

Original: September 21, 2020

Revised: November 12, 2020

UPDATE: Huron Perth Public Health Instructions to Persons Responsible for a Business or Organization permitted to be open under the ***Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 (“ROA”)*** and related Regulations, or otherwise.

To Employers, Businesses and Organizations in Huron and Perth counties:

As the Medical Officer of Health, the following are my updated Instructions, pursuant to [Ontario Regulation 364/20 – Rules for Areas in Stage 3](#) (“O. Reg 364/20”) section 2(2), (3)) or any other applicable legislation for all employers and persons responsible for businesses or organizations permitted to be open within the Huron Perth Public Health service area.

Businesses and organizations in Huron and Perth Counties are required to follow [Ontario Regulation 364/20 – Rules for Areas in Stage 3](#). Within this regulation there are sections related to general compliance under Schedule 1 and business/organization specific requirements. You must be familiar with this regulation and sections applicable to you. You must also develop and implement policies to ensure all persons entering an indoor spaceⁱ adhere to these public health measures to prevent the spread of COVID-19. You may use the resources provided in the “COVID-19 Prevention: Business and Organization Tool Kit” created by Huron Perth Public Health. Workplace guidance and resources (e.g. Tool Kit) related to these instructions are available on our website at www.hpph.ca/workplace.

Note that some groups may have existing legislation, guidance or public health instructions guiding their business or organization during Stage 3:

- Childcare centres, public schools, private schools, post-secondary institutions and other facilities used solely for educational purposes
- School transportation vehicles
- Hospitals and portions of buildings used by regulated health professionals
- Buildings and services owned or operated by the Province of Ontario or the Federal Government of Canada

We are committed to supporting businesses to be successful during the COVID-19 pandemic and will provide supplementary advice and resources when it becomes available to us.

The following information provides further instructions on how sections 2(2), (3), (4), (5), (6) of O. Reg. 364/20 are to be implemented at your business and/or organization:

Screening Individuals (O. Reg. 364/20, Section 2(3))

1. Conduct **ACTIVE** COVID-19 screening on all employees, volunteers and visitors (e.g. inspectors, contractors, delivery persons) before entering the premises. This would include:
 - Using/developing a screening tool that includes checking for COVID-19 symptoms, travel history, contact with a COVID-19 case.
 - Completing active screening prior to person commencing their shift or before entry to do work in the premises
 - Maintaining active screening records for a minimum of 15 days; this will support contact tracing in the event a staff member or visitor becomes ill.
 - If anyone fails screeningⁱⁱ then they must be sent home and advised to seek medical direction and/or assessment.
 - Employees who are ill with symptoms consistent with COVID-19 must stay home and seek medical advice and/or assessment.
 - Employees who have travelled out of the country or have been in contact with a known case of COVID-19 must stay home and follow public health direction.
2. Conduct screening for all customers/patrons that enter the business or organization. This may be active screening but, at a minimum, **PASSIVE** screening may be implemented. **PASSIVE** screening includes:
 - Posting signs that inform people of COVID-19 symptoms and asks people to go home and not enter the business/organization if they are experiencing any of the symptoms listed.

To help perform active screening, organizations can use or adapt the [Ministry of Health COVID-19 Screening Tool for Workplaces \(Businesses and Organizations\)](#) or the [Huron Perth Public Health](#) version.

Implement Physical Distancing Measures (O. Reg. 364/20, Section 2(2))

Effective measures must be in place to ensure 2 metre (6ft) physical distancing is maintained amongst all employees, volunteers, visitors and customers/patrons, to the fullest extent possible. Physical distancing measures include:

- Installation of physical barriers, such as plexiglass, to maintain separation between people as a primary means of source control
- Scheduling and other administrative changes at your business or organization to reduce the number of people who must share the same space: including during shifts, lunches and other breaks or activities
- Providing adequate space for employees/volunteers/visitors to do their job
- Using available outdoor space whenever possible (for example, for meetings, breaks, client interactions, such as curbside pick-up)
- Post signs or apply floor markings

Implement Cleaning and Disinfecting Measures (O. Reg. 364/20, Section 2(2))

Cleaning and disinfecting must occur regularly to keep all areas as free as possible from the COVID-19 virus. Cleaning and disinfecting measures include:

- Identifying all high-touch surfaces in the premises
- Cleaning and disinfecting all areas including high touch surfaces at least two times a day
- Using disinfectants that have a drug identification number (DIN) only. Commonly used cleaners and disinfectants are effective against COVID-19.

