

**Phoebe Putney Health System, Inc.
Standardized Work**

Entity: PPHS

Department: All Impacted Non-clinical Departments

Standardized Work Title: Protocol for Working Remotely

Approved By: (Title)	Brian Church
Effective Date:	March 16, 2020
Review Period	March 16, 2023
Date Reviewed or Revised	

Standardized Work Purpose: To define expectations, ensure consistency of PPHS processes and compliance with HIPAA requirements for deployment and remote use of PPHS equipment.

Safety Requirements: Employees picking up equipment must have a temperature less than 100.4 F when arriving at the designated pick-up location

Instructions:

Working from a remote location may be required of employees on a temporary basis. PPHS may at any time change any or all of the conditions under which employees are permitted to work remotely or call employees back to the main campus to perform their primary functions or other job functions as needed.

PROCEDURES:

I. Meeting Restrictions and Telecommuting Options

In an effort to slow the spread of novel coronavirus (COVID-19), Phoebe is encouraging non-clinical departments to consider telecommute options for employees whose work can be performed from home without hampering operations. Additionally, departments should cancel or postpone large group meetings and other non-essential meetings that cannot be held via webex or conference call until further notice. Directors and managers will use good judgment about which meetings are essential and limit the number of people present where possible.

2. Remote Work Location

- A. Employees must provide their Director the physical address of the proposed remote work location and the telephone number where the employee may be reached at the remote work location.
- B. Remote locations must be considered a “single family” dwelling and be considered the permanent residence of the employee. Dorm rooms or other community housing are not appropriate for remote work and will not be permitted.
- C. If the remote work location is not the employee’s residence, it will require the Director’s permission to approve the location.

- D. Each remote location must have a designated work area that provides a secure location to protect the equipment and the confidentiality of PHI (Protected Health Information).
- E. Employees who reside with non-family members must maintain a separate work area from common living areas.
- F. Employees must notify their director immediately via email prior to moving or moving PPHS equipment to a different location.
- G. Employees who are unable to comply with the above requirements will notify their director immediately and will be expected to return to their primary work location and may be assigned to the labor pool for coverage in critical areas.
- H. If you must convene or attend a meeting in person, please use the following precautions:
 - Stay home, and urge participants to stay home if they are sick;
 - Participants who are sick should also contact their care provider via phone
 - Practice social distancing during meetings; allow space between you and your colleagues (one empty chair between participants in the meeting).
 - Practice good personal hygiene; wash and/or gel your hands frequently and thoroughly, and don't touch your face with unwashed hands
 - Refrain from handshakes and other touch until further notice.

II. Equipment and Services

- A. PPHS will provide most necessary hardware and software required to perform normal job duties.
- B. All hardware and software provided by PPHS is to be utilized solely by the employee for the purpose of performing normal job duties. PPHS equipment is not to be used by any one other than the employee. Additional software, hardware or peripherals may not be connected or installed without the written permission of the Director and Information Systems leader.
- C. All equipment must be maintained in a manner consistent with a PPHS office environment. For example, the area must be maintained in a climate controlled environment free from smoke, humidity, and other hazards.
- D. The employee will be responsible for providing the desk/table, chair, or other normal office furniture.
- E. If employees need assistance setting up their equipment at home, contact the Phoebe Help Desk at 229.312.6333.
- F. The employee will be responsible for maintaining a DSL, ISDN, or other approved high-speed connection. If the vendor for the connectivity must be changed, the employee must notify the Director prior to the change. PPHS will not reimburse employee for charges for monthly DSL/ISDN access, installation, modems, or moving fees.

III. Compliance with PPHS Policies and Procedures

- A. Employees are responsible for maintaining current knowledge and understanding of all policies and procedures that apply to their positions.
- B. The Director is responsible for ensuring that appropriate communication and/or educational opportunities are made available to employees regarding new and revised policies and procedures.

IV. Termination

- A. It is the responsibility of all terminated employees to return all PPHS equipment and assets to the Director within 48 hours of termination of employment.

Records: N/A

Associated Documents or Policies: N/A

Does this Standardized work have any regulatory agency requirement that your department follows such as NIAHO, CDC, OSHA, AORN that requires the information to be in a policy? If so, ensure that there is a policy to meet the regulatory requirement.

REVISION HISTORY

Revision Number	Description of Changes	Approvals	Date
N/A	Initial release of Standardized Work Document.	Brian Church, PPHS Administration	Leave Blank

I have read and understand the instruction provided, and agree to comply with the terms of the requirements to work from home. If for some reason I cannot comply, I will notify by my director immediately.

Employee Signature

Date

Department Director Signature

Date