

# COVID-19 Update

## Return to the workplace planning

### Key administrative/support sites (King West, 293 Wellington - HITS)

#### Staff — Frequently Asked Questions (FAQ's)

Question	Response
<i>I currently work from home, how long can I expect this situation to last?</i>	<p>We anticipate that most staff working at our main administrative sites (King West, HITS team at 293 Wellington) will continue to work remotely until early 2021. There remains great uncertainty regarding the course of the pandemic and our planning remains flexible.</p> <p>Staff safety and curtailing the spread of COVID-19 are the key considerations in current return to the workplace planning.</p>
<i>Although I could have worked from home, I chose to come to my normal work location during the pandemic, can I keep doing that?</i>	<p>Those who have continued to work onsite at any of our facilities through the last several months, can continue to do so provided they abide by our corporate requirements of online screening, universal masking and physical distancing.</p> <p>Anyone who wants to change their situation, either to come to their normal work location if they currently work from home, or anyone who thinks they can fulfil the requirements of their roles remotely, <u>must first have a conversation with their leader.</u></p>
<i>Am I expected to attend meetings at any HHS site in person?</i>	<p>If it <u>essential</u> for a remote worker to attend an onsite meeting or have onsite presence for the benefit of their team, the expectation is that they will do so, following all the safety precautions in place with online screening, universal masking, hand hygiene and physical distancing.</p> <p>A conversation between the staff member and their leader will help determine if in-person presence onsite is essential.</p>
<i>Is HHS covering any expense related to having to work from home for many more months?</i>	<p>HHS will not cover work from home expenses at this time. Over the course of the next year, HHS will be looking at our longer term strategy for remote work, implementing a more formal structure and assessment of remote work.</p>
<i>Will HHS provide us with tax-related information and forms to potentially claim any tax credit as a result of working from home?</i>	<p>HHS will follow government guidance on Canada Revenue Agency/tax treatment of temporary remote work.</p> <p>More information will follow when available from the CRA or the federal government.</p>

*Where can I get information on the best way to set up my office and use technology at home?*

Our Health and Wellness team has prepared [information on ergonomics](#) to help staff work from home safely.

*Where can I get information on the use of the technology that allows me to work from home?*

Our HITS team has made resources available here.

- Information on [Zoom remote meetings](#) information and [HHS Zoom links](#).

*Where can I get information and tips on coping and resilience during the pandemic?*

Our Health and Wellness team has developed resources to help staff, including those working from home. They [can be found here](#).

There is also [information on ergonomics](#) to help staff work from home safely.

*What about staff parking at 100 King West? Will we pay a lower rate if we don't use our spot?*

Anyone who currently has a parking spot at 100 King West will need to continue to pay for it. HHS has a lease agreements in place for the downtown parking lots that need to be paid regardless of whether staff park in them or not.

The HHS Volunteer Association already subsidized parking downtown since the rates are so high, which means that we cannot further reduce rates even while people are working from home.

*What do I need to do to take equipment or furniture other than my computer/laptop home?*

The first step is a discussion with your leader.

Any HHS equipment that staff take home to facilitate remote work must be approved and documented by their leader.