

Memorandum to: Directors of Education in Toronto, Peel and Surrounding Area

From: Julia Danos
Executive Lead, Education Reopening Secretariat

Subject: COVID-19 Vaccine updates: Hot Spots in Toronto and Peel

As a follow-up to the memorandum from April 8, 2021, 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 in select hot spots, beginning in Toronto and Peel.

Hot Spot Communities are areas within certain Public Health Units where provincial and local data demonstrate historic and ongoing high rates of COVID-19 cases, including death and severe illness (e.g., hospitalization) due to COVID-19. These areas are categorized by Forward Sortation Areas (FSA).

Beginning April 12th, eligible education staff who work or live in select hot spots in Toronto and Peel are able to register for vaccination appointments.

Given some education staff may live in select hot spots in Toronto or Peel, but work in schools located in school boards outside of these regions, surrounding school boards are included in this communication.

Eligibility:

Education staff eligible to book vaccination appointments include the following **school board staff or student transportation partners who live or must work in-person in elementary and secondary schools located in hot spot areas**. Examples include: educators, custodial staff, administrative staff, and school bus drivers.

Eligible Hot Spot FSAs are attached.

Letter to Eligible Employees:

School boards are asked to provide **a letter to eligible employees** as soon as possible citing the **Eligibility** criteria above.

Please include the following information:

- Confirmation that they are eligible for vaccination based on the above criteria, including relevant **FSA**.

- 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 vaccination appointment:
 - **Call the provincial call centre at 1-888-999-6488.** Staff will be asked identifying questions, such as the school in which they work or where they live (postal code).
- 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.

School boards and their respective Student Transportation Consortium should work with local school bus operators to identify relevant staff as appropriate, and ensure an appropriate format – such as a pay stub - is used to confirm eligibility criteria noted above. Student Transportation Consortia, working with local school bus operators should provide details on how the relevant staff can book their vaccination appointment as indicated above.

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 is another positive step forward in the government's vaccination efforts. Supporting vaccination for eligible education workers is in addition to recent announcements to vaccinate individuals aged 50 and over by postal code in COVID-19 hot spot zones, mobile and pop-up clinics for individuals aged 18 and over in COVID-19 hot spot zones in Toronto and Peel, and those with highest-risk health conditions. Visit [How to book a COVID-19 vaccine appointment](#) for more information.

Please encourage your staff to be patient during this period, as it could take time for to receive an appointment. We ask that your staff continue to monitor public service announcements in their communities to determine whether they may be eligible to register for a vaccine based on other eligibility criteria.

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

Sincerely,

Julia Danos
Executive Lead
Education Reopening Secretariat

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)