



## Remote Working – New Operational Procedure

**To:** Governance and Policy Committee

**Date:** 28 October, 2020

**Report No.:** 10-20-3967

### Strategic Directions

- Transform Student Learning
- Create a Culture for Student and Staff Well-Being
- Provide Equity of Access to Learning Opportunities for All Students
- Allocate Human and Financial Resources Strategically to Support Student Needs
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

### Recommendation

It is recommended that the Remote Working Procedure, as presented in this report, be received for information.

### Context

As a result of the Ontario government's initial closure of all publicly funded schools across the province following March Break due to concerns about COVID-19, the TDSB implemented a protocol for staff working from home or a remote location.

With the evolving and enduring presence of COVID-19 and based on the principles of the initial protocol, staff developed the Remote Working Procedure that was approved by Executive Council on October 20, 2020.

As part of the procedure development, staff conducted a jurisdictional scan of comparative school boards and public organizations and incorporated relevant provisions and best practices considerations in the Remote Working Procedure.

### Action Plan and Associated Timeline

Subject to the Governance and Policy Committee's receipt, the draft Remote Working Procedure will be provided to the Board of Trustees on November 11, 2020 for information.

### Resource Implications

The Procedure will be implemented within existing budget framework.

## **Communications Considerations**

Resources will be developed for staff and school communities outlining the above changes and expectations. Union and Federation partners will be engaged. The newly developed Remote Working Procedure will be posted on the Board's internal website and communicated through the System Leaders' Bulletin.

## **Board Policy and Procedure Reference(s)**

- Acceptable Use of Information Technology Resources Policy (P088)
- Freedom of Information and Protection of Privacy Policy (P094)
- Restrictions on Alcohol, Drug and Tobacco Use Policy (P095)
- Board Code of Conduct (PR575)
- Recorded Information Management (PR677)

## **Appendices**

- Appendix A: Remote Working Procedure

## **From**

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