

TLDSB Shutdown March 14 to April 5, 2020

Message to Staff

Please see additional questions we have anticipated from staff about the TLDSB shutdown from March 14 to April 5, 2020.

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Questions and Answers

Will staff be paid?

Permanent Staff will be paid. Staff on LTOs or Temporary Contracts that continue through the closure dates will be paid for the dates covered by their contract. Occasional staff will be paid for work completed. Occasional staff will be paid for any days that were booked prior to the closure notification.

Will there be any disruption to benefit transfers?

No, there will not be disruption to benefit transfers

What are attendance requirements for staff?

Staff are required to be available to the board during the period of closure. Currently this means that staff will be expected to check for board communication on a daily basis by for example checking their email. If staff do not have access to email from home they will be asked to touch base with their Principal / Supervisor on a daily basis to check on further updates. If a staff member is not able to be available for reasons such as medical appointment, bereavement, or personal day, appropriate notification must still be given to the supervisor. Any absence will be coded as usual.

Who has to stay at the office?

All departments have developed business continuity plans to determine key functions that require staff to attend a TLDSB building. Superintendents will be communicating with staff directly.

Can staff go into the school/office?

No. Staff are not permitted to enter TLDSB buildings unless expressly authorized by senior administration.

Can staff stay at work?

No. Schools and offices are closed. Staff are not permitted to enter TLDSB buildings unless expressly authorized by senior administration.

What happens to those on sick leave?

Members on approved sick leave will be paid according to current collective agreements.

Will anyone be in the schools?

TLDSB schools are closed to staff, students and the public. Only persons with authorization from senior administration will be permitted to enter our worksites.

Will there be someone to receive leaves and requests

Employee Services staff will be working remotely and will be available to receive leave and voluntary transfer requests electronically.

What happens for people on pre-approved leaves?

People on pre-approved leaves continue to be on leave at the status of the leave. If they were on a paid leave they continue to be paid. If they were on an unpaid leave they continue to be unpaid.

Do I have to call in each day?

No. There is no requirement to call in each day. Following the March Break, please monitor your email regularly for board communications.

Do I have to do work at home?

Please await further instructions. We will provide greater clarity after the March Break. Depending on which employee group you are part of, there may be differing expectations about this.

Can I get together with other staff in my home to work on a project?

No. The purpose of the school closure is to minimize and prevent the spread of the Covid-19 virus. As such, continuing with face-to-face meetings for work projects is not permitted. Meeting virtually is an option.

Why do custodians have to go to the school to clean when everyone else gets to stay home?

We have deep cleaning procedures in place. At this point, we are not expecting cleaning to take place until a later date. The best information we have from health authorities indicates the best practice may involve cleaning to take place toward the end of the shutdown period. We are working closely with health authorities to ensure best practices are in place.

Can I meet with outside agencies at their office in order to carry on with pre planned meetings (eg. Chimo, CAS)

No. The purpose of the school closure is to minimize and prevent the spread of the Covid-19 virus. As such, continuing with face-to-face meetings is not permitted. Meeting virtually is an option.

How are students coded for attendance during the school closure?

Students would receive a "G" day the same code we would use in the event of a snow day.

What happens for long term occasional staff?

Those in previously assigned LTOs continue their LTO status as if these are regular school days until the end of their regular LTO assignment.

What happens for Continuing Education staff?

Con-ed assignments are cancelled but individuals under contract will continue to be paid.

Are VLC staff expected to work as normal from home?

VLC staff are not expected to continue to teach classes. VLC staff are expected to check for board communication on a daily basis.

Voluntary attendance at schools - can I go into work if I want to?

No. Only authorized staff are permitted to have access to schools and board offices.

When do school closures begin?

School closures are effective Saturday March 14, 2020.

Can staff go back to get things?

No. On March 13, 2020, staff must take all belongings that they will need for the next three weeks. Staff should also ensure classroom pets and plants are removed from classrooms.

LTO slated to start March 23rd - will they be paid?

LTOs that are scheduled to begin at any time during the school closures will be paid effective the start date of the LTOs

LTO's scheduled to end during the closure - will they be paid?

LTOs will be paid until the end day of the LTO. Notification in regards to any changes will be communicated via email.

Qualifying period for LTO status - those not quite at 13 days

LTOs that are already booked will continue to accrue days towards grid payment.

What happens if a staff vacation falls during the school closure?

All pre-booked vacations will be honoured.

Will Community Use of Schools permits/programs be cancelled?

Yes. All permits for all organizations and programs will be cancelled until April 5 centrally.

Will the schools be cleaned/disinfected before kids are back?

Yes. We will implement a deep cleaning protocol for all TLDSB buildings based on recommendations from our public health partners.

When will cleaning of schools take place?

Cleaning is expected to take place April 1-3, 2020. The best information we have from health authorities indicates we should clean at that time.

Will childcare centres be open?

No. Childcare will not run in our buildings. We will be communicating with our partners to ensure they know that our TLDSB buildings are closed.

Will bus drivers get paid?

Bus drivers are employed by operators, not TLDSB. Transportation services is currently reviewing transportation contracts.

Who is going to let school volunteers know about the school shut down (eg. breakfast volunteers, reading buddies)

School administrators will communicate with school partners about the school shutdown.

Do the days off after the break count as suspension days for students who are currently suspended from school?

We will make this determination after consultation with the Ministry of Education.

Where should I direct people to look for current information regarding the school board?

The [TLDSB website](#) will be updated regularly as will TLDSB social media platforms. School families will continue to receive School Messenger notifications when appropriate.

Will the school year be extended?

We are awaiting direction from the Ministry of Education in this regard.

Will programs at the colleges run (OYAP, dual credits, SWAC)?

No. All school programs are closed.

Will the education centres be open?

No. Our education centres will not be open to the public or to the general staff. There may be some individuals on site to perform core business functions. Those individuals will be authorized to enter by senior administration.

Will there be a penalty if I choose to travel while I'm being paid to stay home?

It is our expectation that after the March Break all employees are at home and in their community, and available during this time. **This is NOT an opportunity to extend vacations or travel.** This time should be treated as regular work time. We expect all staff to monitor their email and be available by usual means in the event their supervisor needs to contact them.

Will the closure go on longer than two weeks?

We do not know at this time and will communicate any new information as it becomes available.

How will this affect the labour strikes?

Unions and federations will provide direction to their members regarding strike activity.

I have a door fob and I just want to drop into the school for an hour or so to complete a couple of things, can I?

No. All employees are expected to take anything they need for the next three weeks home with them today. Please be careful about these items and sanitize surfaces that may transmit this virus.