

<b>Memorandum to:</b>	Chairs of District School Boards Directors of Education School Authorities
<b>From:</b>	Stephen Lecce Minister of Education  Nancy Naylor Deputy Minister of Education
<b>Subject:</b>	COVID-19 Vaccine updates: Province-Wide Eligible Education Staff

Building on the current vaccination roll-out for education staff who support students with complex special education needs and staff in hot spot areas in Toronto and Peel, we are pleased to share that, **beginning May 6, 2021**, remaining eligible education staff province-wide will be eligible to register for vaccination appointments.

Eligibility:

Education staff eligible to book vaccination appointments include any **school board staff or student transportation partners who typically work in-person in elementary and secondary schools**. Examples include: educators, custodial staff, administrative staff, and school bus drivers.

Timing and Registration:

Registration for vaccine appointments for education workers who meet the eligibility criteria above will begin no earlier than **May 6, 2021 at 8:00 a.m.**

Education staff who are in a PHU using the provincial booking system can visit the provincial website to book online or can call **the provincial call centre at 1-833-943-3900 to book their appointment**. Staff may be asked identifying questions, such as the school in which they work. For more information please direct staff to [How to book a COVID-19 vaccine appointment](#).

PHUs not using the provincial booking system will reach out to school boards directly to provide information on specific instructions for staff to book vaccinations. A list of these PHUs has been included below.

**Please ensure education staff do not call the provincial booking system, attempt to book an appointment online, or through their PHU until May 6, 2021, as they will be unable to secure an appointment prior to this date.**

For general inquiries, individuals can call the Provincial Vaccine Information Line number 7 days a week from 8 a.m. to 8 p.m. at 1-888-999-6488.

It is important to note that local PHUs are responsible for managing and overseeing the distribution and administration of vaccines for their entire region and are required to take multiple factors into consideration including local context and available supply of vaccine. As such, 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.

Please encourage your staff to be patient during this period, as it could take time to receive an appointment. While education staff will now have the eligibility to book an appointment, this announcement does not prioritize the group ahead of others who are also currently eligible.

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. Visit [How to book a COVID-19 vaccine appointment](#) for more information.

We would like to thank you for your continued efforts to date in supporting vaccination efforts for the education sector.

Sincerely,

Stephen Lecce	Nancy Naylor
Minister	Deputy Minister