

Covid-19 Reporting and Recording

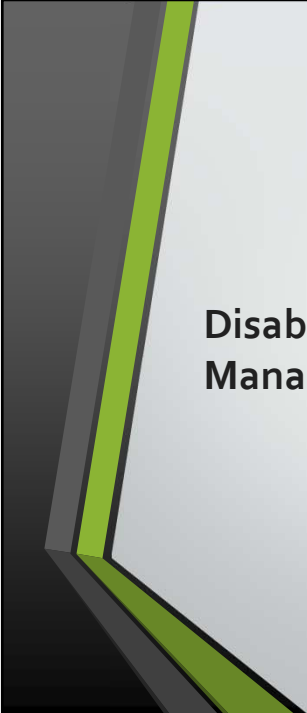
Presented by
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Coordinator, Disability Management Office
November 16, 2021

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Agenda

- Disability Case Management
- Covid-19 Timelines
- Why highlight Timelines?
- What to Do?
- Reporting COVID-19 positive Cases
- Covid-19 Absence Reporting and Recording
- How to Apply for Miscellaneous Leaves
- Resources

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Disability Case Management

- Responsible for managing Short Term Leave Disability Plan (STLDP) and Workplace Safety and Insurance Board (WSIB) disability cases for Elementary Teaching, Secondary Teaching and Support Staff using a consistent approach based on industry best practices.
- The Disability Management team...
 - Disability Case Administrators (3 for the Teaching Offices and 8 for Support Staff), Disability Case Assistants, Disability Management System/Records Administrator and Officer and a Coordinator.

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Disability Case Management

The Disability Case Administrators are responsible for...

- The claims management of the Short Term Leave Disability Plan (STLDP). This includes Return to Work and Accommodation, whether occupational or non-occupational.
- They provide support to all employees using case specific return to work plans, providing for accommodations where needed while working towards the goal of a safe, timely and successful return to work.

The Disability Case Assistants are responsible for...

- initiating the Workplace and Safety Insurance Board (WSIB) claims and work closely with WSIB, monitoring the claims and involving the DCA when necessary. When the individual is work ready, the file is passed along to the DCA to work through the accommodation with the WSIB Return to Work Specialist.

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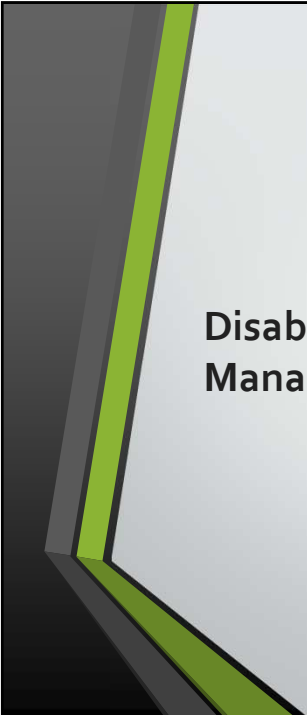


Disability Case Management

The Disability Management System/Records Administrator is responsible for...

- Running and analyzing reports
- Ensure the disability management software application modules are set up and maintained;
- Set up processes to ensure the safety and security of disability management records;
- Assist with equipment purchases for accommodations
- And much more

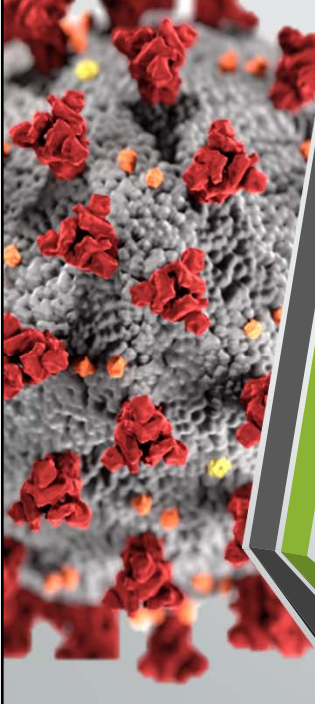
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Disability Case Management

