

BERKS CAREER AND TECHNOLOGY
COVID-19 Pandemic
Working from Home (WFH) Guidelines
for Instructional Staff Members

During the COVID-19 pandemic, effective March 25, 2020 through the date the BCTC campuses re-open to staff members, BCTC instructors are approved to work from home to fulfill the contractual work expectations. A Working from Home (WFH) arrangement shall not be considered a past practice or set a precedent for the future. At the conclusion of the current school closure caused by the Coronavirus (COVID-19) pandemic, all instructional staff members will return to their regular work schedule at the designated BCTC campuses. These guidelines are written to communicate the new normal for the time being.

Definitions

- Working from Home (WFH) Arrangement - approved arrangements for a instructional staff member to carry out defined duties from his/her home-based worksite during the working from home hours for a specified period of time, the terms of which are delineated by the ***BCTC Continuity of Education Plan*** and in conjunction with the Instructional staff member's supervisor.
- Instructional Staff Member - a person employed by BCTC under the teacher's contract
- Supervisor - the person who is responsible for the day-to-day supervision of the instructional staff member.

Communication

The instructional staff member is to be available for communication with BCTC students, parents and staff during the periods in which home-based work is carried out as specified in the ***BCTC Continuity of Education Plan***. The methods of communication will be decided by the Instructional staff member and his or her supervisor. The primary tools for conducting online work will be Schoology, Classmate and school email.

Supervisor Responsibilities

The Supervisor must:

- Monitor the WFH arrangement to ensure that work outcomes are being completed.
- Schedule communication check-in meetings on a weekly basis.
- Provide equipment and tools required to perform the tasks required.

Instructional Staff Responsibilities

The Instructors must:

- Adhere to all applicable BCTC's policies and procedures.
- Utilize the Monday through Friday, 8am-10am timeframe for preparation and planning.
- Be accessible to students online Monday through Friday, 10am-3pm.
- Maintain daily lesson plans and make them available to his or her supervisor if requested to do so (The same procedure as when working at the campus).
- Maintain accurate and up-to-date records.
- Ensure the protection of school and student information accessible from home office.
- Take reasonable precautions necessary to secure BCTC equipment.

Working from Home

BCTC instructional staff members work from home (WFH) includes the same scope of work as in the regular school setting. Examples include but are not limited to planning and preparation, instructional delivery, student, parent and staff communication, grading and assessment, curriculum writing, checking email, and training.

Instructional staff will be required to follow the BCTC ***Continuity of Education Plan***.

- The Continuity of Education Plan integrates both enrichment and review activities as well as planned instruction.
- Adhere to the online schedule: Monday through Friday 10am-3pm; however, exceptions will be granted if instructors find that it is mutually beneficial for online/collaboration to be held outside of this timeframe.
- Be mindful of important dates (end of quarter, Best Practices Share-Out, bi-weekly faculty meetings, etc).
- Follow attendance, assignment and grading procedures.
Note: For students who aren't completing work, the same process we follow in our regular campus schedule would be in effect.
1st step – instructor makes contact home.
2nd step – referral to education facilitator or campus counselor.
3rd step – referral to high school administration
Our hope is that throughout this approach, we have only a handful of students who would fall into the category of not completing work and are able to address the barriers to not completing the work.
- Review and follow the *BCTC Guidance for Special Education* document.
- Follow the audio video recording and virtual conferencing instructions in the *Schoology Conferencing.pdf*.

Note: Instructors must inform students to turn off student hardware video cameras prior to beginning a Schoology session.

Sick Day Requests

If an Instructional staff member needs to take a sick day(s) during the WFH timeframe, they will be required to log into the Absence Management (formerly AESOP) to enter their absence request as normally required when working at the BCTC campuses. As a refresher, below are the instructions on how to enter an absence.

In Absence Management on the “create an absence” tab:

- Select the date or dates that you will be out sick using the calendar provided.
- Substitute required - click the green “yes” box until it changes to a “no” gray box.
- Absence reason – from the dropdown list, select either sick employee or sick family.
- Time – from the dropdown list, select full or half day.
- Notes to administrator – include any important notes necessary.
- Click green box at the bottom right to create the absence.

Important note: Make sure you select no substitute required (refer to above bullet two).

The BCTC administrative team recognizes this is a new venture and we realize modifications to these guidelines may need to be made and communicated throughout the remainder of the school closure and possibly until the end of this school year. We ask for your patience and understanding as we work through these uncharted waters together. Communications will be key. Ask if unsure.

Thank you!