

CHARTER INSTITUTE AT ERSKINE

The Charter Institute at Erskine is committed to the health and well-being of its staff. We realize the day-to-day uncertainties recent events have spurred and will do our part to ease the burden placed on our great team, schools, and families as we await the outcome.

Phase 1-Starting March 18, 2020

- Staff Team will split into two smaller teams and will come to the office two days a week between Monday to Thursday
- Friday-Working Remotely

Phase II- To be Determined

- All team members will work remotely

Institute Team Working Remotely Expectations

If either you, a family member or someone you are in close proximity to has symptoms of an illness, do not come to the office. Staff members in this condition will be expected to work remotely during the time of the illness as their condition permits. After a suspected illness, staff shall only be permitted to return to the office after an affirmative confirmation by a qualified medical professional that the staff member is not a contagion threat.

Employees are responsible to notify their immediate supervisor if any of the job responsibilities assigned to them will not be met due to personal obligations or any other reason.

Core working hours will be Monday – Friday 9:00 AM – 12:00 PM and 2:00 PM – 5:00 PM. During these time blocks, the team is expected to be online and available to each other and schools via email, phone calls, video conferences, instant messaging, etc. Team meetings, discussions, and responses are required within the stated time frame(s). *Suggestion: core hours should start at the normal office time (or on an hour delay to accommodate families with small children; core hours can be in blocks to accommodate meetings vs. family obligations - feedings, nap time, etc.-but should be the same for the entire team; core hours do not have to equal 8 hrs a day during the adjustment period or during the duration of social distancing.)*

Outside of core hours, non-emergency items will be addressed within **48 hours**.

The Staff Meeting will be held 2 times per week on Tuesdays and Thursdays at 10:00 AM during the work from home period. All are required to participate in the staff meetings in a quiet, distraction free setting via **video conference**. *Suggestion: adding an additional staff meeting day encourages staying up to date on business progression and will help maintain a connection during social distancing (see share story below).*

Communication is key is critical. Do not rely on emails and texts. Department updates and items needing clarification should be done by phone conference and followed up with an email.

Everyone is required to update and share your outlook calendar to include lunch, meetings, gym, travel, etc. to reflect any time you are not available for immediate communication outside of core hours (7 AM – 6 PM). *If you do not need to view a certain team member's calendar-and to keep from being overwhelmed with unnecessary information-simply uncheck the box by their name.*

Your Asana must be updated by the end of each day to reflect projects/tasks completed, working on, etc. If necessary, set daily and weekly goals to keep yourself on track.

Share your success and opportunities. Working from home isn't easy for everyone and isn't for everyone, but during this time it is necessary. Let's commit to sharing life stories and updates, to connecting with each other weekly, to reaching out when we need to step away and have a moment to breathe.

#Erskinestrong