



**cetb**

Bord Oideachais agus  
Oiliúna Chorcaí  
*Cork Education and  
Training Board*



# Remote Working Guidelines

COVID-19

# Temporary Remote Working Arrangements

As part of the Government's measures to ensure public health and safety in light of COVID-19 our Schools, Head Office and FET Centres are currently closed

Measures have been put in place to support remote working for all staff have been put in place insofar as possible

Teaching and learning is being provided remotely with a range of on-line tools being utilised

The following outlines the expectations and advice to employees who are working remotely a temporary basis during this unprecedented time

# General Arrangements



Employees working remotely are in work although in a different location



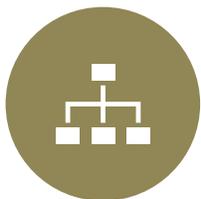
Employees are to work their normal contracted hours



An employee working from home must ensure that they are fully accessible and contactable by telephone and by email to discuss work related issues during normal working hours (see below).



For security reasons, contacts, visitors or clients should not be invited to an employee's home in respect of work related matters



Reporting structures are employees are not changed



Employees are bound by the organisations policies and procedures and by any additional arrangements that may be introduced by circular letter

# Normal Working Arrangements

- ▶ Normal working time arrangements apply with flexibility in respect of structuring work on the basis of the following:
  - ❑ Maximum Working Day      As per contracted hours
  - ❑ Core time band              As agreed with your Manager / Principal
  - ❑ Lunch time                    Minimum 30 minutes
  
- ▶ Employees are to ensure that they take the normal rest breaks which must include a minimum of 30 minutes lunch break
  
- ▶ Staff who use CORE must record their day as a Remote Working Day



# Setting Up Your Work Station



When finding a suitable temporary location to set-up your computer equipment to work from home, ensure the following safety steps are adhered to as far as reasonably practicable:



When setting up your laptop / monitor ensure there is no glare on to the screen from a window or from a direct overhead light



Set up your laptop / monitor so that the screen is directly in front of you and allows you to work comfortably.



When plugging in your computer equipment, do so in such a manner so as to prevent trip and fall hazard to others in your home from trailing leads and cables. Move your computer equipment as close to the sockets as possible, use a cable cover if you have one to cover trailing leads on the ground, or alternatively place a mat / rug over the trailing leads



To ensure electrical safety, visually check all equipment leads and cables to ensure they are intact with no exposed wiring or damaged plugs. Do not use damaged or faulty equipment.



If you do not have enough socket space to plug in the equipment you need then use an extension cable with sockets. Double adaptors are not permitted to be used for work due to the fire risk that they pose.

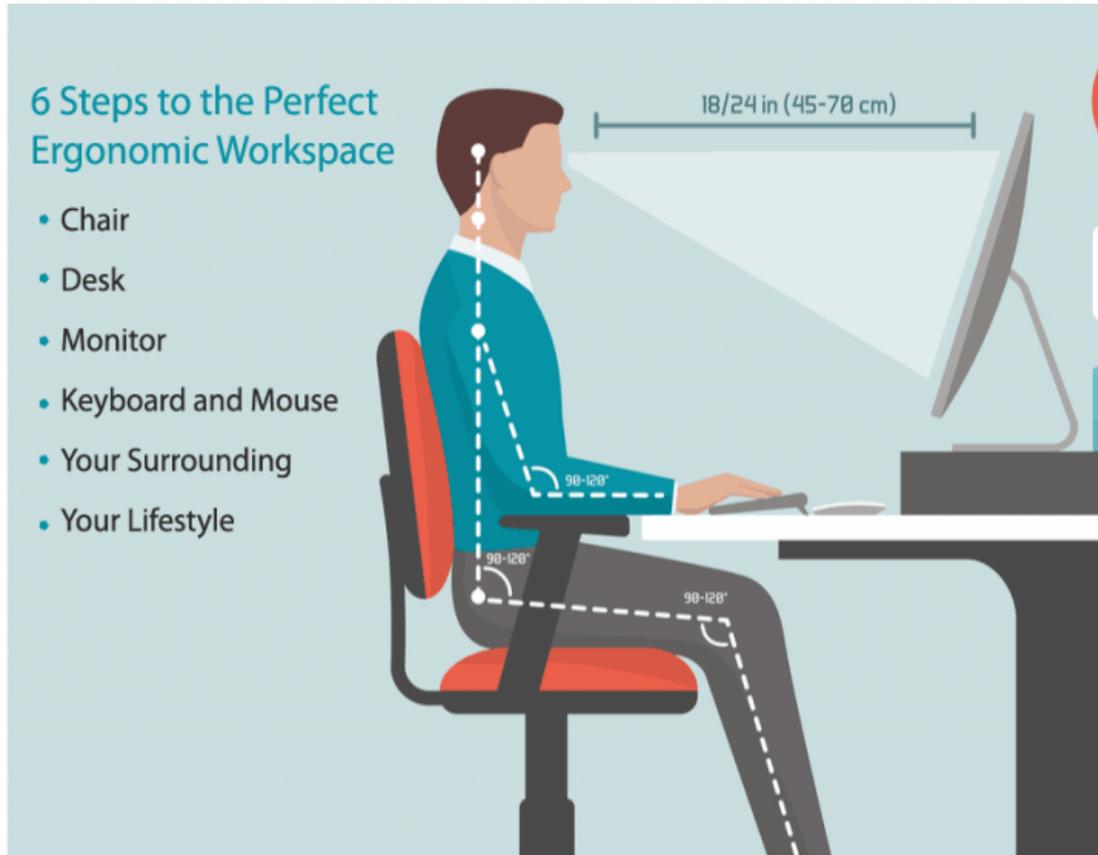


Keep your work area and surrounding floor area tidy, do not stack files or boxes on the floor, keep files and paperwork in an orderly manner on your work surface.