- The Disability Case Officer is responsible for the oversight of the Support Staff DCAs and Disability Case Assistants..
- The Coordinator is responsible for the oversight of the Disability Management Program

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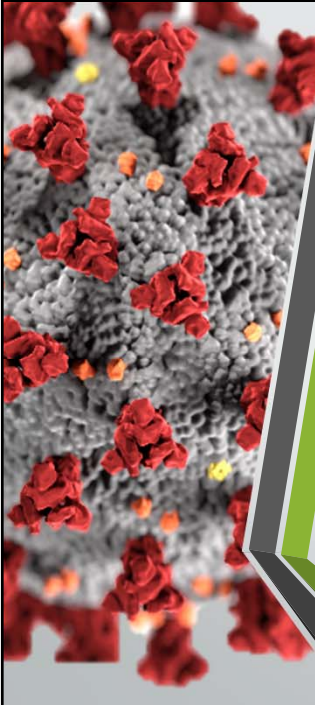
Covid-19 Timeline

January 2020 – Covid-19 World Health Organization (WHO) declares a public health emergency.

February 2020 – Global Air Travel Restricted, Covid-19 deaths surpasses SARS, **CDC Says COVID-19 Is Heading Toward Pandemic Status**

March 2020 – **WHO Declares COVID-19 a Pandemic, TDSB employees commenced working remotely**, some businesses as well as daycares, bars and restaurants were closed. **Students are home from school.**

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Covid-19 Timeline

April 2020

- TDSB's first Covid -19 Question and Answer Document
- TDSB provided tips for Well-Being and Mental Health
- **COVID in Canada: 53,236 cases**

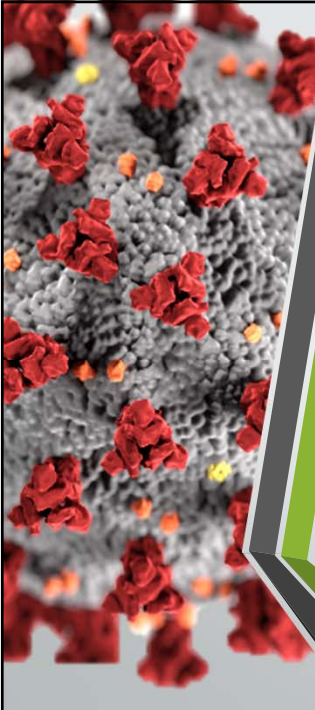
May 2020

- Parents feel the strain working at home and schooling their children
- **COVID in Canada: 90,190 cases**

June 2020

- Students still not back in school

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Covid-19 Timeline

August 2020 –

- students were getting ready to go back to school, decisions made about the teaching model, looked for ways to keep students engaged at school

September 2020

- second wave threatening, some pharmacies commenced offering the Covid-19 vaccine,
- TDSB's second Covid-19 Question and Answer Document

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Why Timeline Shared?

Timeline shared to illustrate...

- This was/is new to all of us...unchartered territory.
- Business Managers - how do we manage in a pandemic when our staff are affected by Covid-19?
- How do we record an absence when we may not fully understand their circumstances?

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What to do?

- The reality is/was as Business Managers, we sometimes just do not/ did not have the answer so we connected with colleagues, Employee Services, Health and Safety and Disability Case Management searching for answers.

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Reporting COVID-19 positive Cases

- Schools must immediately report laboratory confirmed cases of COVID-19 among staff or students to Toronto Public Health (TPH) by filling out the COVID-19 School Reporting Notification Tool.
- Central Admin staff must immediately report laboratory confirmed test to their supervisor and to Occupational Health and Safety using CovidOHSReporting@tdsb.on.ca. The following information will be required:
 - Staff First and Last Name
 - Contact Information
 - Location of Work and Occupation
 - Onset Date of Symptoms
 - Last day/date staff was at work
- Occupational Health and Safety reports the laboratory positive test to Toronto Public Health

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Reporting COVID-19 positive Cases

- Over time, answers to the same scenarios have evolved.
- Reason for this was because as public health became more aware of the effects of covid-19, the way to effectively manage it changed.
- This resulted in updating the Covid-19 Q&A several times between April 2020 and October 2021. The most recent version is dated October 12, 2021.

