

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

Date: April 9, 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

This letter replaces and supersedes letter of instruction that was issued and effective on December 18, 2020 at 12:01 a.m.

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.

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 thereunder;
- (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 continued increase of COVID-19 infections in the City of Ottawa and increasing community transmission of

Variants-of-Concern in Ontario, people must continue to remain vigilant and follow public health measures. All workplaces and businesses must operate in compliance with the applicable regulatory requirements set out under the ROA. The requirements include but are not limited to: preparing a workplace safety plan; employee and customer screening; physical distancing and masking; cleaning and disinfecting high-touch surfaces.

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 April 10, 2021 at 5:00am, 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 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://ottawa.ca/en/business/economic-support-and-recovery#resources-businesses-and-workers>.

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 including checklist and template. The safety plan shall also include the following:
 - a. Detailed measures and procedures the business has, or will implement, to actively monitor and manage:
 - i. capacity limits in the place of business and
 - ii. physical distancing and masking requirements in line ups in and outside the business.

At minimum one staff person must be designated to monitor and manage the applicable capacity limit and verify compliance with the physical distancing and mask-wearing requirements of individuals in line-ups.

Include additional measures and procedures to prevent crowding, as appropriate to the location and nature of business. Additional measures may include modifying access to/from the business and/or requiring customers to book appointments in advance.
 - b. The Name and contact information of 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.
 - c. How compliance with regulatory requirements and safety checks will be conducted and the results documented.
5. Implement the measures and procedures outlined in the COVID-19 workplace safety plan and ensure that prompt corrective action is taken 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.

6. Ensure the COVID-19 workplace safety plan is reviewed and updated regularly and any additional relevant advice, recommendations, and instructions of public health officials is promptly incorporated into 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 zone status colour or stage of reopening under the ROA or any successor legislation.

Revisions to these instructions, are available on the Ottawa Public Health website: www.OttawaPublicHealth.ca/WorkplaceCOVID19

Inquiries about these Instructions should be directed to:

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

Ottawa Public Health 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

These additional measures are intended to reduce the transmission of COVID-19 where collective efforts of various sectors, including workplaces, are required to protect our communities.

Sincerely,



Vera Etches, Medical Officer of Health