

September 30, 2020

Hello OCEA Colleagues:

With the sheer volume of emails that teachers receive daily it can be hard to quickly access the most helpful material and most valuable information in a timely manner. OCEA is happy to provide a list of QUICK LINKS to Ministry guidelines.



We have also included a suggested tiered approach to Co-op related inquiries:

1. Teacher to connect with their department head as appropriate
2. If unresolved, teacher / department head / school to connect with Co-op board level lead - board level lead often connects with other board leads and subject / program association groups (GTACEA, OCEA etc.) to collaborate
3. If still unresolved, school board can connect with their **Ministry of Education** Field Services office, or for OYAP specific issues connect with their **Ministry of Colleges and Universities** local office.

Wishing you all the best in meeting the unique needs of our students and our programs during this stressful / unprecedented time. Further resources to assist with day-to-day lesson planning are available on the [OCEA website](#) in the [Resources](#) section.

Hopefully, these QUICK LINKS will assist you in answering some common questions.

QUICK LINKS TO MINISTRY GUIDELINES:

- A CO-OP section is provided in the [Guide to reopening Ontario's schools](#)
- [SHSM Policy and Implementation Guide](#) and a direct [link](#) to all schools participating in 2020-2021 Specialist High Skills Majors (SHSM) programs.
- OYAP Program Guidelines ([PDF](#)). Please note that part-time students are also eligible for OYAP.
- CO-OP: Co-op placements should be offered virtually, where feasible. 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 requirements of [The Ontario Curriculum, Grades 11 and 12: Cooperative Education, 2018](#)
 - In alignment with the Co-op curriculum, placement assessment and student monitoring sessions can be conducted via videoconferencing or other technology that allow the Co-op teacher and student to see each other.

- If an in-person or virtual placement is not feasible the Co-op course cannot be offered.
- School boards and schools must ensure that there is a process in place and resources available to support teachers in finding and assessing Co-op opportunities that offer educationally rich and safe learning experiences for all students.
- [PPM76a](#) applies to in-person and virtual placements, as do the requirements for ensuring health, safety, and well-being outlined in [The Ontario Curriculum, Grades 11 and 12: Cooperative Education, 2018](#).

Ministry of Education's policy regarding WSIB coverage remains unchanged. 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.

- 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-person and at 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.).
- Electronic signatures can be used on Work Education Agreement (WEA) forms. This could be for example, a scanned image of a handwritten signature, typed name at the bottom of an e-mail with the form attached, or a digital signature (certificates). Boards should consult with their legal counsel to confirm best practices with respect to the use of electronic signatures.
- The [digital WEA form](#) can be printed and written onto, or filled in online and printed. WEA forms can still be ordered in hard copy format if necessary. To order WEA forms, the user must sign-in to the [Publications Ontario](#) website using the account that was assigned to their school board. The school boards **MUST** be logged on with the account that was assigned to the boards. Have the school boards send an email to webpubont-edu@ontario.ca to obtain the account and login information if unsure of your school board account info.