



Members Update for March 4, 2022

Financial Audit – I would like to personally thank this year’s trustees Shelley Livingston, Marylin MacAloney, Robert Desperak, and our office administrator Janna for all their hard work this week. This is a very time consuming and tedious process. The 2021 audit is complete and now will go through this process

The CUPE Financial Audit for 2021 will be signed by all 3 trustees and then the complete audit package will be sent to CUPE National for approval.

1. The trustees will now provide a written report back to the President (Blake) and Secretary -Treasurer (Patrick) with any concerns or recommendations.
2. From there an official response to the concerns or recommendation will be written by the Secretary – Treasurer and President.
3. Trustees will then present their findings at a GMM.
4. At that GMM the response to the concerns will be answered.
5. Any questions from the membership present will be accepted and answered

Thank you

Patrick Cumbo, Secretary-Treasurer

March Break Travel – When planning travel, all staff are expected to consider current travel requirements, including any isolation requirements which, if required, must be done within their vacation time. Just a quick reminder in case anyone who didn’t see this come out yesterday. HWDSB feels very strongly regarding this issue so I just want to give the membership a heads up. Looks like access to using COVID 80 will not be granted if it pertains to travel during march break.

This isn’t just for March Break, this applies all year round for our working group as we can take vacations at any point in the year.

Please refer to the document added.

Patrick Cumbo, Secretary-Treasurer

COVID – 19 Shared Materials/Plexiglass in Classrooms - The Board issued a memo early this week stating that Public Health has updated their guidance in regards to shared materials/plexiglass use in classrooms. Please see the attached memo below. Any transitions of these materials should occur over the March Break period.

If you are short staff for any reason, please contact your FOS to request help if you are moving multiple carpets (and desks) in multiple classrooms. Please make your request in either email (Cc your Principal too) or text (on school phone) in order to have a history of the request in case you have an injury - or if the moves cannot be accomplished safely because there is only one person on site.

DATE: March 2, 2022

TO: All Staff

FROM: Jamie Nunn, Superintendent of Human Resource Services
Cindy Francis, Senior Manager, Human Resource Services

RE: INFO: Staff Travel During the March Break

When planning travel, all staff are expected to consider current travel requirements, including any isolation requirements which, if required, must be done **within** their vacation time.

All travelers, regardless of vaccination status are responsible to regularly review the restrictions and entry requirements related to COVID-19 and travel on the Government of Canada website as this continues to be updated for expectations around travel within Canada or internationally.

For more information about travel please visit:

- **Effective February 28th** the isolation requirements are changing. Please review the news release to further understand the upcoming changes [Government News Release](#)
 - Government of Canada: <https://travel.gc.ca/>
 - [COVID-19: Travel, Testing and Borders](#)
 - Ontario Government: <https://www.ontario.ca/page/travelling-during-covid-19>
- City of Hamilton: <https://www.hamilton.ca/coronavirus/travellers>

Return to Work

Staff are expected to be ready to work in- person on March 21, 2022. If you are unable to attend work as per your work schedule, due to travel related reasons, please contact the appropriate Staffing Officer ([Who to Contact](#)) . If there are time constraints, please enter your first day of absence only in Easy connect using absence code 60 and contact the appropriate Human Resources Staffing Officer within 24 hours. Your leave will be an unpaid leave of absence and processed through payroll accordingly.

All staff are to continue screening each day before attending work using the appropriate screening tool, and follow the instructions on the self-assessment tool:

- School and Child Care Screening tool [COVID-19 school screening \(ontario.ca\)](#)
- For staff who are not attending at an HWDSB school site - [COVID-19 worker and employee screening \(ontario.ca\)](#)

INTERNAL MEMO

DATE:	March 1, 2022
TO:	Elementary and Secondary Principals and Vice Principals CC: Managers, Executive Assistants
FROM:	Executive Council
SUBJECT:	ACTION: Shared Materials and Plexiglass Dividers in Classrooms

MESSAGE:

Public Health has updated guidance on the use of shared materials. As stated in the [Provincial Guidance for Schools](#), the use of shared materials is permitted indoors and outdoors. The focus should be on regular hand hygiene and respiratory etiquette to reduce the risk of infection related to shared equipment.

Schools may resume use of shared materials not previously allowed in classrooms such as mats, carpets, plush items, activity tables etc. We recommend that classrooms implement guidelines for how students will use shared stations to minimize large groups of students crowding around stations, such as sand or water tables.

Schools may also want to consider removal of plexiglass dividers in classrooms between students as these are no longer required. We recommend a conversation with and feedback from classroom educators and caretakers to gauge readiness and how this might be implemented.

HWDSB protocols that include guidance on shared materials have been updated and can be found at myHWDSB (employee web portal).

Schools may begin making these changes as soon as reasonable. Caretaking has been informed and will be ready to assist as needed.

Please contact your FOS-SOSA if you have any questions.