

As we start a brand new year in these unprecedented times, the safety and well being of all students and staff is a priority.

As Occasional Teachers (OT), you play a vital role to ensure that our students are never without a Teacher. As all schools have different considerations (i.e. size, layout, community needs), this document will outline best practices and provide answers to some frequently asked questions that have been occasioned by the COVID-19 pandemic.

Best Practices:

- Before you leave your residence, all staff are expected to conduct a daily self-assessment for COVID-19 symptoms.
 - If you answered YES to any of the daily self-assessment questions, stay home & self-isolate right away.
 - Call Telehealth or your health care provider, to find out if you need a test.
- When accepting jobs through SmartFindExpress (SFE), listen for special instructions. These instructions will be helpful as you plan your day.
- Make sure that you have the following information prior to leaving your residence:
 - The location's address
 - The location's phone number
 - The SFE job number for your assignment
- Ensure that you arrive at least 15 minutes prior to the start of your job so that you have enough time to report to the location's screening station and receive your Personal Protective Equipment (PPE). Additional PPE, including face shields, and gowns are available in the school, and may be requested by the Occasional Teacher. Eye protection (a face shield) is required when physical distancing of 2m is difficult, or when close contact (less than 2m for more than 15 minutes) with others is expected.
- As you enter any TDSB location:
 - Look for the designated entry doors, and go directly to the location's Screening Station where a screening may be conducted. You will receive your Personal Protective Equipment (PPE) at this point.
 - Follow the posted instructions.

- Practice physical distancing of 2m (6 feet) as much as possible
- Wear the provided Level 1 medical mask when physical distancing is not possible. The rule is to wear the medical mask at all times when indoors. Outdoors can serve as a break from wearing PPE; however, if staff anticipate close contact with students, then it is still required.
- Wash hands frequently.
- Remember to appropriately replace/dispose your medical mask if it becomes soiled or moist.
- Avoid touching your face, eyes, nose or mouth.
- If for any reason you require assistance during the day, become familiar with the classroom house phone so that you can call for support.

Questions and Answers:

- **What happens if I have accepted a job, and wake up that morning displaying symptoms of COVID-19? Or if I am working in the morning, and I start to feel sick during the day and I have an afternoon assignment?**
 - Log into SFE website (<https://tdsb.eschoolsolutions.com/logOnInitAction.do>) or call into the system (416-338-4500 or 1-844-294-7614 (toll free)) immediately to cancel yourself out of the assignment so that the system can look for another replacement.
 - Call the location immediately to advise that you will not be able to report to the job.
 - If the office does not pick up, leave a voicemail message. Speak slowly and clearly so that the office staff can successfully receive your message.
 - Take the daily self-assessment for COVID-19 symptoms.
 - If you answered YES to any of the daily self-assessment questions, stay home or go home & self-isolate right away.
 - Call Telehealth or your health care provider, to find out if you need a test.
- **Will I be paid if I cancel a job or jobs because I am displaying COVID-19 symptoms or if I test positive for COVID-19?**
 - You will be paid for the cancellation of the 1 day only if there is a positive COVID-19 test result.
 - In order to be paid for the 1-day, you must email a copy of the positive COVID-19 test result or medical report to: Sam.Venneri@tdsb.on.ca immediately, and include the SFE Job # for the cancelled day.
 - Your request will be reviewed, and you will be contacted via email with either the approval or a request for more information.
 - You may return to daily occasional teaching once you have followed the advice from Toronto Public Health.
 - You must email your return to work clearance document immediately to Sam.Venneri@tdsb.on.ca so that your SFE profile can be adjusted in order to accept daily jobs.

- **Are TDSB Occasional Teachers being assigned to teach at designated schools?**
 - At the present time, TDSB Occasional Teachers are free to choose which schools they want to teach at. However, as this situation is fluid, please check your TDSB email regularly for updates.
 - Where possible, we encourage Occasional Teachers to limit the number of schools they attend.

- **I am in a Long Term Occasional teaching position. What happens if I test positive for COVID-19?**
 - If you are in a Long Term Occasional (LTO) Position, contact your Principal **immediately** to report that you have tested positive for COVID-19.
 - Personal sick days will be used (if quota is available) or unpaid days if quota is not available.
 - You will return to the LTO position when your quarantine concludes, and are symptom free, and you have followed the advice from Toronto Public Health.
 - If you test positive within the LTO qualifying period (the first ten days as per your Occasional Teaching Collective Agreement) the break in service owing to your positive COVID-19 test result **will not** break your count
 - Once you return, your count towards LTO status will resume.
 - You must immediately provide a copy of your positive COVID-19 test result to Sam.Venneri@tdsb.on.ca and your school Principal.
 - Your Principal will provide you with next steps at that time.
 - **Note:** you must submit your COVID-19 test results in order for Employee Services to adjust your record to avoid a break in service.
 - If you are a daily Occasional Teacher (not in an LTO), send an email to Sam.Venneri@tdsb.on.ca to advise that you have tested positive for COVID-19.
 - Employees who test positive for COVID-19 will need to self-isolate for 14 days in accordance with Toronto Public Health protocol.
 - Your SFE Profile will be updated, and you will be unable to accept daily work until clearance to work has been processed and received by the TDSB.

- **What do I do if something happens on the way to my job and that causes me to be late?**
 - If you will be late to your assignment for any reason, you are to phone the school's main office to let them know so that they can be ready for you. If you can not reach someone, leave a voicemail message. Speak clearly and slowly so that the office staff will be able to receive your message.

- **Can OTs bring their own PPE (face coverings) for use at the worksite?**
 - The Ministry of Education requires all School Board staff to wear Level 1 medical mask (minimum) inside buildings. Level 1 medical masks will be provided by the TDSB at each screening station unless an exemption applies. Occasional

Teachers may wear their own PPE into the school but will be expected to use the PPE provided at the screening station for the duration of the school day.

- **Are Face Shields mandatory?**

- Face shields will be provided to all teachers and staff of school boards, and are required when physical distancing of 2m is difficult, or when close contact (less than 2m for more than 15 minutes) with others is expected. Eye protection can take the form of a face shield (disposable or reusable). Additional PPE such as gloves or gowns/apron may also be required and provided in some situations.

- **Is the PPE provided brand new, or has it been washed and “reused”?**

- All PPE provided by the TDSB will be new/unused.
- Face shields can be cleaned/sanitized by the *user* when required if soiled.