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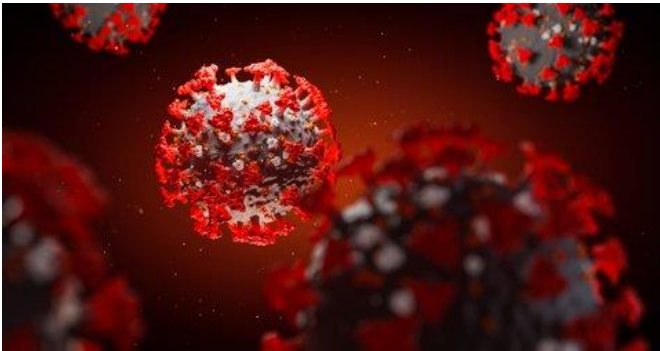
APPA-EMSB members show their colors during National Support Staff Day – September 24th



COVID-19 UPDATE

As you are all aware, rules are changing daily when it comes to the various measures we must follow in our everyday lives. The Montreal Metropolitan Community has been placed on Red Alert. In order to de-escalate the rampant increase in the number of daily reported COVID-19 cases, Mr. Legault has asked that Quebecers simply go to work and stay at home, as much as possible, from October 1st to the 28th. The following hyperlink will give you access to the prescribed governmental measures which must be followed in a level 4 Red Alert context:

<https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/progressive-regional-alert-and-intervention-system/level-4-maximum-alert-red/>



The Quebec government has updated the criteria for wearing masks at school. Please click on the link and you will find the information sheet:

<http://appa.qc.ca/emsb/wp-content/uploads/2020/10/20-085-067A-affichette-port-du-masque-v9.pdf>

The School Board has also published, in their Covid-19 Newsletter No. 4 page 3, a chart to help employees understand the guidelines on how they get paid if they are in direct or indirect contact with the Coronavirus:

<https://eduemsbqc.sharepoint.com/SiteAssets/SitePages/Home/25%20Sep%202020%20-%20Covid-19%20Employee%20Newsletter%20-%20No4.pdf>

Please take note that if you are eligible and placed on Salary insurance due to Covid-19, the first five days off will be taken out of your bank of sick days.

SCHOOL DELEGATES FOR 2020-2021

It is that time of the year again! The APPA would like you to vote for a delegate to represent your school or centre. An APPA delegate presence helps to keep all our members aware of important information and developments that may affect them. For more information, please contact Kim Watson at kwatson@appa.qc.ca.

<http://appa.qc.ca/emsb/wp-content/uploads/2019/09/Delegate-election-form-2019-EN.pdf>

MOBILIZATION T-SHIRT ORDERS

As part of our mobilization efforts, each APPA member is to receive a T-shirt to wear weekly. Kim Watson, the APPA-EMSB Mobilization Coordinator, has sent a T-shirt order form to each of our school delegates or information liaisons to fill out for the members in their school. Though many schools have placed their orders, we have some that have not submitted one for their APPA members.

The following schools have not yet submitted their order:

Elementary- Dalkeith, East Hill, FACE, Hampstead, Honoré Mercier, Michelangelo, Our Lady of Pompei, Pierre de Coubertin, St.Gabriel, St. Monica, St. Raphael, Westmount Park North;

High Schools- John Grant, Laurier Macdonald, Marymount Academy, Vincent Massey, Focus, Outreach, Program Mile End, Venture, Vezina, Cité de Prairies, Mackay Center, Mountainview; and

Adult Education- High School of Mtl Adult Ctr, Laurier Macdonald Adult Ctr, Facility des Grandes Prairies, Rosemount Tech- Beaubien, Rosemount Tech- Gariepy, Wagar Adult Center.

Please remember, we will only accept **one** completed form per school/center containing all APPA members for that workplace. No individual request form will be processed. Keep in mind that we have over 1800 members and sending out T-shirts individually would not be manageable.

If anyone is interested in becoming the contact person and is willing to have the form completed, please contact Ms. Watson at kwatson@appa.qc.ca

CANADIAN COVID-19 ALERT APPLICATION

In the last week, the Quebec government has given Quebecers access to the Canadian Covid-19 Alert application that the Federal government has made available on the web. The goal of this application is to let the user know if he/she has been in contact with a positive Covid-19 case (within 2 meters for more than 15 minutes). If you are interested in this app, you can look it up at: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/covid-alert.html>

Reporting Work Accidents/Incidents during the Coronavirus pandemic

Although each and every employee should fill out an Incident Report Form whenever they are involved in a work incident or accident, this is even more important right now.

