

LETTER OF INSTRUCTION

June 10, 2021

TO: All Employers and Persons Responsible for businesses and organizations located in the City of Peterborough and County of Peterborough

RE: Peterborough Public Health Instructions for all Workplaces in the City and County of Peterborough

BACKGROUND

On Friday, June 11, 2021 the Province of Ontario will enter Step One of Ontario's Roadmap to Reopen.¹ While this is a positive step forward in the safe and cautious approach to once again reopen Ontario, we must remain diligent in the implementation of public health measures and occupational health and safety measures to protect the public and workers from the potentially serious effects of COVID-19. I would like to take this opportunity to thank all businesses and organizations for your efforts to date.

The COVID-19 virus and Variants of Concern (VOCs) of the COVID-19 virus continue to circulate in the geographical region served by Peterborough Public Health², as well as in neighbouring communities.³ As of June 7, 2021, locally there are a total of 707 cases identified as an individual infected with a VOC. The Peterborough region has seen an increased number of COVID-19 workplace outbreaks, as has the province of Ontario.

The key risk factors associated with the potential transmission of COVID-19 include:⁴

- Close contact
- Closed spaces
- Crowded places
- Prolonged exposure
- Forceful exhalation

As we begin to reopen, businesses and services will welcome back employees who have previously been working from home and there will be an increase in the number of people personally using businesses and services, rather than using alternative options such as virtual solutions and curbside pickup. Accordingly, I am issuing this Letter of Instruction to all employers and persons responsible for businesses and organizations, requiring them to take the measures outlined in this letter to further reduce the spread of COVID-19.

These instructions are being issued pursuant to Section 2(2) of Schedule 6 to [Ontario Regulation 82/20: Rules for Areas in Shutdown Zone and at Step 1](#) made under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#), S.O. 2020, c. 17 ("the *Reopening Ontario Act*"), formerly a regulation made under the [Emergency Management and Civil Protection Act](#) ("EMCPA") and now a continued section 7.0.2 order under the *Reopening Ontario Act*.

These instructions come into effect at 12:01 a.m. on Friday, June 11, 2021.

Note that 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 child care 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.

INSTRUCTIONS

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 immediately, I am instructing all employers and persons responsible for a business or organization in the City of Peterborough and County of Peterborough implement the following measures:

- 1) Take any and all measures necessary to comply with all requirements applicable to the business or organization, as required under the *Reopening Ontario Act* and associated regulations.
- 2) Ensure that all employees are actively screened for symptoms of COVID-19 in accordance with the instructions issued by the Chief Medical Officer of Health, and that this screening is recorded and/or documented on a daily basis. Records must be maintained for at least one month and disclosed to a Public Health Inspector for Peterborough Public Health, upon request.
- 3) Ensure that all areas of the workplace are arranged in a manner to facilitate physical distancing of at least two (2) metres / six (6) feet between employees working or utilizing a common area (including coffee stations, lunchrooms, etc.), and between employees and members of the public.
- 4) If it is necessary for employees and/or members of the public to come within two (2) metres/ six (6) feet of each other, erect an impermeable, physical barrier (to the satisfaction of a Public Health Inspector) to provide added protection.
- 5) Require all employees to wear a nonmedical mask (e.g. cloth mask) indoors at all times, unless the area of work is not accessible to members of the public and the employee is not located within two (2) metres / six (6) feet any other person.
- 6) Require any employees required to come within two (2) metres / six (6) feet of any other person without a physical barrier to wear personal protective equipment (PPE) including a medical grade mask and eye protection (specifically: goggles, a face shield, or well-fitted safety glasses), in order to maintain low risk exposure.
- 7) If an employee has a reasonable exemption for wearing a nonmedical mask or personal protective equipment, including those outlined in Section 2(5) of Schedule 6 to O. Reg. 82/20, reasonably accommodate the employee in accordance with the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1 so as to ensure that the employee, will not be within two (2) metres / six (6) feet of another person at any time, with the exception of emergency purposes.

DEFINITIONS

For the purpose of these Instructions:

“**employer**” means a person, company, business or organization, who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor.

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

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

ENFORCEMENT

Peterborough Public Health provides 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.peterboroughpublichealth.ca/covid19. 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.

This Letter of Instruction will be enforced by Public Health Inspectors and other Provincial Offences Officers responsible for the enforcement of the *Reopening Ontario Act*. Failure to comply with these Instructions and regulations made under the *Reopening Ontario Act, 2020* is an offence for which you may be charged. Individuals may be subject to fines of \$750 to \$1000, up to a maximum of \$100,000 while corporations may be held liable for a fine of up to \$10,000,000 for each day or part of each day on which the offence occurs or continues.

These Instructions, including any revisions to these Instructions, are available on the Peterborough Public Health’s website at: www.peterboroughpublichealth.ca/public-health-orders. Public Health Inspectors are available to answer questions and support the implementation of these Instructions by businesses and organization by calling 705-743-1000.

Sincerely,

ORIGINAL SIGNED BY

Rosana Salvaterra, MD, MSc, CCFP, FRCPC
Medical Officer of Health

¹ Government of Ontario. *Reopening Ontario*. Updated June 7, 2021. Accessed June 8, 2021: <https://www.ontario.ca/page/reopening-ontario>

² Peterborough Public Health. *Local COVID-19 Cases & Status*. Accessed June 8, 2021: <https://www.peterboroughpublichealth.ca/local-covid-19-status/>

³ Public Health Ontario. *Ontario COVID-19 Data Tool*. Accessed June 8, 2021: [Ontario COVID-19 Data Tool | https://www.publichealthontario.ca/en/data-and-analysis/infectious-disease/covid-19-data-surveillance/covid-19-data-tool?tab=maps](https://www.publichealthontario.ca/en/data-and-analysis/infectious-disease/covid-19-data-surveillance/covid-19-data-tool?tab=maps) Public Health Ontario

⁴ Public Health Ontario. *COVID-19 Transmission Through Large Respiratory Droplets and Aerosols... What We Know So Far*. May 20, 2021. Accessed June 8, 2021: [What We Know So Far: COVID-19 Transmission Through Large Respiratory Droplets and Aerosols \(publichealthontario.ca\)](https://www.publichealthontario.ca/What-We-Know-So-Far-COVID-19-Transmission-Through-Large-Respiratory-Droplets-and-Aerosols)