



Guidelines for Working Alone or in Isolation

*Below are guidelines for managing situations where staff may be working alone or in an isolated area for a period of time. To “**work alone or in isolation**” means to work in circumstances where assistance would not be readily available in case of an emergency, injury or ill health.*

If you have any questions, please contact Health and Safety Services (safety@viu.ca)

1. Work is occurring alone and in an isolated area (not at home):
 - ✓ Inform a supervisor and a colleague where you are going and when you will be back on campus/at home. Provide a telephone number that you can be contacted at, and the address where the work will be occurring.
 - ✓ If you are not back by the specified time, supervisor and/or colleague will phone you.
 - ✓ If they are unable to make contact with you, supervisor and/or colleague will call 911 or another emergency # to request a wellness check to the address provided.
 - ✓ Please refer to **Appendix A: ‘Check-in/Check-out for Faculty/Staff Working Alone or in Isolation’**

Check-ins for moderate or high-risk work/teaching activities: Please make arrangements directly with your supervisor and/or colleague who will be available for the entire duration of the work being conducted. Certain activities at VIU will not be conducted alone.

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2. Reporting to work for an on-call/overtime shift/course prep-work/office work on campus when you will be working alone in an office or classroom:
 - a. for extended period of time outside of normal working hours/scheduled class time (evenings/weekends), or
 - b. when campus is closed during emergencies, and
 - c. associated risks of the work/teaching activity(ies) are considered **low**:
 - ✓ Contact VIU Campus security on your arrival to campus at 250-740-6512.
 - ✓ Provide your name, location on campus, department, your supervisor’s name, and the estimated number of hours you will be working.
 - ✓ Provide number of times you want Campus Security to do an in-person check of your well-being, if required.
 - ✓ At end of shift, call VIU Campus Security at 250-740-6512 to inform them that you are leaving.
 - ✓ If you do not sign-out at the end of your shift VIU Campus Security will make an in-person check. VIU Emergency procedures will be followed by Campus Security as required.
 - ✓ Please refer to **Appendix A: ‘Check-in/Check-out for Faculty/Staff Working Alone or in Isolation’**

Campus Security will not be used for check-ins for moderate or high-risk work/teaching activities. Please make arrangements directly with your supervisor and/or a colleague who will be available for the entire duration of the work being conducted. Certain activities at VIU will not be conducted alone.

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3. Work is occurring at a person's home:

- ✓ Inform your supervisor that you will be working at home.
 - ✓ Provide the date and time period that you will be working.
- a. For those of you that live alone and **do** have someone who you can rely on to summon immediate emergency assistance for you (e.g. a spouse or another family member that is **not a minor**) please consider the following to ensure your health and safety at home. These individuals will be who you will rely on to check-in on you throughout the day. These individuals need to be available at all times such that they can summon immediate emergency assistance for you if it is needed. If you fall into this category of work-from-home workers, please continue to also stay connected with your colleagues and manager using regularly scheduled department meetings, emails and phone calls. Some ideas for maintaining these connections include:
- Virtual Team/department huddles
 - Daily emails or phone calls
 - Virtual coffee breaks with colleagues, managers and friends (FaceTime, Zoom, Skype)
 - Text messages
- b. For those of you that live alone and **don't** have someone who you can rely on to summon immediate emergency assistance for you, in addition to the above daily connections with your teams, please sit down with your manager to sort out an emergency plan that is going to work for you. At a minimum you will need to check-in with someone, preferably your manager, at least twice a day; once *at the beginning of the day* and once *at the end of the day*. These general check-in requirements stem from [WorkSafeBC](#).

Your plan will need to identify what happens if you don't check-in with that person during the day. VIU (your manager) needs to continue to be able to ensure that your physical health and safety is OK. You may need to provide a neighbor's telephone number, or that of someone else who is close by. This person needs to be able to go check on you *in person* and respond appropriately. What you plan to do needs to be written down so that everyone knows exactly what to do so there is no confusion if it needs to be acted on.

The majority of the work/teaching that VIU is doing from home *is low risk*, typically administrative in nature (computer use, etc.). **Any moderate or high risk work requires more frequent check-ins.** If you need help determining if your work falls into these risk categories, please contact Health and Safety Services (safety@viu.ca)

- ✓ Please refer to **Appendix A: 'Check-in/Check-out for Faculty/Staff Working Alone or in Isolation'**

Check-ins for moderate or high-risk work/teaching activities at home. Please make arrangements directly with your supervisor and/or colleague who will be available for the entire duration of the work being conducted. Certain activities at VIU *will not* be conducted alone.

If you have any questions, please contact Health and Safety Services (safety@viu.ca)





Appendix A: Check-In/Check-Out for Faculty/Staff Working Alone or in Isolation

This form is to be completed by the faculty or staff members who will be working alone or in isolation, and signed off by the supervisor, or chair, or the person designated as the contact person.

Employee Name: _____	Contact Person Name: _____
Location/Address where you will be working alone or in isolation: _____	
Check-in method: <input type="checkbox"/> In-person <input type="checkbox"/> By telephone <input type="checkbox"/> Text message <input type="checkbox"/> Other If Other, please describe method: _____	
Risk of work-alone work/teaching activity(ies) <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High	
Check-in Frequency: Beginning of shift plus <input type="checkbox"/> Every 30 min <input type="checkbox"/> Every hour <input type="checkbox"/> Every 2 hours <input type="checkbox"/> Every 4 hours <input type="checkbox"/> At end of shift <input type="checkbox"/> Other: _____	
Your contact will attempt to get in touch with you within 5 minutes if you do not check-in at the predetermined frequency identified above.	
If your contact cannot reach you, he or she will make another attempt within 5 minutes. If your contact person cannot reach you after the second attempt, they will do the following:	
<ol style="list-style-type: none"> 1. Remote Work (off-campus, not at home): Call 911 or other emergency number to request a wellness check to the address provided 2. On campus: <ul style="list-style-type: none"> • If you don't call to check-out when you leave, VIU Campus Security will make an in-person wellness check. • As required, security will follow the prescribed emergency procedures for the VIU campus. 3. At home: If necessary, call a spouse, neighbor or 9-1-1 and request a wellness check to the work/teaching address. 	
Faculty/staff emergency contact information (spouse, etc.):	
Name: _____	Phone number: _____
Employee signature: _____	Contact's Signature: _____

Text message

Text message