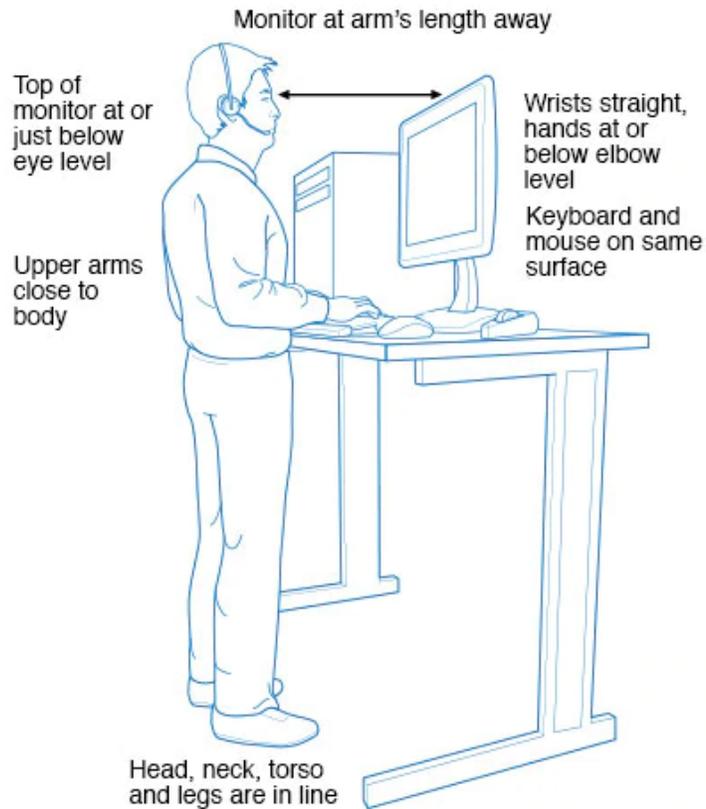
Take a brief rest break from computer work every 30 minutes - stand up and stretch / get a drink of water / do a different work task.

# Ideal Sitting Work Station Set Up



- ▶ The diagram shown indicates the ideal workstation set-up to achieve as far as reasonably practicable when working from home over the next few weeks.
- ▶ If you are using a work laptop but, have home equipment available to you that would enable you to achieve a better work set-up eg: using a monitor and keyboard that you already have at home and plugging them in to your laptop, then please do so.
- ▶ Additional information available on [www.hsa.ie](http://www.hsa.ie)

# Ideal Standing Work Station Set Up



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- ▶ The diagram shown indicates a visual guide to standing workstations ergonomic which you are advised to achieve as far as reasonably practicable when working from home over the next few weeks.
- ▶ If you are using a work laptop but, have home equipment available to you that would enable you to achieve a better work set-up eg: using a monitor and keyboard that you already have at home and plugging them in to your laptop, then please do so.
- ▶ Additional information is available on <https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/standing-workstation/art-20088544>

# Well Being While Remote Working



Biggest challenge is sense of isolation with lack of collegial contact



Structure the day and build in rest breaks. When your working day is done your done!



Stay in contact with colleagues, particularly your friends



Make sure your family are aware of your structure



Eat well and plan ahead for healthy snacks



Plan for regular exercise as part of routine day, try new apps



Use Employee Assistance Programme if you need independent external support

# Data Protection

- ▶ When employees are working remotely, they should only use the systems and services as authorised by their Principal, Coordinator or Manager
- ▶ Additional precautions are necessary when working remotely to ensure the protection of personal data
- ▶ Care must be taken to ensure that personal data is dealt with in the same confidential manner as usual
- ▶ Ensure your computer, laptop, or device, is used in a safe location, for example where you can keep sight of it and minimise who else can view the screen, particularly if working with sensitive personal data.
- ▶ Lock your device if you do have to leave it unattended for any reason. Make sure your devices are turned off, locked, or stored carefully when not in use.
- ▶ Where you are working remotely with paper records, take steps to ensure the security and confidentiality of these records, such as by keeping them locked in a filing cabinet or drawer when not in use
- ▶ If you're dealing with records that contain special categories of personal data (e.g. health data) you should take extra care to ensure their security and confidentiality
- ▶ Any queries please do not hesitate to contact a member of the Data Protection team on [dataprotection@corketb.ie](mailto:dataprotection@corketb.ie)

