



## Members Update for September 7th, 2021

**First off – Happy belated Labor Day to everyone!** I know there are quite a few of our members who have schools that aren't ready for staff coming in today or students tomorrow who put in some long hours over the weekend to try and make up for construction/renovation projects that are behind – but I do hope everyone had the opportunity to take some well deserved time to relax with family and friends before the mayhem begins again....and speaking of mayhem, I've got a couple things to bring you up to speed on.

**Enhanced Cleaning Positions –** Starting today, the new EasyConnect system will be calling out for coverage of the enhanced cleaning positions. The board declined to increase funding for extra positions to provide 4 hours of touchpoint cleaning and disinfection per school per day, so all we have right now are the 22 funded positions covering all of our elementary schools. Later in the day today you will see temporary job postings for those same 22 positions on Apply To Education where all Local 4153 members will be eligible to apply for the groups of schools that each position will cover. Please make sure and read the entire job posting so you know which group of schools you're applying to cover. The casuals called to cover today will do the enhanced jobs until the postings are awarded and then those successful applicants will continue on until the funding is done for the position. At this time, the positions are funded until the end of January 2022 and may be extended by the government beyond that date.

\*\*\* I have been working with CUPE National and the OSBCU to get a press release together to inform local media and parents about the decrease in enhanced cleaning as parents send their kids back to school. Parents and our co-workers should reasonably expect that the same safeguards and protections in place last year would still be in place this year – and they are not. In some of our buildings, there will be up to 75% reduction in enhanced cleaning and disinfection in schools where roughly 80% of the students cannot be vaccinated yet. We were responsible for the very low transmission rates in schools last year because of the work our enhanced cleaners did. The press release is going to local media this morning from CUPE National Communications and I've included it separately here in a picture format so that any members who are comfortable doing so and active on social media can share it (Facebook, Twitter, Instagram, etc.) and inform the public of the terrible decision making that the employer has made on this issue.

**What Are We Doing This Week?** - All afternoon shifts return to their pre-Covid cleaning routines. I had a few questions from members about Bob Avery's email last week which I spoke with him briefly about late on Friday afternoon. Members should be doing their regular classroom cleaning as per their schedules. Any time left over in a classroom should be dedicated to touchpoint cleaning in that classroom. This could include light switches, door handles, chair backs, etc, (desks in elementary schools have always been on the daily schedule to be cleaned so they will already be done). On the issue of washrooms, we still have stalls closed for Covid protocols. When it comes to cleaning washrooms, any closed stalls should be checked daily – we all know kids crawl under stalls because it's fun to use closed bathrooms – and cleaned if necessary. Any extra time left in a washroom can be put towards disinfecting common touch areas like corners of walls, door handles, etc.

**Vaccination Policy & Rapid Testing** – The HWDSB along with all school boards across Ontario have been given direction from the province to implement a mandatory policy on vaccinations. The HWDSB has done what many other boards have done and provided a plan with multiple options that breaks down to two options – provide proof of being fully vaccinated or provide rapid testing results to prove you're negative for Covid-19. There's been many questions about this simply because the information coming from Queen's Park has been very sparse and limited. **It boils down to this – if you are fully vaccinated, you can follow the directions from the HWDSB HR Memo sent out by Jamie Nunn on August 30<sup>th</sup> (which I will include as an attachment to this email) to get the online receipts of your vaccine dose visits and upload them to the HWDSB OR you can declare that you are not fully vaccinated and provide rapid test results on a regular basis.** Members have the right to choose not to be vaccinated. Some members cannot be vaccinated for medical reasons. Some members will have a Charter of Rights exemption (religious or other grounds) that prevents them from getting vaccinated. That does not exclude them from providing regular test results of being negative to the employer. Employers have a legal responsibility to provide a safe workplace and this falls into that category.