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Covid-19 Absence Reporting and Recording

Employee tested positive for Covid-19 on the weekend

- Notify Supervisor and stay at home.
- Get tested as soon as possible and then follow guidance from Toronto Public Health.
- If you are fully vaccinated and test positive for COVID-19, you must self-isolate for 10 days.
- If symptom free after 10 days, you can return to work.
- If you are sick beyond 10 days, submit medical documentation to the Disability Case Administrator.

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Covid-19 Absence Reporting and Recording

Manager's Response

- Thank you for letting me know and so sorry to hear that. Please go into myINFO and apply for a quarantine leave for 10 days and attach the information provided by Public Health.
- Should you remain sick after 10 days, personal illness/sick leave will be used when the employee is eligible for such leave. Otherwise, the absence will be unpaid.

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Covid-19 Absence Reporting and Recording

- **Is the COVID-19 vaccine mandatory?**
- The TDSB Mandatory Vaccination Procedure (PR734) requires all TDSB staff and other individuals who have contact with staff and or students to be vaccinated.
- If an individual requires a **medical** exemption you must provide medical documentation from your treating physician or a Nurse Practitioner and submit to Disability Management at dcmsubmissions@tdsb.on.ca

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Covid-19 Absence Reporting and Recording

I have one or more COVID-19 symptom(s). What do I do?

- Notify Principal/Supervisor and, if you are at work, go home.
- Get tested as soon as possible and then follow guidance from Toronto Public Health.
- If you are sick beyond 10 days, submit medical documentation to the Disability Case Administrator.
- If you are sick beyond 10 days with a non-COVID related diagnosis, seek medical attention from your health-care provider and provide medical information to the Disability Case Administrator.
- If you are sick for non-Covid related issues, regular sick processes shall apply.

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Covid-19 Absence Reporting and Recording

- While test results are pending, staff who are eligible may apply through myINFO** for Miscellaneous Leave (Quarantine). Otherwise the absence will be unpaid.
- If test result is positive, then Miscellaneous Leave (Quarantine) for 10 days.
- Should you continue to remain sick after 10 days, personal illness/sick leave will be used when the employee is eligible for such leave. Otherwise, the absence will be unpaid.

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Covid-19 Absence Reporting and Recording

- Public Health confirms that I have had close contact with another person who tested positive for COVID-19 and I have at least one symptom. What do I do?
- Notify Principal/Supervisor and, if you are at work, go home.
- Get tested as soon as possible and then follow guidance from Toronto Public Health.
- Regardless of test results, if you will not return to work after 10 days submit medical information to the Disability Case Administrator (DCA).

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Covid-19 Absence Reporting and Recording

- While self-isolating for 10 days, staff who are eligible may apply for Miscellaneous Leave (Quarantine). Otherwise the absence will be unpaid.
- While test results are pending, staff who are eligible may apply for Miscellaneous Leave (Quarantine). Otherwise the absence will be unpaid.
- If test results are positive, and you are still sick after 10 days, personal illness/sick leave will be used, when the employee is eligible for such leave. Otherwise, the absence will be unpaid.

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Covid-19 Absence Reporting and Recording

- I am a staff member who has had contact with a household member that has been identified as a close contact. What do I do?
- Follow direction from Toronto Public Health.
- Staff who are fully vaccinated or had a previous recent Covid-19 infection are not required to self-isolate.
- Staff that are not fully vaccinated and the close contact has symptoms they must self-isolate while awaiting test results.

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Covid-19 Absence Reporting and Recording

- Unvaccinated staff must stay at home until the person you have come in contact with receives a negative test.
- While test results are pending, staff who are eligible may apply through myINFO** for Miscellaneous Leave (Quarantine). Otherwise the absence will be unpaid.
- If the ill household member develops COVID-19, and you are still sick after 10 days, personal illness sick leave will be used when the employee is eligible for such leave.

