

Revoked on January 11, 2022

Office of the Medical Officer of Health
City of Ottawa
100 Constellation Drive
Ottawa, Ontario
K2G 6J8

Date: November 8, 2021

To: All employers in the City of Ottawa permitted to be open under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, S.O. 2020, c. 17 [ROA]* and Related Regulations

Re: Ottawa Public Health Instructions on Reporting and Workplace Safety Plans

I want to thank you for all your continued efforts in protecting the health and safety of workers, volunteers, patrons, and customers.

I am issuing this letter of instruction to all employers in the City of Ottawa permitted to be open under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* (the "ROA") and related regulations, that requires businesses and organizations to take the additional measures set out in this letter to reduce the spread of COVID-19.

This letter replaces my previous letter of instruction to all employers in the City of Ottawa that was dated April 9, 2021. The instructions in this letter are being provided pursuant to Section 2(2) of Schedule 1 to [Ontario Regulation 364/20](#): Rules for Areas at Step 3 and at the Roadmap Exit made under the ROA.

The following businesses or organizations are currently exempt from these instructions due to sector-specific legislation, directives and/or guidelines governing COVID-19 measures in these workplaces:

- (i) A licensed childcare program that is in compliance with guidance issued by the Ministry of Education;
- (ii) Health care providers and health care entities as defined in Section 77.7 of the *Health Protection and Promotion Act* who are subject to the Chief Medical Officer of Health's Directives issued there under;
- (iii) Schools and school boards licensed under the *Education Act*; and,
- (iv) Schools and private schools within the meaning of the *Education Act*, that are operated in accordance with a return to school direction issued by the Ministry of Education and approved by the Office of the Chief Medical Officer of Health.

The key risk factors for COVID-19 transmission include close contact, closed spaces, crowded spaces and forceful exhalation. Given the ongoing transmission of COVID-19 in the City of Ottawa, people must continue to remain vigilant and follow COVID Wise public health measures. All workplaces and businesses must operate in compliance with the applicable regulatory requirements set out under the ROA.

To the extent that anything in these Instructions conflicts with other applicable Provincial legislation or directives, those Provincial requirements prevail. Where conflicts do not exist, these instructions are additional to any applicable Provincial requirements.

Effective November 8, 2021 at 5:00 a.m., I am instructing all persons responsible for a business or organization in the City of Ottawa to implement the following measures:

A. INSTRUCTIONS FOR WORKPLACE REPORTING

Requirements for All Employers

1. If two (2) or more people test positive for COVID-19 (e.g., two or more cases) within a 14-day interval in connection with your workplace premise:
 - a. Immediately notify Ottawa Public Health at 613-580-2424 ext. 26325; and provide contact information for a designated contact person at the workplace premise; and ensure that person is readily available to communicate with Ottawa Public Health; and implement any additional measures immediately as required by Ottawa Public Health.
 - b. Ensure that accurate and updated contact information for all workers (and clients, if prescribed in the regulations under the ROA) is available to be produced to Ottawa Public Health within 24 hours of request from Ottawa Public Health in support of case management and contact tracing requirements for COVID-19.
 - c. Cooperate with infection prevention and control personnel from Ottawa Public Health including allowing entry into the workplace premise for inspection, to support enhanced infection prevention and control measures and recommendations.
2. Employers must ensure the Ontario Ministry of Labour, Training, and Skills Development and/or other relevant government authorities have been notified of any confirmed cases of COVID-19 in accordance with the *Occupational Health and Safety Act* and other applicable law. Further information about employer responsibilities with respect to COVID-19 is available at:
<https://www.ontario.ca/page/covid-19-coronavirus-and-workplace-health-and-safety>

3. Ensure that all employees are aware of any benefits and/or pay to which they may be entitled in the event that they must isolate due to having symptoms of COVID-19, being tested for COVID-19, or being a close contact of someone infected with COVID-19, in order to encourage honest and forthright reporting of COVID-19 symptoms and/or close contact.

Financial support information for business owners and employees is available at: <https://www.ontario.ca/page/covid-19-worker-income-protection-benefit>

B: INSTRUCTIONS FOR COVID-19 WORKPLACE SAFETY PLANS

Requirements for owners and operators of businesses

4. The person responsible for a business shall ensure their COVID-19 workplace safety plan addresses the considerations in the [Province's safety plan guide and template](#) and includes the following details:
 - a. Identify a person in charge of COVID-19 related requirements who is accountable for the implementation of occupational health and safety and infection prevention and control measures.
 - b. Identify how compliance with applicable regulatory requirements will be achieved and the methods that will be used to verify compliance such as safety checks and related documentation. Regulatory requirements include, but are not limited to, employee and customer screening, physical distancing, masking, cleaning and disinfecting high-touch surfaces, and verifying proof of identification and vaccination where applicable.
5. Implement the measures and procedures outlined in the COVID-19 workplace Safety Plan and ensure that prompt corrective action is taken as appropriate including upon identification of instances of non-compliance. Appropriate corrective action includes but is not limited to further employee training and adoption of modifications to the plan.

DEFINITIONS

For the purpose of these Instructions:

“**employer**” means a person, company, or organization that employs people or has under its service a person engaged in work.

“**worker**” means any employee, independent contractor, manager, director, officer, owner, partner, shareholder, volunteer, student or any other person engaged in the business or organization’s activity at the workplace.

“**workplace**” means any land, premises, location or thing at, upon, in or near which a worker works.

ENFORCEMENT AND FURTHER INFORMATION

Please be reminded that you are required to comply with the additional measures above pursuant to regulations under the ROA.

These Instructions shall be in full force and effect despite any changes to Ottawa’s stage of reopening under the ROA or any successor legislation.

As per the ROA, individuals who do not comply with the above noted requirements may be liable for a fine up to a maximum of \$100,000 and for a term of imprisonment of not more than one year; directors or officers of a corporation who do not comply with the above noted requirements may be liable for a fine up to a maximum of \$500,000 and for a term of imprisonment of not more than one year; and in the case of the corporation, a fine up to a maximum of \$10,000,000.

Inquiries about these Instructions should be directed to:

- Ottawa Public Health: 613-580-6744 or healthsante@ottawa.ca
- Municipal Law Enforcement: 3-1-1

These instructions, including any revisions to these instructions, are available on the Ottawa Public Health website: www.OttawaPublicHealth.ca/OrdersAndInstructions
Ottawa Public Health also posts information regarding how to protect yourself and others from COVID-19 on its website that can assist local businesses and organizations in operating safely: www.OttawaPublicHealth.ca/WorkplaceCOVID19

Sincerely,



Dr. Vera Etches, Medical Officer of Health