



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

MEMORANDUM

Memo No. 20-114

TO: Committee of the Whole Budget

FROM: Camille Williams-Taylor, Director of Education and Secretary of the Board
Mike Carson, Chief Financial Officer

DATE: 25 August 2020

RE: Risk Analysis Information

Staff has prepared the attached analysis of some of the risks, and mitigating actions undertaken by the District to provide a safer environment for students and staff. It is not all encompassing by any means but does highlight the way staff approached the planning for a return to school.

For clarity the information has been separated into four categories, which are not necessarily exclusive:

- Community-based risks;
- School-based risks;
- Operational risk; and
- Financial risk.

For each of the first three categories, staff have identified the nature of the risk, the impact of the risk and finally the steps taken to mitigate the risk.

The financial risk information is found in Memo 20-112, Staff Recommended Budget Questions and Answers (Release 4), Appendix A at question 44.

Staff felt that it would be useful to have this information for this evening's Board discussion.

Should you have specific questions, please contact Mike Carson, Chief Financial Officer, at michael.carson@ocdsb.ca

Attach.

cc Senior Staff
Manager of Board Services
Manager of Finance
Corporate Records

Community-Based Risks

| Risk | Impact | Mitigation |
|---|---|--|
| Return to school has been planned recognizing the reduced rate of community transmission. If this were to change, it can impact on Districts practices | If rate goes up in the community this increases likelihood of transmission among students and staff | <ul style="list-style-type: none"> • Continued communication with community about the need for hygiene, wearing masks, distancing and: • Working with Ottawa Public Health to understand patterns of incidence |
| Other illnesses including normal flu and cold season | Increase pressures on all systems in the City | <ul style="list-style-type: none"> • Regular input from OPH and focus on hygiene practices |
| Other organizations will be looking at a possible return to more normal operations, some have been severely hampered and their level of supports to students may be limited | Could create changes in demand for service from the district | <ul style="list-style-type: none"> • Networks with key community partners |

School-Based Risks

| Risk | Impact | Mitigation |
|--|---|---|
| That persons entering school may carry the virus | Potential to spread the virus more widely | <ul style="list-style-type: none"> • Parental screening before sending students to school • Requiring sanitizing upon entrance; • Masking of grade 4 to 12 students and all school-based staff; • Regular coordination with the new Public Health Resources; and • Cancellation of Community Use permits except in very limited circumstances. |
| That virus is in the school | Potential to spread the virus more widely | <ul style="list-style-type: none"> • Enhanced cleaning of surfaces in daytime; • Increased air exchanges in some cases portable filtration • Increased physical barriers including desktops to primary students; • Emphasis on distancing and student and staff hygiene; and • Teachers required to wear PPE including medical grade masks and face shields. |
| That an outbreak occurs in the school | Could require the partial closure of a classroom or several | <ul style="list-style-type: none"> • Public Health Ontario to produce Outbreak Management Plan. Local discussions underway; and • Following OPH guidance on enhanced cleaning similar to our reaction to other seasonal outbreaks. |

Operational Risks

| Risk | Impact | Mitigation |
|---|---|---|
| That there may be staff shortages if community rates increase | <ul style="list-style-type: none"> • Could result in the need for reassignment of staff within Collective Agreements; and • Might require temporary closure of a school | <ul style="list-style-type: none"> • As noted above, continued emphasis on training for staff on hygiene and safe practices in school and at home; • Use of PPE by staff as noted above; and • Focus on recruitment of casual staff and identification of occasional teachers. |
| Equipment failures, particularly in HVAC equipment | If proper ventilation is not possible this could require temporary closure of classroom or school | <ul style="list-style-type: none"> • External monitoring of systems; • In house maintenance staff; and • Where possible identifying temporary space in school if class can be relocated. |
| Supply chain issues- particularly PPE but also key equipment e.g., Chromebooks, other IT products and replacement parts for systems | A shortage of PPE would likely require a change in the physical school routine Other shortages or delays would impact ability to respond to student and school needs | <ul style="list-style-type: none"> • Working with province on monthly deliveries of PPE; • Continued local sourcing to try to develop alternate sources should provincial shipments be incomplete or late; and • Facilities department maintains an extensive inventory of parts for temporary repairs and has informal agreements in place with others should a specific product be required immediately. |