

April 13, 2021

**Memorandum to:** Directors of Education  
School Authorities

**From:** Nancy Naylor  
Deputy Minister of Education

**Subject:** COVID-19 Vaccine updates

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This memo provides information to support your work with your local public health units (PHUs) and communication with your staff regarding the vaccination roll-out for education staff.

As outlined in the April 7, 2021 announcement, beginning the week of April 12<sup>th</sup> – 16<sup>th</sup>, eligible education staff will be able to register for vaccination appointments.

This includes education staff who provide direct in-person support to students with complex special needs across the province, and all education staff in select hot spot areas, beginning with Toronto and Peel.

### **Education Staff Supporting Students with Complex Special Education Needs**

Education staff who provide direct supports to students with complex special needs are defined as those who support students who meet one or more of the following criteria:

- who require support with activities of daily living, including health and safety measures
- are unable to wear masks for medical reasons
- have complex medical needs
- cannot be accommodated through remote learning.

**Eligible staff who are in a PHU using the provincial booking system will be asked to book their vaccination appointments by calling the provincial call centre at 1-888-999-6488.** Staff will be asked identifying questions, such as the school in which they work, and/or their school board.

PHUs not using the provincial booking system will reach out to school boards directly to provide information on how to direct your staff to book vaccinations. A list of these PHUs has been included as an attachment.

School boards are asked to provide **a letter to eligible employees** as soon as possible. Please include the following information:

- Confirmation that they are eligible for vaccination based on the above criteria
- Strong encouragement that they get vaccinated, as vaccines are safe, effective and the best way to protect them and those that they care for from COVID-19
- Details on how individuals can book their vaccine:

- **Call the provincial call centre at 1-888-999-6488.** Staff will be asked identifying questions, such as the school in which they work, and/or their school board.
- If their PHU is not using the provincial booking system, staff will receive further information shortly.
- Direct them to bring the letter and proof of employment, such as a pay stub, to the appointment as they may be asked to present this.

School boards are asked to keep a record of the number of staff that have received letters confirming their eligibility and to share this with their PHU for their planning purposes.

### **Staff Who Live or Work in Hot Spot Areas – Toronto and Peel:**

For school boards with staff who live or work in hot spot communities in Toronto and Peel, school boards should work closely with Toronto Public Health and Peel Public Health to determine appropriate solutions to vaccinate this priority population.

For school board staff who work at schools in these neighbourhoods, but may not live in the neighbourhood, school boards will be asked to provide a letter to employees confirming that the individual is an employee of your school board, and assigned to a school in a priority neighbourhood.

We ask that you encourage staff to monitor public service announcements about vaccination clinics and any information made available by your PHU.

Further information will be provided in the near future to support roll out in other hot spot areas, including Durham, Halton, Hamilton, Ottawa and York Region.

Please note that local PHUs are responsible for managing and overseeing the distribution and administration of vaccines for their entire region. PHUs are required to take multiple factors into consideration including local context and available supply of vaccine. Timing of the booking of appointments and administration of vaccines for education staff may therefore vary for reasons beyond the PHU's control (e.g., vaccine supply).

This represents general guidance from the province, and school boards are encouraged to confirm specific arrangements with their local PHUs.

Sincerely,

Nancy Naylor  
Deputy Minister

Attachment

- c: Executive Director, Association des conseils scolaires des écoles publiques de l'Ontario (ACÉPO)
- Executive Director, Association franco-ontarienne des conseils scolaires catholiques (AFOCSC)
- Executive Director, Ontario Catholic School Trustees' Association (OCSTA)
- Executive Director, Ontario Public School Boards' Association (OPSBA)
- Executive Director, Council of Ontario Directors of Education (CODE)
- Executive Director and Secretary-Treasurer, Association des enseignantes et des enseignants franco-ontariens (AEFO)
- General Secretary, Ontario English Catholic Teachers' Association (OECTA)
- General Secretary, Elementary Teachers' Federation of Ontario (ETFO)
- General Secretary, Ontario Secondary School Teachers' Federation (OSSTF)
- Chair, Ontario Council of Educational Workers (OCEW)
- Chair, Education Workers' Alliance of Ontario (EWAO)
- Co-ordinator, Canadian Union of Public Employees – Ontario (CUPE-ON)
- Executive Director, Association des directions et directions adjointes des écoles franco-ontariennes (ADFO)
- Executive Director, Catholic Principals' Council of Ontario (CPCO)
- Executive Director, Ontario Principals' Council (OPC)