

Dear Staff,

As you know, all TDSB schools will be closed, as per Ministerial Order from the Education Minister, from March 14 to April 5, 2020 amid the growing concerns over the spread of coronavirus (COVID-19). Further to the [parent letter](#) you received earlier this afternoon, we wanted to provide you with more staff-focused information.

Understandably, you will have a number of additional questions. With that in mind, we have prepared a comprehensive Questions and Answers section, which is now available on [TDSBweb](#), (SEE DOCUMENT BELOW) which we will update as needed during the closure. *(Please note, staff logging in from home can select “staff” on the main TDSB [webpage](#), enter your computer sign on credentials and select TDSBweb)* Please review the Q&A carefully to determine instructions and/or information related to your particular employment circumstance.

As you can appreciate, the situation is changing on a daily basis, however, we remain committed to updating staff when additional information becomes available.

Thank you for your understanding during these challenging times.

Sincerely,

Carlene Jackson  
Associate Director  
Business Operations & Service Excellence

Andrew Gold  
Executive Superintendent  
Employee Services

## Important School Closure Information for Staff

As you know, all TDSB schools will be closed, as per Ministerial Order from the Education Minister, from March 14 to April 5, 2020 amid the growing concerns over the spread of coronavirus (COVID-19).

Further to the [parent/guardian](#) letter issued on Friday, March 13, below is some more staff-focused information. With that in mind, below is a comprehensive Questions and Answers section below.

Please review the information below carefully to determine instructions and/or information related to your particular employment circumstance.

As the situation is changing on a daily basis, we remain committed to updating staff when additional information becomes available.

### Questions & Answers

#### Are school staff expected to be at work and are they being paid during the closure from March 14 to April 5?

Please see the table below for more specific information about pay and expectations for each staff group.

Staff Group	Details
<b>1. All 12 month Staff</b> Expectation of staff between March 14 to April 5, 2020	Staff will be paid and are expected to be in the region and available during scheduled working periods. For certain essential services, supervisors will discuss the need for onsite availability with employees. Staff are expected to monitor email for updates on the COVID 19 - System Closure.
<b>2. All 10 month Staff or CUPE school based staff</b> Expectation of staff between March 23 to April 5, 2020	Staff will be paid and are expected to be in the region and available during scheduled working periods. Staff are expected to monitor email for updates on the COVID 19 - System Closure.

<p><b>3. All Union Groups - Long Term Occasional (LTO) Staff (including CUPE staff in posted positions of five months or more)</b></p>	<p>Staff will continue to be paid for the duration of the LTO assignment and are expected to be in the region and available during scheduled working periods. Staff are expected to monitor email for updates on the COVID 19 - System Closure.</p>
<p><b>4. All Union Groups - Long Term Occasional (LTO) Staff (including CUPE staff in posted positions of five months or more)</b> LTO assignments scheduled to end during the period of March 14, 2020 to April 5, 2020</p>	<p>Staff will only be paid for the duration of the scheduled LTO assignment and are expected to be in the region and available during scheduled working periods. Staff are expected to monitor email for updates on the COVID 19 - System Closure.</p>
<p><b>5. All Teacher Union Groups - Occasional/Supply/Casual Staff</b> - If you were in assignment as of March 13, 2020 and have not reached 10 consecutive days during the period March 23 to April 5, 2020</p>	<p>Staff will return to OT assignment if the job remains available once the COVID-19 closure period is ended. The closure period will not impact days towards reaching LTO status. This closure period will remain the same process as inclement weather days. Staff will not continue to be paid during the school closure period of March 23 to April 5, 2020.</p>
<p><b>6. All CUPE Temporary Employees</b> (less than 5 months)</p>	<p>Staff will be paid for assignments already scheduled and entered.</p>
<p><b>7. All Employee Groups - Occasional/Supply/Replacement/Casual Staff</b> Status of daily jobs booked for the period of March 23 to April 5, 2020</p>	<p>In light of the announced school closure from March 23 to April 5, 2020, no Occasional Teachers are required for daily substitute teaching assignments, and no daily replacement support staff are required to replace absent employees as there are no scheduled classes. Staff will receive job cancellation notices through Smartfind Express.</p>

**Will central board offices and field offices be open during this time to staff and the public?**

All TDSB central board offices will be closed to the public from March 14 to April 5, 2020. Only staff who have been advised by their Supervisor that they are required to attend work will be permitted to enter buildings and schools during the closure dates and only to perform tasks and services deemed essential.