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Covid-19 Absence Reporting and Recording

- My child is sick and is awaiting a COVID test. I need to stay home to look after my child; what do I do?
- Stay at home with your child.
- Notify your child's school that they have symptoms.
- Your child should stay home, self-isolate & get tested. TPH will then continue to provide direction.

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Covid-19 Absence Reporting and Recording

- Staff/Teacher who are eligible may apply for
- Miscellaneous Leave (Quarantine) as they must self-isolate.
- If the child does not get tested, Miscellaneous Leave (Caring for a Family Member) provisions under the Collective Agreement to be followed. Once the Miscellaneous Leave (Caring for a Family Member) is exhausted, the absence will be unpaid.

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Covid-19 Absence Reporting and Recording

- Before entering the building must complete the Health screen in Service App Now
- Staff that are unvaccinated must complete the Rapid Antigen Test 3x per week
- Staff who refused to attest received communication about being unpaid as of November 2, 2021 unless information was received for a medical exemption

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How to Apply for Miscellaneous Leaves

- **To access your Miscellaneous Leave request in myINFO****
 - 1. Go to TDSBweb
 - 2. Click on myINFO** (top left of the page)
 - 3. Sign in (optional, as the system may have the user already signed in)
 - 4. In Employee Self Service, select myES-Employee Self Service

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How to Apply for Miscellaneous Leaves

- 5. Answer the TDSB Second Level Authentication question. Once verified, you will be logged in.
- 6. Under Working Time, select Create Leave Request
- 7. Select the date of the Leave. Complete the fields under Type of Leave and General Data, including uploading supporting documentation as applicable.
- 8. Once fields are complete, click the Send button at the top.

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Resources

Covid-19 Questions and Answers (October 12, 2021)

[Employee Services COVID-19 Q&A for Staff](#)

Mandatory Vaccination Procedure

[COVID-19 Mandatory Vaccination Procedure for Employees, Trustees and Other Individuals](#)