As for the rapid testing, school boards were originally told a few weeks ago that they would have test kits to distribute to staff before the start of the school year. Well, that didn't happen and on Friday afternoon of a long weekend with only one full day before school begins, the government informed school boards that the first few weeks of rapid testing would be done at local pharmacies then transition to what I believe will be self testing with supplied kits from the employer. There will be communication and direction on the rapid testing kits and program coming from the HWDSB sometime Tuesday as they were taking the weekend to review the government documents shared with them Friday afternoon before communicating with all staff. Included in that communication should be a list of local pharmacies where members who need to do the testing can go and have it done. Originally, we had heard that rapid testing would be self administered by staff and proof of negative results would be required twice every seven days in order to be permitted in the workplace.

**A Respectful Workplace and Workplace Harassment** – Like I mentioned in an earlier update, myself and a number of our Executive and stewards have been called to meetings over the summer for member on member conflict issues. This has been very sad to get these phone calls. I know that not everyone is going to get along with each other because of differing opinions or beliefs, but that is not an excuse to make fun of, belittle or verbally attack fellow members. We all deserve a respectful workplace that is free from harassment. That includes treatment from our teaching co-workers and administration in our schools as well. First, we have to respect ourselves. We also need to demand respect from our co-workers. Yes, our jobs are different than any other jobs in the schools – but that in NO WAY means they are less important. I never want to hear of any of my members being spoken down to about the job they do, or how they do it. The only person that should be critiquing a members job performance is the area supervisor when giving some direction to help a member out on a better or more efficient way to get a job accomplished.

If you are experiencing derogatory comments, verbal abuse, harassment on the basis of your gender, age, religion or beliefs – you need to speak up, stand up and file a complaint. The HWDSB has a harassment policy and I will link it here so you can read it over and decide for yourself if you want to file a complaint against someone in the workplace. Our local Executive and stewards will support any member who is experiencing harassment during investigation meetings and in any other way we can. We cannot, should not and will not stand by and allow anyone to disrespect any of our members.

<https://www.hwdsb.on.ca/wp-content/uploads/2019/12/REVISED-Nov2018-Workplace-Harassment-Prevention-procedure.pdf>

Until next time.....or Friday – whichever comes first! LOL

Blake



**Jamie Nunn**  
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**DATE:** August 30, 2021  
**TO:** All Staff  
**FROM:** Jamie Nunn, Superintendent of Human Resource Services  
**RE:** **ACTION: COVID-19 Immunization Disclosure Policy for the Education Sector**

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We look forward to welcoming all staff back for a new school year.

### **Background**

On August 17, 2021, the Chief Medical Officer of Health, Dr. Kieran Moore, [announced a new plan](#) requiring the disclosure of vaccination status by all school board staff. Staff who do not provide proof of full vaccination against COVID-19 will be required to undertake regular rapid antigen testing. Individuals who do not intend to be vaccinated, without a documented medical reason, will be required to participate in an educational session about the benefits of COVID-19 vaccination.

### **Action Required by All Staff**

All HWDSB staff are required to log onto the [Employee Web Portal](#) to complete the “Covid19 Vaccination Form” no later than 12:00 pm on September 7, 2021. To complete this process, you will be required to upload your vaccination receipts.

### **Supporting Resources to complete Vaccination Attestation Process**

Please find attached a **Frequently Asked Questions (FAQ)** resource to support this process. In addition, we have the following resources to support staff:

- Web Portal Instructions: [Click here for step-by-step instructions on how to access and submit the form](#)
- The maximum size of the attachment that the HWDSB Web Portal can support is 600 KB and the following formats are accepted (jpg, gif, pdf, png, JPG, GIF, PDF, PNG, jpeg, JPEG). When uploading proof of vaccination (COVID 19 Dose Administration Receipt) through the provincial portal (instructions outlined in Appendix A), the default attachment format is PDF.
- In Ontario, you can download your COVID-19 Vaccination Receipt(s) from the Provincial COVID-19 website <https://covid19.ontariohealth.ca/>. In other provinces and countries, check with your local health authorities for more information. Please find attached instructions (**Appendix A - Providing Proof of Vaccination**).

