

# Memo



## COVID Memo #1: Information Covid-19

Dear Member,

We have been receiving lots of questions relating to COVID-19 and the Government's decision to close schools. While we are happy to field your questions in the best way possible, it should be noted that we are often receiving information from the College at the same time as all of you. The answers we provide are based on past experiences and the information that has currently been made available. We advise you to regularly check your Dawson email for updates from the College and to continue to contact us if anything is unclear. It is also worth noting that the College itself is dealing with rapidly changing directives from the Government and is not necessarily able to provide clear answers as quickly as it would like.

### Cancelled classes

In line with the Quebec Government announcement, Dawson College has announced that all classes will be cancelled until March 30th, or further notice. Given that next week is March break (16-20 March), for most courses this is only a one-week interruption to the course calendar. As of yet, the College has not announced what modifications will need to be made to the course calendar, but we would expect that there will be an extension to the semester, as happens with snow days.

### Availability and Remuneration

Although classes have been cancelled, **regular-sector teachers (and Cont. Ed. teachers on charge)** are still considered to be available to the College. This means that they are expected to be contactable and to be working from home when possible. For teachers, this will most likely take the form of correcting, preparing classes, and responding to student MIOs. For coordinators, this may involve continuing to work on staffing as well as on other administrative tasks.

This means that **regular sector teachers (and Cont. Ed. teachers on charge) should expect to receive their regular salary during the period that the school is closed.** In the event that classes are rescheduled within the regular period of availability, regular-sector teachers should not, however, expect any additional remuneration.

For our Continuing Education teachers, who are hourly-paid, it is customary for the College to attempt to reschedule any cancelled classes. In this case, Continuing Education teachers will be asked to teach the classes later in the semester. **We do not expect hourly-paid teachers to receive remuneration for cancelled classes until they are made up at a later date.** The Union is currently verifying whether this is consistent with the salary protection measures announced by the federal and provincial governments in recent days.

In the event that a teacher is unavailable to teach rescheduled classes the Union will be advocating that no seniority be lost.

#### Employment Insurance for Hourly-Paid teachers

**Cont. Ed. teachers will be able to apply for EI starting today.** There is a one week waiting period, after which benefits will be paid to eligible applicants (see [our website](#) for more information). Part of the process includes requesting that Dawson send a Record of Employment (ROE) to Employment and Social Development Canada (ESDC). We will be doing everything possible to make sure that the College facilitates the production of ROEs so that teachers can apply for EI.

Given that the College closure is expected to last at least two weeks, we recommend that teachers **open a claim immediately** and request an ROE from Human Resources in writing at the same time. You should address your request to Payroll ([payroll@dawsoncollege.qc.ca](mailto:payroll@dawsoncollege.qc.ca)) and we recommend that you copy the DTU on any request.

#### Travel

The College's memo strongly advises that employees refrain from travel and has ordered its employees to comply with the **Government of Quebec's** mandatory 14-day self-quarantine for those who return from travel on or after March 12th.

If you choose to ignore College directives and refrain from self-quarantine after travel, it will severely compromise the Union's ability to defend you in the case that the College decides to implement disciplinary measures.

The DTU Executive also strongly recommend that you comply with the Government's directives in order to keep yourself as well as the most vulnerable members of the community safe.

The Union will remain in regular contact with the College and will continue to answer and monitor e-mails from our members as well as to provide you with regular updates. We encourage you to continue to reach out to us with any of your concerns,

The DTU Executive