

Instructions from the Medical Officer of Health

Pursuant to Section 2(2) of O. Reg. 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step

Original Issued: September 16, 2021

Revised: October 13, 2021

TO: All Owners, Operators and Persons Responsible for food premises with indoor or outdoor dining areas located in the City of Peterborough and County of Peterborough

RE: Medical Officer of Health Instructions for the collection of patron contact information

Our community, and the Province of Ontario, are in a fourth wave of the COVID-19 pandemic. It is clear that the fourth wave is being influenced primarily by the delta variant of COVID-19. The delta variant is highly transmissible and significant surges have been experienced in other jurisdictions; accordingly, the government has paused the provincial plan to exit the Roadmap, leaving the province in Step 3 for the foreseeable future.¹ In addition, new provincial targets of 90% of eligible Ontarians with two doses of vaccine have now been adopted.

While currently stable, provincial case counts are always at risk for increases in the right conditions. Further, in a report published by Public Health Ontario, the rate of COVID-19 cases in unvaccinated individuals is consistently higher from December 20, 2020 to August 7, 2021, compared to fully vaccinated individuals.²

Locally, the increase in the number of high risk contacts that we are following is not only a concern, but a threat to public health capacity and a risk for case and contact management. Recently, our community has experienced two known exposures associated with two local food premises. These exposures were the result of staff working during their period of communicability, that is, from 48 hours prior to developing symptoms or while symptomatic with COVID-19. Because of insufficient information provided by the affected premises, all patrons in attendance on specific days needed to be considered a potential high-risk contact. In one instance, local media was enlisted to help with timely outreach. Hundreds of people required testing and many were ordered to self-isolate. The impact of poor record keeping on both the community and on Peterborough Public Health (PPH) is neither desirable or sustainable.

Case management and contact tracing are essential components of our local COVID-19 response to reduce transmission and to protect our community. To maintain our local case and contact management capacity and to ensure efficient and timely follow-up when large-scale exposures occur, I am issuing instructions to all food premises who are required to collect the name and contact information for every patron who enters the dining area, indoor or outdoor, of the establishment, in accordance with [O. Reg. 364/20](#).

These instructions do not apply to food premises which require dine-in patrons to select their food and to pay for the order at a counter, food bar, or cafeteria line, and to pay before receiving their order. The collection of information is not required for patrons who temporarily enter the premises to place, to pick up or to pay for a takeout order.

All food premises with indoor or outdoor dining areas required to collect information for patrons must ensure that:

1. The information required by these instructions is collected for every patron.

2. The collection of information is achieved through the use of [PPH's template contact tracing form](#), or other means, provided that the information collected for each patron includes:
 - a. First and Last Name, validated by photo identification, if necessary
 - b. Time In & Time Out
 - c. Contact phone number (or alternate means of contact, i.e. email)
 - d. Table number or table location
 - e. Server's name
3. The information is maintained for a period of at least one month.
4. The information is disclosed immediately to Peterborough Public Health, upon request.

The implementation of [COVID-19 proof of vaccine](#) requirements for patrons dining in the indoor areas of food premises will reduce the risk of transmission and exposure to COVID-19. However, given that case and contact management will continue to be an ongoing requirement, the information required by these Instructions is essential for public health investigations. I offer my thanks in advance for your co-operation and compliance. Your efforts are making a difference for our community.

These instructions are **effective immediately** and are enforceable in accordance with the [Reopening Ontario \(A Flexible Response to COVID-19\) Act](#), 2020 (ROA), and will be monitored and enforced by Public Health Inspectors. Failure to comply, by either the patron or the premises may result in charges being laid under the ROA. If charged under Part I of the [Provincial Offences Act](#) (POA), set fine amounts are \$750 for individuals and \$1000 for corporations. Maximum penalties based on prosecution under Part I or Part III of the POA include fines of up to \$100,000 and up to a year in jail for an individual, up to \$500,000 and up to a year in jail for an individual who is a director or officer of a corporation, and up to \$10 million for a corporation.

If you have questions or concerns about these Instructions or the associated implementation, please contact our office at (705) 743-1000 to speak with a Public Health Inspector (PHI). You will be asked for the location of your food premises to be referred to the designated PHI for the area.

Please note that this Letter of Instruction will be posted on PPH's website at:
www.peterboroughpublichealth.ca/public-health-orders

Sincerely,

Original signed by

Ian M. Gemmill, BA, MD, CCFP, FCFP, FRCP(C)
Acting Medical Officer of Health

History of revisions:

October 13, 2021

- Housekeeping edits
- Language regarding proof of vaccine requirements updated
- Medical Officer of Health details updated

¹ Province of Ontario. Reopening Ontario. September 7, 2021. Retrieved from: <https://www.ontario.ca/page/reopening-ontario>

² Ontario Agency for Health Protection and Promotion (Public Health Ontario). Confirmed cases of COVID-19 following vaccination in Ontario: December 14, 2020 to August 7, 2021. Toronto, ON: Queen's Printer for Ontario; 2021. Retrieved from: <https://www.publichealthontario.ca/-/media/documents/ncov/epi/covid-19-epi-confirmed-cases-post-vaccination.pdf?la=en>

Date:

Patron Information

| Time IN | Time OUT | Name: First and Last (Please Print) | Contact Phone Number OR Alternate (<i>physical address or email</i>) | Table Number OR Table Location | Server (Host/Hostess) |
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*Refer to poster