### **Public Reporting**

As directed by the Ministry of Education, by September 10, 2021, HWDSB is expected to share aggregated, depersonalized attestation statistical information with the Ministry in an electronic format and we will continue to report to the Ministry on a monthly basis. Further, by September 15, 2021, HWDSB will publicly post aggregated, depersonalized attestation statistical information and continue doing so on a monthly basis.

### **Questions**

Thank you for your time to complete the attestation process. If you have a question, please contact [vaccinepolicy@hwdsb.on.ca](mailto:vaccinepolicy@hwdsb.on.ca).

For questions about privacy at HWDSB, please contact [privacy@hwdsb.on.ca](mailto:privacy@hwdsb.on.ca).

## Frequently Asked Questions (FAQ)

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### **Q: Who is required to complete the COVID Vaccination Form?**

**A:** All HWDSB staff (Permanent, Contract, Long-Term Occasional and Casual Staff) are required to complete the COVID19 Vaccination Form, which can be found on the [Employee Web Portal](#) under Forms and select the option that is appropriate to their current vaccination status at the time of completion.

### **Q: How can I learn more about the vaccines?**

**A:** For more information, you can visit:

- Health Canada's 'Ask the experts video series: COVID-19 vaccines questions' page (<https://www.canada.ca/en/health-canada/services/video/ask-experts-covid-19-vaccines.html>)
- Hamilton Public Health Services COVID-19 Vaccination website (<https://www.hamilton.ca/coronavirus/covid-19-vaccination>)
- Government of Ontario COVID-19 vaccines for Ontario website (<https://covid-19.ontario.ca/covid-19-vaccines-ontario>)

### **Q: I have misplaced my COVID-19 Dose Administration Vaccination receipt email(s)/receipt(s) that I have been requested to submit through the HWDSB Employee Web Portal. What should I do?**

**A:**

#### **To Access Your Receipt**

In Ontario, you can download your COVID-19 Vaccination Receipt from the province's COVID-19 website. Your Health card number is required. In other provinces and countries, check with your local health authorities for more information. <https://covid19.ontariohealth.ca/>.

#### **To Upload Your COVID-19 Vaccination Receipt(s) to HWDSB**

Please access the link provided above and follow the instructions. Once you have been able to obtain your receipt(s), you can proceed to upload your Vaccination Receipt(s) through the HWDSB [Employee Web Portal](#).

### **Q: Why is proof of vaccination now a requirement?**

**A:** The Ministry of Education has provided direction to mandate school boards to implement a Vaccination Policy. For more information, please read the [Ministry of Education Announcement](#).

### **Q: What if I do not have access to a computer or device to upload the vaccination receipts?**

**A:** For Permanent/Long-Term Occasional Staff, you can access a device at your assigned school location.

For Casual Staff, you can come to the Education Centre between August 30, 2021 to September 2, 2021 from 9:00 am – 3:00 pm to use computers that will be available at this time. Signage with instructions will be posted on the Board Office front entrance.

### **Q: How do I get an Ontario vaccine receipt if I was vaccinated outside of Ontario?**



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**A:** Please contact Hamilton Public Health Vaccine Records line at 905-542-5250 for further direction.

**Q: What does fully vaccinated mean? What vaccines are approved?**

**A:** As defined by the provincial government, people are considered fully vaccinated two weeks after their second dose in a **2-dose series**. Vaccines approved by Health Canada or the World Health Organization (WHO) will be recognized. The lists can be found on the [Government of Canada website](#) and the [WHO website](#).

**Q: What if I am partially vaccinated (only received 1<sup>st</sup> dose)? Do I still complete the COVID Vaccination Form?**

**A:** Yes. When submitting the form, you will identify that you are partially vaccinated and upload your 1<sup>st</sup> dose email/receipt. Until you are fully vaccinated you would be required to carry out Rapid COVID tests twice per week at home outside your working hours and upload your results through the HWDSB web portal. You will be provided with further instructions about the Rapid COVID testing process.

