

## **Working in an exceptional context**

**Situations that may lead to working from home during extreme weather conditions, power outages, or any other circumstances beyond the control of the daycare center.**

Responsibility of the ECC:

- To pay employees according to their planned schedule for the day in question.
- Management will take into consideration the context to manage each employee's schedule. (Individual situation out of control).
- Grant a sick day or vacation to an employee who is unable to work their scheduled hours. Exceptionally, unpaid leave may be granted in this context.
- Inform employees of expectations in relation to the work and the period worked, depending on the circumstances.
- A to-do list will be given to the team who will not be on leave/vacation/sick leave. The tasks on the list will be prioritized for completion.
- Management will delegate certain communication tasks with team members to the head educator. It will be up to the team to establish the best means of communication according to each person's personal situation.

Employee responsibility:

- Check email in the morning
- Confirm reception of email by email, text message, telephone or, in extreme cases, by another person.
- Confirm by email if able to complete work hours or if needing to take time off for personal and/or unforeseen obligations.
- Check emails for further instructions when the GM, AD or head educator can give them.
- The employee is responsible for carrying out the work/expectations established by management during the exceptional workday.
- During a virtual meeting, each person must ensure the confidentiality of the meeting. If someone outside the ECC is also at home, the employee must either isolate themselves in another room or wear headphones and avoid verbalizing any information that may not respect confidentiality. (e.g., the name of a child or parent, etc...).

Working at the ECC without children, after to-do list is completed and if necessary:

1. Room cleaning
2. Cleaning in laundry room
3. Team meeting
4. Clean yard, sheds and bins
5. Make changes to sensory bins
6. Redesign rooms
7. Clean room cupboards
8. Make scrapbooks
9. Make photo album
10. Kitchen cleaning
11. Work on observation grids
12. Review enneagram
13. Review retrospective objectives

Working at home, after to-do list is completed and if necessary:

1. Activity planning and preparation
2. Kit activity and observation sheet
3. Find activities for every day
4. Special day activity search
5. Review policies
6. Review 1st aid CPR procedures
7. Reread Enneagram
8. Think about Christmas, Mother's and Father's Day gifts

Possibility of going to ECC to pick up tools to do work at home, after to-do list is completed and if necessary:

1. Observation sheets
2. Special needs update (for replacement people)
3. Goals update, Enneagram chart
4. Organize recipe binder
5. Make photo album
6. Make scrapbooks
7. Make educational material for activities