
 Employee Name

Job Description

Immediate Supervisor

Instructions:

Refer to COVID-19 - Pandemic Planning - Working Remotely procedure for complete details specific to working remotely.

Employees working remotely are responsible for preparing a work plan based on the projects and work assigned. This document will support ongoing conversations (at a minimum of weekly with the Coordinator/Director) communicating progress, status updates, amendments and approval if required. The work plan should include specific target goals and timelines for each active project or assigned work and the current status. The work plan will be reviewed on a weekly basis and may be adjusted if necessary. The employee is to notify the Coordinator/Director immediately if there is a change to their ability to work remotely (refer to Working Remotely procedure for details).

A sample line of a workplan has been completed below as reference.

Start Date	Estimated End Date	Date Reporting	Project/Work Assigned & Brief Description	Current Status (include comments)	Ongoing	Done	Completion Date
Mar-16, 2020	Mar-20-2020	Mar-19-2020	Security Audit Assess the effectiveness and efficiency of security measures and their compliance with operational standards	<ul style="list-style-type: none"> completed initial review and taken necessary steps to finalize should be completed by Mar-26 need to talk to Coordinator about parameters and to clarify work done to date aligns 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Workplan:

Start Date	Estimated End Date	Date Reporting	Project/Work Assigned & Brief Description	Current Status (include comments)	Ongoing	Done	Completion Date