Once you are fully vaccinated, you would complete the COVID Vaccination Form and identify you are fully Vaccinated and upload all required receipt information. At this time, you would not be required to continue the Rapid COVID testing.

**Q: Are there exemptions to these rules?**

**A:** Exemptions will be made for grounds protected by the Ontario Human Rights Code which includes confirmed medical reasons. Human Resource Services will assist with accommodation questions, concerns, and requests. Should you be approved for an exemption, you would be required to carry out rapid COVID testing twice per week at home outside your working hours. You would be responsible to upload your results through the HWDSB Web Portal. You will be provided with further instructions about the Rapid COVID testing process.

**Q: I am unable to be vaccinated for medical reasons what should I do?**

**A:** You will complete the COVID Vaccination Form and select (d) 4.2 option available and submit the form.

"4.2 Medical Reason (If you selected this option, Employee Wellness will be in contact with you regarding required documentation)".

You will be contacted by an Employee Support and Wellness Specialist who will contact you to share the next steps by email or phone. You may be asked to provide additional information. Please be sure to monitor your HWDSB email and ensure your contact information is updated in the [Employee Web Portal](#).

**Q: How will my vaccine information be safeguarded?**

**A:** Health information will be secure and kept confidentially within Employee Support and Wellness with highly limited access. Aggregate data will be used to provide information on overall trends.



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**Q: Will supervisors (School Administrators, Managers, Supervisors) have access to individual vaccination status records?**

**A:** No. Individual health information will remain private and confidential. Vaccine records or testing results will not be shared with supervisors, colleagues, students, or families. Only select staff in the Human Resources and COVID Response Team will be able to access this information. Supervisors will be able to determine if a staff member is cleared to come to work (similar to the daily active screening reporting).

The information will not be shared outside of the school board. Aggregate trends on vaccination and exemption rates may be reported.

**Q: If I am unvaccinated, what happens?**

**A:** As of today, we are awaiting further direction regarding Rapid Testing Process. You will be contacted with more information in a timely manner. We ask you monitor your HWDSB email for further direction.

**Q: I am currently on a leave from my job, do I still need to complete the COVID Vaccination Form?**

**A:** Yes. The form would be required to be completed prior to your scheduled return to work date.

**Q: If I am fully vaccinated, do I need to adhere to other safety measures such as wearing a mask or self-screening?**

**A:** Yes. You must adhere to all existing Public Health measures and HWDSB Health and Safety protocols, including current requirements of PPE use and physical distancing, as applicable, along with the mandatory COVID-19 training. Self-screening will continue to be part of our COVID-19 safety requirements through the Employee Web Portal (Schools) /MS Teams link (Board Office).

**Q: How do I get a vaccine?**

**A:** Vaccines are widely available across Ontario and in other parts of the country. More information can be found at <https://covid-19.ontario.ca/>, and <https://www.hamilton.ca/coronavirus/covid-19-vaccination>.

**Q: I have been advised that I need to complete the COVID Rapid Testing and/or participate in the mandatory educational program (if applicable). I have decided I will not comply with this request. What are my employment options?**

**A:** You would be considered non-compliant with Health and Safety protocols. Human Resource Services would address each employee's situation on a case-by-case basis. Failure to comply with the Ministry of Education Policy may result in termination of employment with the HWDSB.

The Board will endeavor to work collaboratively with staff and their union representative (if applicable), based on a staff member's individual need to achieve compliance with the Ministry of Education Policy.

**Q: I work between two locations; do I need to complete the COVID Vaccination Form multiple times?**

**A:** You only need to complete the form once. If you are not yet vaccinated, or partially vaccinated at the initial time the form is submitted, you will need to submit a new form if you become fully vaccinated.



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**Q: I will be working remotely. Do I still need to complete the COVID Vaccination Form?**

**A:** Yes. All staff are required to complete the COVID Vaccination Form, regardless of work location.

**Q. What happens if I do not comply with completing the HWDSB COVID Vaccination Form?**

**A:** Human Resource Services will be following up with any outstanding staff who have not completed the form. You would be considered non-compliant with Health and Safety protocols. Human Resource Services would address each staff member's situation on a case-by-case basis. Failure to comply with the Ministry of Education Policy may result in termination of employment with the HWDSB.

