

Business Continuity Plan

| Key Decisions | Actions Undertaken | Date | Outcomes |
|--|---|----------------|--|
| Payroll continuing with operations online. All staff continuing to be paid with the exception of Daily Occasional staff. | 2 week averaging payment processed on April 9th & 24 th , payrolls. In line with occasional/casual staff Payroll periods. Payroll Memo issued. | March 31, 2020 | All outcomes are positive and are being processed in a timely manner according to Ministry and Canada Revenue Agency statutes and regulations. |
| Procurement activities continuing through online methods. | No new procurements unless required or does not require a site/bid meeting. | March 31, 2020 | Some procurement will be delayed or cancelled, possible contract extensions. |
| Accounting activities continuing from home / online. | Ministry of Education March 31 st Consolidated Reporting Procedures completed and audited remotely by external auditors. Assisting schools with refunds and accounting remotely. | March 31, 2020 | Electronic invoices and payments – paperless processing of transactions. Most school secretaries and principals accessing on-line banking services remotely. |
| Budget activities continuing as planned. | Budget survey issued as part of consultation plan. Waiting GSN Announcement | April 8, 2020 | All aspects of budget process moving forward to meet Ministry deadlines. |

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| Increase IT Service Desk requirements to move organization to remote operations. | Upgraded Services Desk and switchboard phone system for remote work. Reassigned some field technicians to Service Desk. Configured and distributed 30+ laptops for payroll, HR, and others | March 31, 2020 | Service desk hours increased until 8pm (from 5pm) and Service Desk staffing levels increased by approximately double by April 6 th |
| Manage IT Infrastructure to move organization to remote operations. | Deploy Global Protect VPN, set-up Zoom, re-org ICT management staff as necessary. | March 31, 2020 | Data centre operations working as per normal with ability to respond to events such as power outages and hardware failures by March 17 th . Setup and tested Zoom and rolled on Week of March 23rd |
| Manage IT Systems to move organization to remote operations. | Transitioned SAP and SIS, and Development teams to 100% work from home. Supported AFL is development of gift card validation process. Created new class list report for teacher to get access to student contact data remotely. | March 31, 2020 | All Back office systems (SAP, SIS, etc) working as per normal operations with staff supporting from home. Teachers able to complete “check and connects”. AFL able to process gift card requests |
| Review all Renewal Project activity to determine | Projects reviewed to determine urgent/health & safety work required – | Mar 30 - April 8 | Projects will be delayed. Length and impact of delay will depend on length of closure. |

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| impacts of closure. | Spreadsheet developed to list and analyze projects. | | Further report to be provided at May Board meeting. |
| Review all Capital Project activities to determine impacts of closure. | Regular online meetings with project architects and online Local Design Committee meetings. Review of Capital projects currently in construction phase to determine impact. | Ongoing since March 17 | Some impacts to Capital Projects. Extent will be dependent on timing related to lifting of non-essential construction order. |
| Planning and Admissions move to online operations and begin planning process for an entirely online admissions process for following school year | Determining method for continuance of Registration process | March 31, 2020 | Placement of all Priority 1 and 2 Elementary students and proceeding to clear waitlists for September 2020. |
| Real Estate to review rental payments to be consistent with TDSB and City of Toronto. | Deferral of all rental payments for all Tenants impacted by school closure | March 31, 2020 | The deferral delays payment until schools are permitted to open and Tenants are able to resume providing their services. |
| Community Use of Schools to cancel permits. | All permits cancelled for duration of school closure. Sole exception is the continued permit for | Effective March 13, 2020 | Daily permit refund threshold has been temporarily increased in order to manage daily |

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| | National Catholic Broadcasting Corporation for Daily Mass at Loretto Abbey. | | influx of requests, can process full. |
| Transportation to remain on standby and deep clean buses. | Bus companies were paid 100% until end of March and 85% beginning on April 1, 2020 for the duration of the shutdown. Deep cleaning and disinfecting of the school bus fleet. | April 1, 2020 | There is provision that all drivers are continued to be paid at 100% in order to ensure that the school bus fleet will be ready to resume service when schools re-open. |
| Custodial Services to continue with limited onsite services | Deploy custodial staff on a rotating basis to ensure limited coverage. Custodial staff to complete an entire walkthrough of school/site each scheduled day. Focus is directed on cleaning of exterior grounds; all debris is picked-up and disposed of. | On-going, daily weekly | School/site have custodial coverage each week and maintaining limited exposure to other. |
| Maintenance Services to continue with limited onsite services. | Monitoring/responding to daily security calls, open/broken doors, broken glass, security systems, break etc. | On-going, daily weekly | All TCDSB critical operations/infrastructure are being protected, and in proper running order. All emergencies are being attended to, eg. |

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| | | | Heat loss, pipe breaks, broken glass, |