

July 15, 2021

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

**RE: Letter of Instruction for all Workplaces - REPEALED**

On Friday July 16, 2021 at 12:01 a.m., the Province of Ontario will enter Step 3 of the [Roadmap to Reopen Ontario](#). This means that key public health and health system indicators continue to improve across the province and vaccination rates are steadily increasing. This is welcome news and demonstrates significant progress made in our collective efforts to control the spread of COVID-19. In alignment with the move to Step 3, the Letter of Instruction for all Workplaces, which was issued on June 10, 2021, will be repealed.

- Once we reach Step 3, the majority of businesses will be open and operating but will need to continue compliance with provincial requirements such as: active screening of workers, use of masks and face coverings, use of personal protective equipment for workers in certain situations, physical distancing, and developing and implementing a [COVID-19 safety plan](#).
- Employers are obligated to protect their workers by adhering to the [orders currently in force](#) under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#) (Reopening Ontario Act) and their duty under provincial labour laws.
- This means that employers must take every reasonable precaution to protect the health and safety of workers, including protecting workers from hazards posed by infectious diseases. Such precautions include (but are not limited to):
  - Require any worker who must work within 2 metres of another person not wearing a mask, to wear personal protective equipment (medical/surgical grade mask and eye protection). Click [here](#) for more information. If there is a physical barrier separating the individuals, a nonmedical mask will suffice.
  - Arrange the workplace and implement administrative measures (such as staggering shifts, breaks, etc.) to maximize physical distancing.
  - Support employee vaccination by:
    - Developing a clear communication strategy to promote the COVID-19 vaccine at your workplace
    - Adopt flexible human resource policies that support staff to get their vaccine
    - Lead by example
    - Identify a vaccine champion
    - For more information [click here for more information about vaccine guidance for employers](#).
  - Actively screen all employees before they enter the workplace using the [COVID-19 worker and employee screening tool](#), or equivalent.
  - Support employees who are symptomatic by allowing time off to seek testing and recover.

Owners, operators and other persons responsible for a business or organization are required to remain informed and be aware of the legislation governing public health measures required for the prevention and control of COVID-19. The primary piece of legislation governing Step 3 of the [Roadmap to Reopen Ontario](#) is [O. Reg. 364/20: Rules for Areas at Step 3](#). Additional information for workplaces is available on our [website](#).

The adherence to legislation and implementation of public health measures 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 regulations made under the Reopening Ontario Act 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.

Peterborough Public Health staff continue to be available to offer support to our local businesses and workplaces. Thank you for your ongoing efforts and cooperation.

COVID-19 Enforcement  
Peterborough Public Health