The Board will endeavor to work collaboratively with staff and their union representative (if applicable), based on a staff member's individual need to achieve compliance with the Ministry of Education Policy.

**Q: Who do I email if I have any questions?**

**A:** For questions about the **Web Portal Form submission process**, please email your inquiries to [vaccinepolicy@hwdsb.on.ca](mailto:vaccinepolicy@hwdsb.on.ca). A Human Resource Services team member will follow up on your inquiry in a timely manner.

For questions about **privacy at HWDSB**, please contact [privacy@hwdsb.on.ca](mailto:privacy@hwdsb.on.ca).



## APPENDIX A Providing Proof of Vaccination

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### Providing Proof of Vaccination

After vaccination, individuals with an Ontario photo health card can log into the [COVID-19 vaccination provincial portal](#) to download or print an electronic COVID-19 Vaccine Receipt (PDF) for each dose received.

### Receipts are available:

- for first and second doses received in Ontario regardless of where you were vaccinated in Ontario (for example, at a mass immunization clinic, hospital, pharmacy, or primary care setting)
- for doses received out of province, if reported to the local public health unit (and if approved international vaccines)

To log into the [COVID-19 vaccination provincial portal](#) and download vaccine receipt(s), individuals will need the following:

- a green photo health (OHIP) card (you will need numbers from both the front and back of the card, expired cards will be accepted)
- date of birth
- postal code

### Steps to download receipts(s):

- Scroll to the bottom of the page and acknowledge that you have read and understood the terms of use;
- Enter the requested personal information and press “Continue”;
- Select “Continue” under the header: “Vaccination Receipts”; and
- Click “Download the Receipt” for the desired vaccination date.

If you have a red and white health card, call the Provincial Vaccine Booking Line at 1-833-943-3900. The call centre agent can email you a copy of your receipt.

Individuals in the following circumstances should contact their local public health unit for further information:

- Individuals without an Ontario health card (or who did not provide their Ontario health card at the time of vaccination) should contact public health for a copy of their receipt.
- Individuals who did not receive a Canadian approved vaccine
- Individuals who have received an out-of-province vaccination and have not yet contacted their local public health unit should do so to ensure their records are validated and recorded.
- Individuals who have questions or concerns about the information supporting their COVID vaccine receipt.

The physical/hard copy receipt and email version of the receipt a person would have received will resemble the below image. The downloaded copy from the provincial portal will include the same information, however the layout is different.

**Ontario** 

**Ministry of Health**  
**Ministère de la Santé**

Name/Nom: [REDACTED]  
Health Card Number/Numéro de la carte Santé: [REDACTED]  
Date of Birth/Date de naissance: [REDACTED]  
Date/Date: 2021-06-24, 2:08 p.m.  
Agent/Agent: COVID-19\_mRNA  
Product Name/Nom du produit: MODERNA COVID-19 mRNA-1273  
Diluent Product: Not Applicable / Ne s'applique pas  
Lot/Lot: [REDACTED]  
Dosage/Dosage: 0.5 ml  
Route/Voie: Intramuscular / intramusculaire  
Site/Site: Left deltoid / deltoïde gauche  
You have received 2 valid dose(s) / Vous avez reçu 2 dose(s) valide(s)  
Vaccine Administered By/Vaccin Administré par: [REDACTED]  
Authorized Organization/Organisme agréé: [REDACTED]

Note: Only valid doses are counted / Remarque: Seules les doses valides sont comptées

Please remain on the premises for the next 15 minutes for observation. You are free to leave the vaccination clinic at: 2:23 PM / Veuillez rester sur place pendant les 15 prochaines minutes aux fins d'observation. Vous pouvez quitter la séance de vaccination à: 2:23 PM.