Implement Personal Hygiene Precautions

Ensure everyone has clear information and instructions for maintaining proper personal hygiene. Personal hygiene precautions include:

- Promoting and enforcing excellent personal hygiene practices including hand hygiene, cough and sneeze etiquette
- Providing hand sanitizer stations for customers, visitors, staff and volunteers
- Ensuring hand sinks are stocked appropriately with liquid soap, hot and cold running water and paper towels
- Posting applicable signage

Implement measures requiring the use of personal protective equipment including, eye protection, masks and/or face coveringsⁱⁱⁱ: Businesses/Organizations (O. Reg 364 Sec 2(4), (5), (6), (7))

Provincial mask and personal protective equipment requirements are outlined in the sections of the regulations listed above. Additional mask/face covering measures include:

- Encouraging persons^{iv} to wear their own cloth face covering. If a business is supplying masks, we encourage that medical masks be preserved for health care environments; please consider other options for face coverings.
- Posting appropriate visible signage indicating that face coverings are required inside the business and physical distancing measures must be followed.
- When services are provided within 2 metres (6ft) of someone who is not wearing a mask, the employee providing the service must wear eye protection as an additional measure.
- Ensuring that everyone is aware of all workplace policies and are trained on your expectations.

PLEASE NOTE: It is recommended that you consult with the Ministry of Labour, Training, and Skills Development (1-877-202-0008), who may have further requirements for your workplace.

Implement measures requiring the use of masks and/or face coverings - Common Areas of Dwellings (O. Reg 364/20 Section 2(5), (6))

For any premises used as a dwelling (e.g. multi-unit building such as an apartment, condominium), the person responsible for operation of that building must ensure a mask or face covering is worn in a

manner that covers their mouth, nose and chin in any common areas (e.g. stair wells, laundry rooms, common rooms) where residents/visitors cannot properly maintain a physical distance of at least 2 metres (6ft) from other persons.

Additional mask measures in common areas of dwellings include:

- Posting appropriate visible signage indicating that face coverings are required inside all common areas of the dwelling if physical distancing of at least 2 metres (6ft) cannot be maintained
- Ensuring that all employees and essential visitors aware of all workplace policies and are trained on your expectations.

Enforcement

Huron Perth Public Health will be taking a progressive enforcement approach to ensure compliance with these instructions. Enforcement measures include focusing on education, however, pursuant to the ROA, people and businesses who do not comply with the above-noted requirements may be fined where significant non-compliance concerns are identified.

Please be reminded of your responsibilities under Schedules 1, 2 and 3 under *Ontario Regulation 364/20 – Rules for Areas in Stage 3* or equivalent legislation.

End Date for Instructions and Review

These Instructions will be reviewed regularly by Huron Perth Public Health. These Instructions will remain in effect until further notice from Huron Perth Public Health; any decision on an end date will depend on whether legislation still calls for adherence to public health advice, recommendations and instructions, and whether there is still evidence of virus transmission.

I want to thank you for your efforts so far to reduce the spread of COVID-19 and to reinforce with you that it is essential to keep up your vigilance and diligence. This is key to ensuring continued safe operation of your business as well as contributing to a successful community reopening and to safeguard against novel coronavirus (COVID-19) circulation now and into the fall and beyond.

Workplace guidance and resources related to these instructions are available on our website at www.hpph.ca/workplace. For more information, call HPPH at 1-888-221-2133.

Sincerely,



Miriam Klassen, MD, MPH Medical Officer of Health and CEO Huron Perth Public Health

ⁱ Indoor space means those indoor portions of any business that are openly accessible to members of the public and that are used for the purposes of offering goods or services to members of the public. The areas of the Indoor Commercial and Indoor Public Spaces that are subject to the face covering requirements of these Instructions are:

- Any areas in which members of the public interact with one another or with staff members, OR
- Any areas that are open or accessible to members of the public

ⁱⁱ At this time, “failed screening” refers to when an individual answers “yes” to questions related to COVID-19 symptoms, travel, and/or contact with someone who is a positive case. These persons should not be granted entry into a business or permitted to work (if an employee).

ⁱⁱⁱ A face covering means a medical mask or a non-medical mask or other face coverings such as a bandana, a scarf or cloth (including hijab and niqab) that covers the mouth, and nose ensuring a barrier that limits community transmission of COVID-19.

^{iv} A Person means any customer, patron, employee or visitor, who enters the business or organization.