

**Ministry of Labour,  
Training and Skills  
Development**

Office of the Assistant  
Deputy Minister

Employment and Training  
Division

777 Bay Street,  
26<sup>th</sup> Floor  
Toronto ON M5G 2E5

**Ministère du Travail, de  
la Formation et du  
Développement des  
compétences**

Bureau du sous-ministre  
adjoint

Division de l'emploi et de la  
formation

777, rue Bay,  
26<sup>e</sup> étage  
Toronto ON M5G 2E5

**MEMORANDUM TO:** Training Delivery Agents (TDAs)

**FROM:** Cordelia Abankwa  
Assistant Deputy Minister  
Employment and Training Division

**DATE:** October 14, 2021

**SUBJECT:** **COVID-19 Information Reporting**

---

Further to the revised Instructions from the Office of the Chief Medical Officer of Health issued on October 5, 2021 and effective October 12, 2021 (Instructions), all Training Delivery Agents (TDAs) are required to disclose Statistical Information<sup>1</sup> to the Ministry of Labour, Training and Skills Development (MLTSD) starting by **5 p.m. on Friday, October 15, 2021**.

Section 5(c) of the Instructions provides that all category (f) Covered Organizations (i.e. persons approved to provide training for apprenticeship programs under paragraph 5 of section 64 of the *Ontario College of Trades and Apprenticeship Act, 2009*) must:

*disclose the Statistical Information to the Ministry of Labour, Training and Skills Development (MLTSD) in the manner and within the timelines specified by MLTSD. MLTSD may seek additional detail within the requested Statistical Information outlined above which will also be specified in the request. MLTSD may further disclose this Statistical Information and may make it publicly available.*

---

<sup>1</sup> "Statistical Information" is defined in the Instructions as the statistical (non-identifiable) information that every Covered Organization must collect, maintain, and disclose pursuant to section 5 of the Instructions.

## Data Points

The Instructions require all Covered Organizations<sup>2</sup> to collect, maintain, and disclose the following Statistical Information:

1. Number of Required Individuals<sup>3</sup> that provided proof of being fully vaccinated against COVID-19;
2. Number of Required Individuals that provided a documented medical reason for not being fully vaccinated against COVID-19;
3. Number of Required Individuals that completed an educational session about the benefits of COVID-19 vaccination, where applicable; and
4. Total number of the Covered Organization's Required Individuals to whom the Instructions apply.

MLTSD requires TDAs to disclose aggregate information for each category of Statistical Information noted above, broken down by number of apprentices and staff (including employees, contractors, and volunteers) for each training site.

## Reporting Period

To support MLTSD and the government in understanding the ongoing progress being made with the implementation of COVID-19 vaccination policies, reporting will be required weekly (**by 5 p.m. on each subsequent Friday**). MLTSD will notify TDAs if this changes.

Data reported each Friday should include the data as of **11:59 p.m. on the Wednesday prior in the same week**. TDAs should also report the data cumulatively (i.e. a running total) since the launch of the vaccine policy.

For example, the first report to be submitted by **5 p.m. on Friday, October 15<sup>th</sup>** would include statistics for the Required Individuals who attended a training site at any point from the launch of the policy (September 7<sup>th</sup>) up to and including **Wednesday, October 13<sup>th</sup>**. The second report would include statistics between September 7<sup>th</sup> through to Wednesday, October 20<sup>th</sup>.

---

<sup>2</sup> "Covered Organizations" are defined in the Instructions as the postsecondary institutions in the enumerated categories. A category (f) Covered Organization is any person approved to provide training for apprenticeship programs under paragraph 5 of section 64 of the *Ontario College of Trades and Apprenticeship Act, 2009*.

<sup>3</sup> "Required Individuals" are defined in the Instructions as the employees, staff, contractors, volunteers, and students (including apprentices) of the Covered Organizations who attend campus (including training sites).

## Online Reporting Tool

It is a **mandatory requirement** that all Covered Organizations disclose their Statistical Information via the PARIS system with a secure log-in. PARIS will be live for reporting starting today.

**\*Please note that the PARIS system is only being used as an existing tool to ensure efficiency in collecting and compiling data.**

**This does not change MLTSD's oversight for training and skills development, nor does it change your funding and reporting relationship with the Ministry. \***

Although the PARIS system is maintained by the Ministry of Colleges and Universities' IT Cluster, the data will be transferred to MLTSD for reporting purposes.

A link to the PARIS system, along with log-in information, will be sent to all non-college/non-PCC TDAs from PARIS administrators by October 14. When you log in, you will be automatically directed to the "Vaccination Report" page.

Users who are identified to report for multiple campuses or training sites will be able to select each site from a drop-down menu and submit data for each one separately.

## Questions and Support

For questions regarding policies and reporting requirements, please contact Bill Swift, Manager Apprenticeship Operations Unit in MLTSD at [bill.swift@ontario.ca](mailto:bill.swift@ontario.ca)

Should you have further questions on how to use the PARIS system, please contact [PCC@ontario.ca](mailto:PCC@ontario.ca).

I sincerely appreciate your efforts in providing the requested information. Our goal in this process is to ensure ease of reporting and as little disruption as possible, and I know we'll continue to work together to ensure that all members of your institutions are as safe as possible.

Sincerely,

### ***Original signed by***

Cordelia Abankwa  
Assistant Deputy Minister  
Employment and Training Division  
Ministry of Labour, Training and Skills Development