If you are required to be off due to Covid-19, your salary will be covered differently depending on how you contracted the virus. If, in the line of your duties as a Special Education Technician, Handicapped Student Attendant, Daycare Educator, Daycare Technician, Daycare Educator/Principal class, Secretary, etc... a student should spit on you, kick you, punch you, scratch you, bite you, etc... please make sure that you fill out an incident report. You can find it at:

<https://eduemsbqc.sharepoint.com/forms/hr/Documents/Health%20&%20Safety/Health%20&%20Safety%20Forms%20-%20English.pdf#search=incident%20report>

There is a Covid-19 case in my place of work, what am I entitled to know?

In the event that a confirmed Covid-19 case was declared in your school, this is the sequence of events that will take place.

- 1) The Principal/Director would communicate with Public Health to inform them and to ask them to send inspector(s) to the school;
- 2) The Principal/Director would notify all staff and parents. He/she may start the verification process to determine which people were in direct contact with the identified Covid-19 case;
- 3) The Public Health inspector(s) will instruct the school to either start or continue the verification of people that were in contact with the infected person(s)

- 4) Public Health will determine which people need to get tested for Covid-19 and remain isolated until they receive their test results.
- 5) If you have any questions/worries about the fact that you were told to report to work and you think you shouldn't, call the Covid-19 Hotline at 1-877-644-4545. They will guide you.
Neither your Principal, nor the APPA can change the instructions previously given by the Public Health inspector. Only another Public Health employee can give you a document that would say otherwise.

As to your right to know who has Covid-19, medical confidentiality regulations prohibit the disclosure of this information, so your Principal/Director cannot divulge the name(s).

I am on Salary Insurance or CNEST, should I contact my union?

The APPA can guide you during the time you are either on Salary Insurance or CNEST. If you have any questions or are unsure about something, just give us a call. In addition, if you need legal support in your dossier, we have access to a union advisor. Finally, if your case should become contested either by the employer or the CNEST, it would be important that you communicate with us. By signing a Representation Mandate, the APPA would have access to your employee or CNEST file and would be in a better position to defend you. If you have any questions, please contact Paul Robichaud at 514-2543503 ext. 204/ probichaud@appa.qc.ca.

I am having problems with a co-worker, what should I do?

The steps to follow are as follow:

- 1) Try to solve the problem between yourselves;
- 2) If this doesn't work, speak to your Principal/Director of the situation and ask that he/she organise a meeting with the two of you. The aim of the meeting is that he/she mediates the situation and together you find an agreeable solution for all.

Everything is fine for a few days or a couple of weeks, but the situations not only re-

arises, but becomes worse;

- 3) Give your administrator another opportunity to find a workable solution for all
- 4) Problem solved = Perfect
- 5) Problem not solved = contact APPA.

REPLACEMENT FOR AN ABSENCE

It has become a widespread misconception, especially in the Special Education Sector, that employees/members of the APPA are required to find their own replacements when they are absent. This is false; it is the School/Centre/Department administration's responsibility to do so. As an employee/APPA member, your only responsibility is to inform the School/Centre/Department's administrator that you will be absent. In the event that you will be taking a Personal Business day (PLA), you are to advise your administrator, in writing, at least 24 (twenty-four) hours in advance of your absence for personal business.



TEMPORARY EMPLOYEES – ASSIGNMENT

It is important to mention that as a temporary employee, when you select an assignment, you are not eligible to apply or transfer to another one until the end of your current assignment. As well, you can refuse an assignment four times (per school year) before the Board has the option to remove you from the priority of employment list. However, if you have a valid reason that is recognized in the collective agreement (previously informed the School Board that you are unavailable for a period of time - maximum of 24 months, parental leaves, workplace injuries, medical leave, bereavement leave, marriage leave, moving day, disaster, fire, flood) this will not be considered as a motive of refusal.

LUNCH HOUR & REST PERIODS (BREAKS)

Lunch:



Employees often want to know what the collective agreement says about lunch hour. In fact, there is nothing in the collective agreement that defines the length of time that should be set aside for a

lunch break. However, the Quebec Labour Standards (la Commission des normes du travail) stipulate that an employee is entitled to an unpaid half-hour lunch period after five consecutive hours of work. Furthermore, an employee cannot choose to forego a lunch period and shorten his or her work schedule.

Rest Period / Breaks:

An employee is entitled to fifteen (15) minutes of paid rest per half-day of work, taken midway through the period.



For the purposes of the application of the preceding paragraph, an employee is entitled, as the case may be, to:

- a) One (1) fifteen (15) minute paid rest period per work period lasting three (3) hours or more;
- b) Two (2) fifteen (15) minute paid rest periods for each work period exceeding six (6) hours;
- c) One (1) additional fifteen (15) minute paid rest period per period of work of more than three (3) hours extending beyond seven (7) hours, but only if it has been decided that the employee will work a minimum of three (3) additional hours. In such a case, the rest period can be taken at the beginning of the work period.