

SCHOOL BUS ONTARIO RECOMMENDATIONS FOR BACK TO SCHOOL

OFFICE RE-START RECOMMENDATIONS

With the re-start of school just around the corner, it is important that we provide the cleanest and safest environment possible for our employees. Below are some recommendations on how to ensure your office area complies with COVID-19 protocols. Protect your office staff, drivers and anyone else who may visit your office on a day-to-day basis:

- While in the office area, advise staff that masks are required, unless a medical condition prevents their use
- Ensure office staff stay physically distanced from each other and drivers as much as possible
- Plexiglass in the office is recommended in the higher trafficked areas
- Any driver 'rooms' or lounge areas should not be open to limit the number of people gathered together at any one time.
- Limit the number of people in the offices at all times to prevent contact with drivers or anyone else who is in contact with numerous people daily
- Try to keep a log book of who is entering the office on a daily basis for contact tracing purposes
- Employees should do a self-assessment daily on whether they have been in contact with COVID-19 or are displaying symptoms. A self assessment guide can be found here: <https://ca.thrive.health/covid19/en>

Resources on workplace safety for COVID-19 can be found here:

<https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/preventing-covid-19-workplace-employers-employees-essential-service-workers/preventing-covid-19-workplace-employers-employees-essential-service-workers-eng.pdf>

Employment Standards Act & WSIB

Details about the Employment Standards Act and WSIB are linked below. The following is information posted on the Ontario Government website and more details and links pertaining to COVID-19 and employment laws can be found here

<https://www.ontario.ca/fr/page/la-covid-19-maladie-coronavirus-2019-et-vos-protections-en-vertu-des-normes-demploi>

Overview

The *Employment Standards Act, 2000* (ESA) sets out the rights of most employees in Ontario workplaces. It does not prohibit employers from forcing employees to stay at home due to potential public health risks such as COVID-19 (2019 coronavirus disease).

As a general rule, the employer is not required to pay an employee a salary if he has not worked. In cases where the employer is not required to pay the employee a salary, federal government assistance may be available even if the employee is not eligible for Employment Insurance (EI).

Some employees may have additional rights under an employment contract, collective agreement, common law or other legislative measures.

During the emergency declared due to COVID-19, orders may be given under *the Civil Protection and Emergency Management Act* that could affect the application of the ESA to some employees.

The situation is different for each person. Thus, only an employment standards officer can determine, during an inspection or investigation, what an employee may be entitled to under the ESA .

Leave

There are several job protected leaves available under the *Employment Standards Act, 2000* (ESA) that could apply to an employee.

Special leave for declared emergency

Ontario has declared a COVID-19 emergency. In a declared emergency, you have the right to take unpaid job protected leave:

- if you are unable to perform the duties of your position due to the declared emergency
- in certain circumstances

Learn more about [declared emergency leave](#) .

Other helpful resources

The federal government is also helping businesses. [Learn more about the assistance they offer.](#)

- The Government of Canada's [resources for Canadian businesses](#)
- Canadian Federation of Independent Businesses: [COVID-19 Small Business Help Centre](#)
- Ontario Chamber of Commerce: [Pandemic Preparedness Toolkit for COVID-19](#)
- Canadian Chamber of Commerce: [COVID-19 Business Resilience](#)
- Canadian Chamber of Commerce: [Pandemic Preparedness Guide for Business](#)