

*Distribution of this Bulletin: Please ensure this bulletin is circulated to all administrative staff in both the district office and schools as appropriate.*

## COVID-19: Issues and Resources

*NOTE: The information and advice in this bulletin is subject to review and amendment as matters related to COVID-19 continue to evolve.*

### Three Key Issues and Discussions with the Unions

Following is information with respect to three key issues of interest to school districts. To ensure transparency of communication and approach, we can advise districts that all three of these matters have been discussed with representatives of the BC Teachers' Federation (BCTF) and the Canadian Union of Public Employees (CUPE BC).

#### 1. Grievance Timelines Suspended

Further to discussion and follow-up correspondence between BCPSEA CEO Renzo Del Negro and BCTF President Teri Mooring on March 30, 2020, the parties agreed that the grievance timelines for provincial and local grievances are suspended during the COVID-19 pandemic. The timelines are suspended indefinitely. The BCTF is advising its locals of this agreement.

BCPSEA has had similar discussions with CUPE BC; as they point out, each CUPE local has autonomy and has to reach agreement in their own capacity. CUPE BC can advise them on the impact of issues and make suggestions/recommendations on approach.

#### 2. Framework: Supporting Employees Temporarily Working From Home

To assist school districts with development of an articulated approach to guide remote working processes and procedures, we have prepared the attached Framework, which has been reviewed by the Ministry of Education and incorporates elements of the approach in the health care sector.

The intent of developing and communicating a framework for remote work is to ensure that when employees work from home, employers and employees are each meeting their respective responsibilities to maintain a safe and secure work location.

Given the ever-changing nature of the COVID-19 pandemic, any framework policy should include a reference that it may be amended as necessary by the school district from time to time.

### 3. Protection of Privacy: Collection and Use of Personal Information

In addition to school districts' other rights and obligations under the [Freedom of Information and Protection of Privacy Act](#) (FIPPA), which continue in force and effect, the provincial government issued [Ministerial Order No. M085](#) effective March 26, 2020, which permits school districts to disclose personal information inside or outside of Canada through the use of third-party applications, software, and tools to support and maintain their programs and activities while minimizing transmission of COVID-19. The Order requires that:

- the disclosure of personal information is the minimum reasonably necessary to perform the duties of employees of the school district
- the third party application is reasonably secure in compliance with section 30 of FIPPA
- the school district has made all reasonable efforts to remove personal information from the third party application as soon as “operationally reasonable”, and
- the school district retains and manages the personal information as required by law.

Other than the above change under the Order, districts have the same rights and obligations to collect, use, and disclose personal information under FIPPA. The Order is in effect until June 30, unless otherwise rescinded or extended by government.

### Questions

BCPSEA is working within a coordinated framework with organizations across the broader BC public sector facilitated by the Public Sector Employers' Council (PSEC) Secretariat and the Ministry of Education. Please direct any questions on employment-related matters to your BCPSEA [labour relations liaison](#).

We also encourage frequent communication with your employees and union representatives.

### Resources

- [811 — HealthLinkBC](#) (provincial health information phone line operated by the Ministry of Health)
- [BC Provincial Health Officer](#)
- [BC Centre for Disease Control](#)
- [BC Ministry of Health](#)
- [Regional Health Authorities](#)
- [Health Canada](#)
- [Government of Canada travel advisories](#)
- [Employment Standards Act](#)
- [WorkSafeBC](#)
- [Harris Workplace Law bulletins](#)
- [Roper Greyell bulletins](#)

Attachment:

Framework: Supporting Employees Temporarily Working From Home