**Will I have access to my work location (school and/or Board office)?**

No, staff cannot access school or Board buildings, unless authorized otherwise. Staff should take home any personal items that may be required during the closure.

**Will staff be permitted to work virtually?**

All central board offices will be closed from March 14 to April 5, 2020. All staff who were not previously scheduled to be off (e.g. vacation, leave, etc.) during these dates must remain available during this time. Staff will work virtually where possible and necessary.

**Will staff currently on an approved paid medical leave continue to be paid?**

Yes, staff will continue the medical leave process with deduction from your sick bank. Employee

Services will follow the standard process.

**How does the closure impact staff currently on a Workplace Safety and Insurance Board (WSIB) medical approved absence?**

Further consultation is required and information will be made available. At this time, the TDSB will provide a continuance of wages until further clarification is available from WSIB. Staff members on pay direct through WSIB should contact WSIB directly to inquire. Staff will be contacted by their Disability Case Administrator once more information is available.

**How does the closure impact staff currently participating in a Workplace Safety and Insurance Board (WSIB) and/or paid sick leave gradual/reduced return to work plan?**

Staff should continue to follow the plan. For the periods you would have been scheduled to work, based on your return to work plan, you would be expected to follow expectations for #1 (12 month staff) or #2 (10 month staff) COVID 19 expectations in the table above and will receive full pay. For the period you are not scheduled to work, you will continue to be deducted from your sick leave bank, if available and receive sick pay accordingly.

**How does this impact staff scheduled to return to work during the period of March 14 to April 5, 2020 from sick leave or Workplace Safety and Insurance Board leave?**

Continue to follow regular processes with Employee Services and any adjustment to absence coding will be adjusted accordingly.

**What if a staff member has an upcoming medical procedure or becomes medically unwell during March 14 to April 5, 2020?**

Please follow the standard process with respect to providing satisfactory medical documentation. Employee Services is continuing to provide support to staff.

**What is the impact on staff that had pre-approved absences scheduled between March 14 to April 5, 2020 (e.g. vacation, personal day, bereavement, compassionate, leave without pay) or staff members on an approved statutory leave (e.g. maternity, pregnancy, SEB, parental, adoption, family medical, critical illness etc.)?**

Staff will continue on this approved leave and they will be processed and deducted from the approved leave code (similar to inclement weather process). Payroll deductions will occur for leaves without pay. Leaves entitled to Supplemental Employment Benefit (SEB) will continue as planned. Records of Employment will continue to be electronically processed to Service Canada.

**How does this closure impact staff scheduled to transition to a leave during March 14 to April 5, 2020 (e.g. maternity, pregnancy, parental, adoption)?**

If information has been submitted Employee Services, you will continue to transition to your leave. If documentation has not yet been submitted, please follow the standard process and submit documentation to Employee Services for processing.

**How does this closure impact staff scheduled to return from a statutory leave during March 14 to April 5, 2020 (e.g. maternity, pregnancy, parental, adoption)?**

Staff members are expected to follow #1 (12 month staff) or #2 (10 month staff) COVID 19 expectations in the table above and will receive full pay.

**Are benefits and pension contributions affected during this closure period?**

Staff will continue to receive access to benefits and pension contributions as per regular entitlements.

**When should IPRC meetings that have been cancelled during the March 14 to April 5 time period be rescheduled?**

At this time, Principals and staff should hold off on rescheduling any IPRC meetings that have been postponed during the March 14 to April 5 closure period. We will re-evaluate in early April and provide further direction at that time.