

## **ESU Assessors Meeting**

### **ESU ASSESSORS**

ESU Assessors will be expected to work remotely from their worksites. Due to a delay in getting the necessary PPE delivered to the site, the first week of work has been remote from home.

Work is scheduled to begin on August 31<sup>st</sup>. Training will be provided regarding the COVID safety measures in place.

The employer has been working on a digital marketing campaign for ESU through Facebook, Youtube and Google ads. The campaign is to be launched mid-August and continue until the end of September.

Off-site information meetings will be suspended for the time being.

On-line assessments will continue as well as a limited (by appointment) number of in-person assessments.

When booking appointments, the clerical will advise client of COVID measures in place.

Screening will be as per board protocol. Questions will be asked by clerical. Hand sanitizer will be available at entrance to the building. Signage re movement through the school will be visible.

The Employer will ensure within each work location there is a place where in-person assessments can take place allowing for social distancing. Plexiglass can be made available where required.

Masks will be required. Exceptions for staff would need to run through the Disability Claims Administration office.

ESU daytime classes will begin September 14<sup>th</sup>. There will be training provided that week. Instructors will start with teaching remotely from their classroom, connecting with their learners online.

Partnership classes (TESS, Seneca) will be offered online only. Evening classes will be online for the foreseeable future.

## **Supply work**

We have had many questions **re supply work**. We will be insisting the CA be followed and that supply assessors be assigned to cover the classes of absent assessors.

The Employer has indicated they do not believe they are obligated to provide paid training for Supply workers. We disagree and have filed a grievance related to that.

Please note that any compliance training including the COVID training, should be done on paid time.

## **Returning to Work**

We have had a number of calls from members **who have concerns regarding returning to work**. Some people have medical conditions that require accommodation, others may be caring for a family member who has a health condition that puts them at greater risk for contracting COVID and still others may have childcare issues that need to be considered by the board.

There is no one answer to any of these situations. The board must look at each situation on an individual basis. Whether or not such accommodations will be accepted and/or whether or not such leave requests will be paid will depend on the individual circumstances.

The employer has sent a survey to all staff asking them to indicate their ability to return to work at this time. These surveys were sent to all members at their TDSB email accounts. Please look for the survey, complete it and encourage others to do the same.

Questions:

1) Are there any written protocols for staff re their RTW (on-site)?

*All of the signage and protocols will be on the health and safety board as well as throughout (i.e. for masks at the front, screening at the front, etc)*

## 2)What would screening look like?

*The Toronto Public Health screening document will be at a table and each person will need to confirm they have conducted the screening before entry. Staff and learners will be expected to complete the screening document everyday before leaving their homes and bringing it to work if they checked no for everything. Otherwise, they will call PO (staff) and report reason for absence. Learner will report reason for absence to the clerical.*

## 3)In the event a learner presents with Covid symptoms at the site, who will be responsible for asking the learner to leave, advising TPH etc Will this be a responsibility of the PO?

*Where there is no PO/clerical on site, the instructor will let PO know that someone is exhibiting symptoms and then the PO will tell the learner to leave the class, explaining the COVID follow-through process to them. The instructor might need to have the learner go to the isolation room and await a call from the PO.*

## 6) Will there be WiFi improvements at the sites?

*The Employer has indicated they are working on upgrading the WiFi connections as needed.*

5) As an Assessor, how do I deal with paper that must be filed and may have been touched by others?

In doctor's offices, paper is placed in a tray and then handled by someone wearing gloves. We have asked the Board to develop a protocol regarding the handling of paper which would apply to all staff.

7) My main question is what PPE will be provided as I have had a couple of bad experiences over the summer. One disposable face mask I was given had defective connected ear elastics that would detach before even placing it on my face. Another company provided me with a face mask (at a local large scale grocery store) and although it looked blue on the outside and white on the inside, I could barely breathe when I wore it and it was almost plastic/nylon in texture. I would like to know if a face shield will be provided, and if so, I would also like to know which company will be producing it. There are a number of reasons, ethical as well as safety, that compel me to ask.

The face masks ordered by the board have been in use by caretakers. We are unaware of any problems with the quality of the masks. We will get back to you with the name of the producer of face shields.

## **Questions from ESU Assessors (Responses provided by Employer)**

Why are ESU & LINC working remotely from site, while the other programs are working remotely from home? Why are ESU & LINC working remotely from site, while the other programs are working remotely from home?

Garry Green's response to this question:

At first all of our programs were going to commence full in person service delivery but it was brought to my attention that it may be helpful to have instructors/assessors/clerks/childminders and supervisory staff in the office for a period to time to acclimate to the new world of work with a mask and following new protocols.

I think delaying the in-person services for a few weeks to a month made sense and so have agreed to do so. It is out of an abundance of caution and a desire to ensure that everyone is following the protocols and that we are comfortable everyone will be safe that we are undertaking this different method. We may find that within a week or two everyone seems to have it down and we can either split work between home and worksite or welcome learners back more fully in a 2 cohort, hybrid model. We really want to play that by ear and allow our experience to dictate our next steps.

I have emphasized to all supervisors that we need to be very flexible and understand that people will need to step outside to get fresh air regularly and that these are unusual times and that it will be a significant adjustment for many.

While our programs are similar in some respects (especially adult ESL and LINC), our funding is different. In a cohorted model that we are working towards, our funder has given support to our plan to be in person with a reduced cohort until things change around covid. My understanding is that is different for ESL. This would have allowed us to open up first thing in September as per our original plan but we have adjusted to allow for this phased in approach.

