, 2021

Manitoba continues to experience significant community transmission of COVID-19 and following public health measures is critical at this time to reduce further spread of the virus. In compliance with new public health orders effective immediately all staff who are assigned to work from home must do so, until otherwise directed and until such time as public health orders are updated with respect to this matter.

Circumstances for schools and departments will vary. Each principal/manager/director will be required to follow the order and determine if the nature of an employee's duties requires them to work at the premises of the school/building or whether it can be done remotely. As students continue to physically attend our schools, staff are required to be present to provide support, supervision and the continuation of student learning.

The Principal or Vice-Principal and Custodial Staff will need to be present in the building.

Principals/managers/directors must immediately make arrangements to:

- a) Determine the staff required to be onsite to support our schools and students. As leaders, it is important that decisions are made to accommodate the needs of the students. This may result in different requirements for the staff in your building. We recognize for some staff a work from home environment may not be ideal. EA's are to continue to work in the building if there is no work for them to do from home. If your staff have extenuating personal circumstances that may prevent them from working from home, please use your best judgement on whether to approve their request to remain onsite. Please reach out to your HR contact to help assess the situation. **Please note, all staff working with high-risk students will need to be in the building.**
- b) After determining the staff requirements, assign the staff with the ability to perform their work functions from home to work from home. After determining the staff requirements, assign the staff with the ability to perform their work functions from home, to work from home.
- c) Facilitate work from home arrangements for staff who are able to and procure necessary equipment to support those staff.
- d) Please submit a list to your Director as soon as possible indicating your school and which staff are assigned to work from home and which staff are working in the building. Please ensure updates are also sent as they occur.
- e) If Staff are working from home, they must enter "WORK FROM HOME" code in the absence management system each day they do so.