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**XO/13/20**

**To:** National Board of Directors

**From:** Chris Aylward, National President

**Date:** September 11, 2020

**Subject:** **Suspension of Timelines, COVID-19 Protocol and Election of Delegates and Alternates**

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## **Suspension of Timelines**

On August 25, 2020, the National Board of Directors passed a resolution to extend the suspension of timelines contained in Local, Branch, DCL, Regional, Area Council, and Component By-Laws regarding the scheduling of annual general meetings, conventions, and the election of delegates to Component and PSAC conventions until December 31, 2020. Such suspension of timelines is exclusive of actions that can be undertaken electronically.

It is my interpretation that such suspension is also exclusive of meetings that can be conducted in-person, **provided all safety protocols related to COVID-19 are strictly followed by all participants**. This includes the directives issued by public health officials and municipal/provincial/territorial/federal governments, as well as the following protocol. However, it remains my direction that virtual meetings are to be utilized and that PSAC will not host nor organize any in-person meetings on PSAC premises until further notice.

## **COVID-19 Protocol for In-Person Meetings**

1. Virtual meetings remain the preferred and recommended meeting method. Please continue to utilize virtual meetings whenever possible. In-person meetings are to be considered in special circumstances only.
2. In-person meetings shall not be held in PSAC premises; not at headquarters and not at any Regional Office. When PSAC offices do reopen, we will consider protocols for in-person meetings.
3. Currently, PSAC will **not** organize or host any in-person events unless authorized per the process described in #4.

4. Special circumstances for the consideration of in-person meetings shall require prior review and approval by the appropriate senior National Officer - Component President or PSAC National President - or the appropriate Director in consultation with the PSAC National President if a PSAC-staff initiated request. The process for this review is as follows:
  - a. Officer or staff person identifies the meeting, the circumstances motivating an in-person meeting, the relevant information around the location, safety protocol, local pandemic situation, and directions from appropriate health officials.
  - b. The use of public transport (air, train, bus, ferry) will not be authorized at this time.
  - c. The request is considered by the appropriate senior staff person within the Component/Region, staff union representative, and OHS union staff representative. If consensus is reached, the recommendation and any conditions are forwarded to senior National Officer or appropriate Director for approval.
  - d. The senior National Officer or appropriate Director approves or denies the proposal for an in-person event.
  
5. Special circumstances motivating in-person meetings can include the following. However this list shall not be considered as guaranteeing approval. In all cases virtual meetings remain preferred and recommended.
  - a. Representation before courts and tribunals;
  - b. Organized events that are held outdoors or on third-party premises following safety protocols in regions with very low COVID-19 infection rates.
  
6. When members and staff are participating in an approved in-person event, the following measures must be put in place and followed:
  - a. Members and staff are to travel in their personal vehicle to and from the event.
  - b. The meeting organizer must disinfect the sitting space (if any), including table, chairs, etc., provide hand sanitizer, have extra masks available, and set up the space with adequate two-metre physical distancing.
  - c. The meeting organizer must ensure that masks are worn by all attendees and that physical distancing is being respected, as well as ensuring compliance with the COVID-19 maximum room occupancy.
  - d. All participants must sanitize their hands upon arriving in the room and at the entrances and exits of all premises used. Sanitizing lotion must be available for this purpose. The first person to enter a room must take the seat farthest from the door.
  - e. All attendees must comply with the two-metre distancing rule whenever moving about the establishment or the meeting rooms. All attendees must be wearing a mask as soon as they enter the establishment and may remove it once they

- are seated at least two metres from the person closest to them, subject to local health directives and bylaws.
- f. The organizer must maintain a record of all attendees and their contact information for contact-tracing purposes. Should any of the attendees be diagnosed with COVID-19, the organizer shall notify the other attendees.
  - g. Attendees must keep any personal items (including coats) with them and place them on their chairs, rather than using a cloakroom.
  - h. These directives must be communicated to prospective attendees when the meeting invitation is issued.

### **Election of Delegates and Alternates**

I am also confirming that the delegate entitlement calculation done in 2019/2020 for the 2020 Regional and Component conventions remains in effect for the rescheduled 2021 Regional and Component conventions. Those delegates, alternates and observers who had been duly elected/selected to attend a 2020 Regional or Component convention, remain eligible to attend the applicable 2021 rescheduled convention; provided their membership remains in good standing. For members who are delegates by virtue of their union position, they must still occupy that position in 2020/2021 to maintain their delegate status.

No new election of delegates is required for the 2021 rescheduled Regional or Component conventions, **unless the current delegate(s) can no longer attend, and all alternates have been exhausted**. In such cases, the union body shall be required to conduct an election for delegate(s) and alternates, based on their delegate entitlement.

In solidarity,



Chris Aylward  
National President

c.c.: Management Team