Will there be signage as to how to properly a) wash your hands b) put on/take off a mask properly?<sup>[P]</sup><sub>[SEP]</sub> The following TPH signages will be printed and posted:

[https://www.toronto.ca/wp-content/uploads/2020/06/96ac-038\\_COVID19\\_sign\\_safe-mask-wear\\_letter.pdf](https://www.toronto.ca/wp-content/uploads/2020/06/96ac-038_COVID19_sign_safe-mask-wear_letter.pdf)

[https://www.toronto.ca/wp-content/uploads/2020/06/96ad-040\\_COVID19\\_sign\\_cloth-mask-wear\\_letter.pdf](https://www.toronto.ca/wp-content/uploads/2020/06/96ad-040_COVID19_sign_cloth-mask-wear_letter.pdf)

<https://www.toronto.ca/wp-content/uploads/2020/05/8fdf-How-to-Safely-Wear-a-Cloth-or-Face-Covering-Banner.pdf>

<https://www.toronto.ca/wp-content/uploads/2020/03/971a-COVID-19-WashYourHands.pdf>.

<https://www.toronto.ca/wp-content/uploads/2020/03/900d-COVID-19-ProtectYourself.pdf>

<https://www.toronto.ca/wp-content/uploads/2020/03/8efd-COVID-19-Social-Distancing-WEB.pdf>

How will the BCALC office be set up to allow social distancing for the three employees who work pretty much, on top of each other?<sup>[P]</sup><sub>[SEP]</sub>

2 employees have their own offices. They will work with their doors closed. The third, the site clerical, sits at a desk in the main office which is protected by a desk shield at the front. Where physical distancing of 2 metres is not possible (when moving past the side of the site clerical's desk) a non-medical mask is to be worn.

Not all our sites have site clerical? Who will be responsible for screening where there is no clerical?

Sites where assessors work have clerical staff on site. Learners with appointments will check in and be asked the COVID screening questions by the clerical who will then advise them where the assessor will meet them.

Who will do the cleaning after a “client” comes in for assessment?

Assessors will see only 2 clients per day. It will be possible to have these clients sit at a different location in the assessment area so that they do not share the same space. Cleaning of high-touch surfaces at the sites where assessors work will be cleaned by caretaking staff according to the Board’s direction.

Will additional pens etc be ordered to avoid people using the same pens when they register?

When new learners come in for an assessment, they will be given a pencil case which contains a pen, pencil with eraser and magnifier which is also a short ruler. The learners can use these and take them home.

How is it determined who will have plexiglass at their work station? When will this be determined?

Regional office clerical staff will have desk shields which are being delivered this week.

The assessors will be meeting with one learner at a time, in a space where physical distancing is possible. The learner they are meeting with will be seen only by appointment and will have answered pre-screening questions prior to meeting with the assessor. The assessor will be provided with a non-medical mask, a face shield, hand sanitizer and disinfectant products. These, with physical distancing, will provide them with protection against the virus.

How have issues surrounding ventilation been addressed at our offices?  
I'm at Bickford. I have a small office with no window.

At Bickford, ventilation in the office which doesn't have a window is provided through new A/C purchased in March.

Assessors will not be required to meet with learners in their offices.

Viruses including COVID-19 are obligate parasites and will not multiply on inanimate objects. Usual duct cleaning and maintenance procedures are recommended during viral outbreaks including the COVID-19 pandemic. At the TDSB officials are implementing strategies to increase fresh airflow. In addition to adjusting HVAC systems, they have scheduled to start them two hours before the school day begins. Filters will be changed six times a year instead of four and windows will be open where mechanical ventilation is not available, among other measures

As an Assessor, how do I deal with paper that must be filed and may have been touched by others?

Follow hand hygiene protocols. Immediately after handling paper, clean/sanitize your hands. Hand sanitizer and washrooms equipped with hot water, soap and paper towel are available at all sites.

How will the cleanliness of the staff washrooms be maintained? Will wipes be made available for staff to use before/after use of the washroom?

Cleanliness will be maintained by caretaking staff following TDSB protocols. Washrooms are equipped with hot water and soap and hand sanitizer will be available in regional main office and provided to assessors.

Wipes will also be made available in staff washrooms.

What PPE will be provided? What is the quality of the face masks? Who is producing the face shields?

Non-medical surgical masks will be provided (2 per person/day). Face shields will be provided. These are purchased through approved TDSB vendors.

How will I get the screening questionnaire prior to reporting to work?

It will be forwarded to you in an email to your board email address.

<https://covid-19.ontario.ca/self-assessment/>.

What information will I be provided prior to arriving at the work site?

Via ZOOM meeting:, protocols and processes put in place to protect you, updated assessment tools for remote and in-person assessments, expectations re: providing remote and in-person assessments.

Will all procedures/protocols be in writing?

Yes.

How will quarantine work? Quarantine is an order of the public health department.

## **Conclusion**

The Union will keep you informed of any additional information we receive.

Also be sure to check your TDSB email regularly for notices from the Employer.

If you have further questions or concerns, please contact your steward coordinator:

If you work in the East: Miguel Lima

In the North: Phyllis Boosalis

In the South: Lisa Skeete

In the West: Hellen Yousufzai.

*Stay Safe and Stay in touch!*