



Training Department COVID-19 Update

The Business Manager and I have been monitoring the events surrounding the COVID-19 outbreak for the past several weeks, and we will continue to do so. Our prime concern is for the health and welfare of our Staff, Instructors and Members, and any decisions made will reflect primacy of this concern. To this end, we have made a number of decisions to address the issue.

As was outlined in the Business Manager's letter from yesterday, we have implemented policies to reduce the amount of unnecessary interaction between individuals, which will remain in place until Health Canada recommends otherwise.

Dispatch

As of Monday March 16, 2020, Apprentices may sign out of work online only.

- Apprentices must submit both their Record of Employment and the summary of the weekly hours of work from their employer, or their paystubs (which must be scanned into 1 file).
- The sign out form is the only place where your sign out request will be accepted.
- Both the ROE and Hours must be submitted for you to be confirmed as unemployed and placed on the unemployed list.
 - You will receive a confirmation by e-mail that your hours and ROE have been processed.
- Any apprentice that has quit or has been terminated will be required to meet with the Director of Training in person prior to being dispatched out to work.

- Dispatch slips will be processed and sent directly to the employer until the further notice.
 - Apprentices must contact the Training Department by emailing jtacoffice@ualocal46.org or at 416-759-9351 with the following information:
 - Name, Card Number, Company Name, Job Address, Foreman, Foreman Cell number, Start Date, Start Time.
 - If you have an email address for the foreman, this would be appreciated.
- All regular dispatch requirements remain in effect. Your dues must be paid up and your health and safety certifications must be current.