

## GOVERNMENT OF YUKON HUMAN RESOURCES DIRECTIVES IN RELATION TO COVID-19

**Title:** COVID-19 Directive 2 - Work from Home - Issued by the Executive Committee pursuant to COVID-19 Directive 1 (amended as of March 18, 2020)

**Effective:** March 18, 2020

Note: The Directive should be read in conjunction with GAM 3.12 Telework policy but **not** the accompanying Telework Guidelines. GAM 3.12 applies to persons who have a minimum of one year of service in their current position: this provision does **not** apply for the purposes of this Directive. Section 3 of GAM 3.12 also does **not** apply under this Directive.

### **Background and purpose**

On March 18, 2020 the Yukon's Chief Medical Officer of Health (CMOH) under the *Public Health and Safety Act* declared a public health emergency in Yukon in relation to COVID-19.

The goal of this directive is that as many employees as possible, taking into account operational requirements, are able to work from home in order to increase social distancing and aid in the prevention of the spread of COVID -19.

### **Work from Home Arrangements**

1 Except as set out in section 5, each department will make best efforts to have in place work from home arrangements for its regular indeterminate and term employees by the end of the day on Friday, March 20, 2020.

2 Each department will assess the need for auxiliary and casual employees to perform work at home and where required, make work from home arrangements with such employees.

3 (1) Work from home arrangements must be authorized by the deputy head, or their delegate, and shall be confirmed in writing.

(2) It is essential that each department have current contact information for their employees before they are authorized to work from home.

4(1) In order for employees to effectively carry out work at home, departments will provide employees with the necessary tools to do so.

(2) Departments will identify which services being delivered remotely from home by an employee require the use of Virtual Desktop Infrastructure and work with the EMO office and HPW to prioritize access to that technology for that employee.

5 Employees who are carrying out critical or vital services for a department as identified in the department's business continuity plan that cannot operationally be provided from home, will continue working in the workplace.

6 It is acknowledged that a specific work from home arrangement may have to be changed or cancelled by a department in future to address evolving circumstances or to support critical or vital services.

7 Work from home arrangements may be cancelled by a department once the CMOH declares that the public health emergency no longer exists.

8 The Public Service Commission may issue supplemental guidance under this Directive. The Commission may also establish departmental procedures for reporting of work from home arrangements to the Commission, or on related matters within scope of this Directive.