

Ministry of Education

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Ministère de l'Éducation

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**MEMORANDUM
TO:**

Council of Directors of Education (CODE)
Conseil ontarien des directions de l'éducation de langue
française (CODELF)

FROM:

Yael Ginsler
Assistant Deputy Minister (A)
Student Achievement Division

DATE:

July 2, 2020

SUBJECT:

Clarification Regarding School Board Personal Support Worker
(PSW) Program

This memo provides clarification about school board administered Personal Support Worker (PSW) programs offered to adults through Adult and Continuing Education programs and how best to support secondary students who may be seeking to graduate from these programs. Please share this information with school board directors and their Adult and Continuing Education departments.

On June 10, 2020, the Ministry of Colleges and Universities (MCU) announced [a Plan to Reopen Postsecondary Education](#) that enables postsecondary institutions to reopen and provide in-person instruction to students in essential, frontline, and high labour market demand areas. As of July 2020, limited in-person education and training may restart for postsecondary students in these fields who were not able to graduate due to COVID-19 closures.

With respect to such programs delivered by secondary schools, such as PSW programs, direction on program delivery was provided in the memo dated May 29, 2020, [2020 Summer School & Summer Learning Opportunities](#), to include a combination of remote learning, online learning, independent study and face-to-face delivery should emergency measures be lifted or eased.

This memo also indicates that as of June 30, 2020, in-person community placements can be arranged in alignment with the direction and recommendations of the local health unit, the direction of the school board, and with the safety and curriculum requirements of *Cooperative Education, Grades 11 and 12, 2018*. In alignment with the cooperative education curriculum, placement assessment and student monitoring

sessions can be conducted via videoconferencing or other technology that allow the cooperative education teacher and student to see each other.

School boards are encouraged to consult with their legal counsel and local medical officers of health and others to assess ways to support students in in-person and virtual placements (e.g. work with placement employers to ensure that students complete a health and safety inspection checklist of their home workspace or other location where they intend to work; plan for monitoring and responding to issues and accessing support; plan to support equipment requirements needs, transportation arrangements, etc.).

The ministry will continue to provide WSIB coverage for students who are not receiving wages while participating in a work education program during the time that they are performing the duties assigned to them under the supervision of the placement employer or supervisor, which may include working remotely or at an alternate location.

Thank you for your continued efforts and ongoing cooperation.

Yael Ginsler
Assistant Deputy Minister (A)

c: Ontario Association of Adult and Continuing Education School Board Administrators (CESBA)