

# COVID-19 TEMPORARY REMOTE WORK POLICY

## **PURPOSE**

In compliance with the Michigan Occupational Health and Safety Administration Emergency Rules, \_\_\_\_\_ is temporarily permitting remote work for employees whose work activities can feasibly be performed remotely. [ALTERNATIVELY: \_\_\_\_\_ is temporarily prohibiting in-person work for employees to the extent that their work activities can feasibly be performed remotely.]

## **ASSESSMENT**

\_\_\_\_\_ will determine whether or not employees can feasibly perform their job responsibilities remotely, in full or in part. For some positions, that determination can be made without significant review. For example, employees who must work on machines or equipment that is present in the workplace, have direct contact with customers or other members of the public and/or are responsible for direct oversight of on-site operations generally cannot feasibly work remotely. If it is not clear whether or not an employee can feasibly work remotely, \_\_\_\_\_ will conduct a case-by-case assessment. Considerations related to feasibility of remote work include, but are not limited to: impact on customer relationships/client demands; costs to the Company for coordination of remote work; impact on operations; impact on co-workers; history of poor job performance that shows a need for direct oversight; confidentiality concerns; availability of technology resources (including appropriate security measures) and availability of a conducive remote work environment.

## **EXPECTATIONS**

Employees who are working remotely must comply with all personnel policies and safety standards. These include, but are not limited to, \_\_\_\_\_ time and attendance policy (including following all call-in procedures for late starting time, early leaving time, or absence), the policies against unauthorized overtime work and those concerning, trade secrets, confidentiality, [list additional company policies here]. \_\_\_\_\_

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\_\_\_\_\_ may ask employees to complete a Remote Work Request form, employees must sign a Remote Work Agreement, and employees must abide by all rules and stipulations listed in the Agreement.

### **// Performance Expectations**

To the extent possible, an employee's job duties and responsibilities will not change due to temporary remote work. Professionalism in performance of job duties, work output and productivity, and service to the employee's department, clients, or other customers (internal and external), and related communications, must be maintained by the standards set by \_\_\_\_\_ and the employee's supervisor.

### **// Ongoing Evaluation**

Due to the uncertainty of the length and severity of the COVID-19 pandemic, all temporary remote work arrangements will continue to be evaluated on an ongoing basis. For employees who have been previously approved for an ongoing remote work arrangement (unrelated to the COVID-19 pandemic), policies and arrangements applicable to that arrangement will remain in effect.



### **ON-SITE WORK**

In the event an employee approved for temporary remote work has a legitimate need to be present at the worksite, the employee is required to follow all \_\_\_\_\_ COVID-19 protocols while on-site. Such protocols include but are not limited to adherence to \_\_\_\_\_ COVID-19 Preparedness and Response Plan, completion of the \_\_\_\_\_ daily entry self-screening protocols, and adherence to \_\_\_\_\_ requirements related to face masks and social distancing.

Please know that your safety and the safety of your co-workers is critically important to us. Please refer to \_\_\_\_\_ COVID-19 Preparedness Plan for further information about our extensive safety protocols, or ask your supervisor or Human Resources.