



## LEARNING SUPPORT SERVICES

---

---

**MEMO TO:** Elementary and Secondary Administrators of Sites with Special Education Classes

**FROM:** Andrew Canham, Superintendent of Student Achievement (Special Education)  
Linda Nicholls, Superintendent of Human Resources

**SUBJECT:** **Vaccinations for Staff Providing Direct Support to Students with Complex Special Education Needs**

**DATE:** April 9, 2021

---

---

On April 7, 2021 the Government of Ontario announced that, beginning next week, education workers who provide direct support to students with special education needs are eligible to register for their initial COVID-19 vaccination. In consultation with the Middlesex London Health Unit and Southwestern Public Health, the TVDSB has identified which of our staff members are eligible for prioritized vaccination.

Education staff who provide direct supports to students with complex special needs are defined as those who support students who meet one or more of the following criteria:

- who require support with activities of daily living, including health and safety measures
- are unable to wear masks for medical reasons
- have complex medical needs
- cannot be accommodated through remote learning

For the purposes of prioritizing this group of staff, and in keeping with the provincial framework, the TVDSB has identified the eligible staff as those who provide **direct support** to the following classes:

### **Elementary Special Education Classes**

Autism Program  
Developmental Education Program  
Transition Program  
Accelerate Program  
Deaf and Hard of Hearing Program

### **Secondary Special Education Classes**

Autism Program  
Developmental Education Program  
Transition Program

Specifically, staff members include the following:

- Educational Assistants
- Classroom Teachers
- Prep Teachers
- Learning Support Teachers
- Noon Hour Supervisors
- Principals & Vice Principals

## **Next Steps**

Please find enclosed:

- MLHU Health Unit and SW Public Health Memos: Vaccination Process for Special Education Staff.
- TVDSB Proof of Employment in a Special Education Program letter that we ask you to address to each of the above-mentioned eligible staff members and as based on the survey data that you completed earlier this week.
- TVDSB Principal Letter to Staff for Vaccination.

Please provide each of the abovementioned staff members with a copy of the Proof of Employment Letter, the TVDSB Principal Letter to Special Education Staff, and whichever memo from the two health units is applicable to each individual.

**Note:** We recognize that some staff work in the Southwestern Public Health region but live in the Middlesex London Health Unit's area, and vice versa. You will need to ask each applicable staff member from which health unit they would prefer to receive the vaccine.

**\*SHARING OF THE FACILITY AND ACCESS CODE TO OTHER THAN THE AFORMENTIONED STAFF MEMBERS IS STRICTLY PROHIBITED\***

If you have any questions regarding the content of this memo, please contact Andrew Canham at ext. 20501 or [a.canham@tvdsb.ca](mailto:a.canham@tvdsb.ca), or Linda Nicholls at ext. 20380 or [l.nicholls@tvdsb.ca](mailto:l.nicholls@tvdsb.ca).