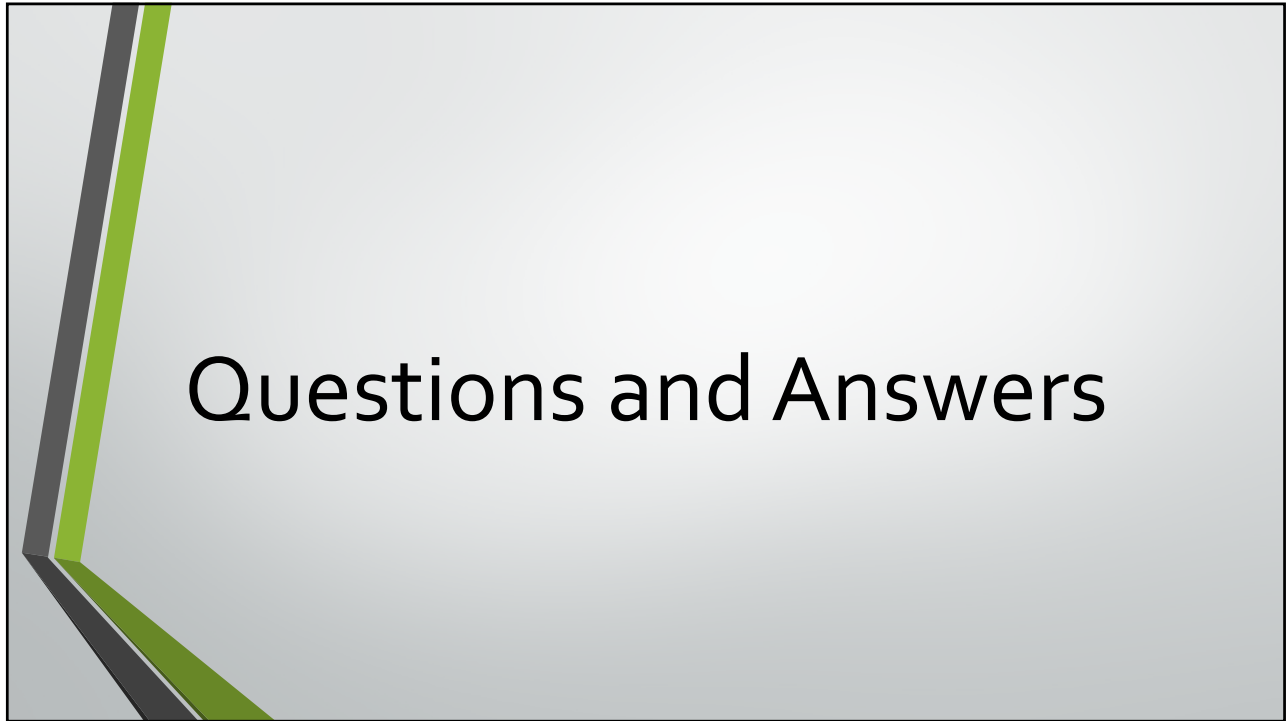
Mask Exemption

[Procedure PR730 - COVID-19 Mask Procedure \(tdsb.on.ca\)](#)

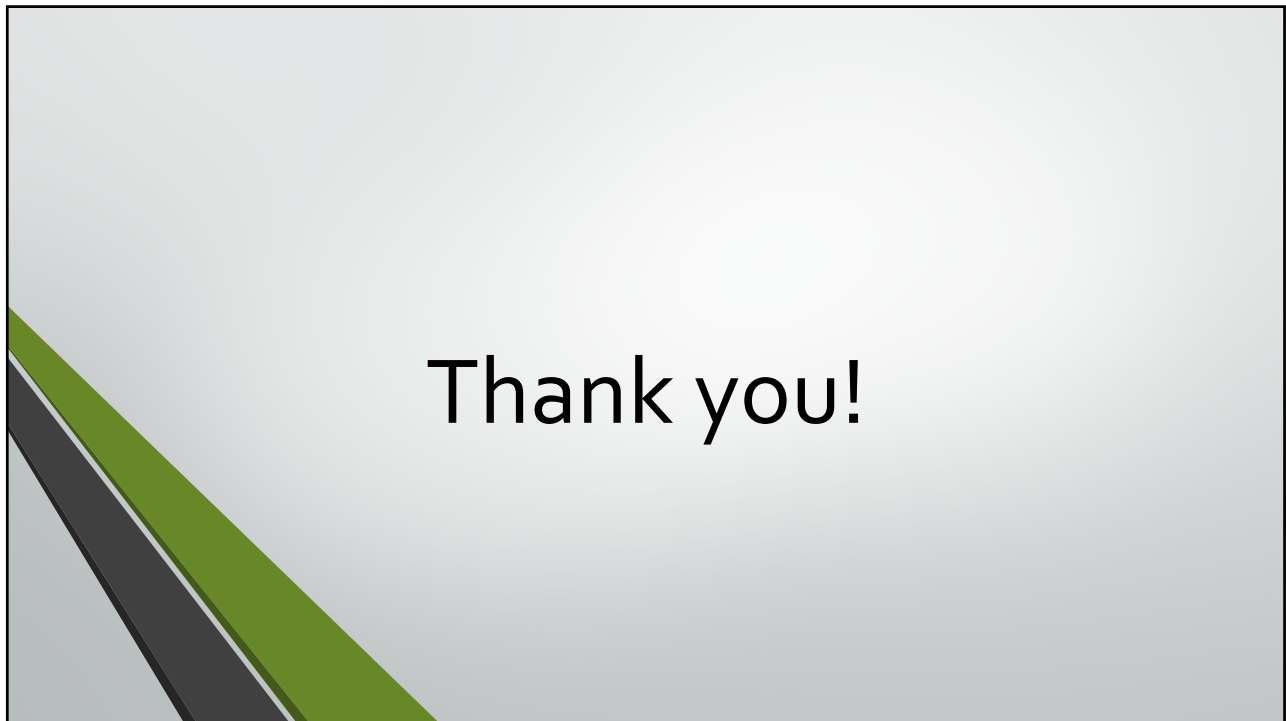
TDSB's Employee Family Assistance Program (EFAP)

[workhealthlife.com](#)

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