

# OT UPDATE

## IMPORTANT INFORMATION:

- \* All OTs will receive a hardcopy of the Collective Agreement with the Board covering the period from Aug. 31/2008 to Aug. 31/2012. Please read this document carefully and if you have any questions contact me at 613-723-0959 or [mary.major@oectaottawa.ca](mailto:mary.major@oectaottawa.ca).

## GOOD NEWS FROM THE BOARD'S IT DEPARTMENT:

- \* You will receive a personal password that will allow you to access the Internet when you are teaching at any of our schools. This is not First Class access, but will allow you to do research at school and access other Internet information. The instructions re: this new IT development will be sent to you at the same time as your new contract. Questions...call!

## FIFTH DISEASE: THIS IS IMPORTANT INFORMATION FOR ANY FEMALE OT WHO MAY BE OR SUSPECTS SHE IS PREGNANT:

- \* Not all doctors test for the antibody re: Fifth Disease...ask for this test if you need to.
- \* If you do not have the antibody or don't know if you do...it is a risk to work in a school that has a known outbreak. Teachers calling SEMs should let the system know if Fifth's is at their school.

## BE CAREFUL:

- \* Be Wary, Be Wise is always the rule. Should any incident occur where you feel uncomfortable, call administration for support. Always let administration know before you leave the school if any situation has occurred that could be in any way controversial...verbal and/or written reporting is expected. A teacher always acts in a manner that mirrors professionalism.

## ENGLISH-SPEAKING OTs in FRENCH ASSIGNMENTS:

- \* We are preparing a toolkit that you can put together so that you can bolster an assignment in French class. Please make sure you can do a commendable job when accepting such an assignment. Be prepared!

## BE PREPARED FOR AN OUTDOOR ASSIGNMENT:

- \* Make sure you wear winter gear for wintery assignments..that includes having to go outside on freezing duty. It can be part of your assignment.

*Mary Major,  
President  
Occasional Teachers*