

February 16, 2021

To: All Employers and Persons Responsible for a Business or Organization in Brant County Permitted to be Open under the *Reopening Ontario Act*

Re: Brant County Health Unit (BCHU) Instructions for Workplaces

I first want to acknowledge and thank you for all of your efforts thus far in protecting the health and safety of workers, volunteers, patrons and customers. While there has been success in reducing high case numbers, continued action is needed to reduce the spread and transmission of COVID-19.

Key risk factors of potential transmission include:

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

Accordingly, I am issuing this Letter of Instruction to all employers in the City of Brantford and County of Brant permitted to be open under the *Reopening Ontario Act*, which requires them to take the additional measures set out in this Letter to reduce the spread of COVID-19.

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.

These Instructions are being provided pursuant to Section 2(2) of Schedule 1 to Ontario Regulation 82/20: Rules for Areas in Stage 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.

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.

In order to assist BCHU to effectively support workplaces through any COVID-related situations, I am asking that all persons responsible for a business or organization in Brant County implement the following measures:

1. Immediate Notification to Brant County Health Unit

Immediately notify Brant County Health Unit at **519-753-4937 ext. 440** as soon as you become aware of **two or more people** who test positive for COVID-19 within a 14-day interval in connection with your workplace premises.

2. If **two or more people** test positive for COVID-19 within a 14-day interval in connection with your workplace premises, employers must:

- a. Provide contact information for a designated contact person at the workplace and ensure that person is readily available to communicate with Brant County Health Unit and implement any additional measures immediately as required by Brant County Health Unit.
- b. Ensure that accurate and updated contact information for all workers is available to be given to Brant County Health Unit in the case that Brant County Health Unit requires this in support of case management and contact tracing requirements.
- c. Notify the Ontario Ministry of Labour, Training and Skills Development and/or other relevant government authorities.
- d. Cooperate with Infection Prevention and Control personnel from Brant County Health Unit if it becomes necessary for a workplace inspection to occur.

3. Screen all employees before entering the workplace. Refer to the [Ministry of Health COVID-19 Reference Document for Symptoms](#) to see both typical and atypical symptoms of COVID-19. An employee who has any typical or atypical symptoms of COVID-19 should not be permitted to enter the workplace and needs to have COVID-19 testing completed.

4. If an employee has symptoms and refuses COVID-19 testing, the employee must stay home and self-isolate for 10 days from symptom onset.

5. Ensure **hand sanitizer** and **hand-washing facilities** are provided in work and rest areas. Hand sanitizer with 70-90% alcohol content is recommended.

6. Perform cleaning and disinfecting of all high-touch areas and surfaces and those areas accessible to the public, including washrooms, check-out counters, concession stands, and other high-touch surfaces, such as doorknobs and elevator buttons.

7. Conduct or have the property owner or landlord conduct a **regular review of heating, ventilation, and air conditioning (HVAC) systems** to ensure they are functioning well.

8. **Minimize instances of more than one individual in a vehicle** for driving associated with work. If unavoidable, ensure face coverings are worn in the vehicle (preferably medical masks) and drive with the windows open.

9. Ensure that **physical distancing of workers takes place by at least two (2) metres** throughout the workplace and during eating and rest periods (e.g., lunchrooms, change rooms, washrooms). Install one-way walkways to reduce close physical interactions.

10. **Implement physical barriers**, such as plexiglass, when physical distancing is not possible. Physical distancing is always preferable to the use of barriers.

11. In order to encourage forthright reporting of COVID-19 symptoms or contact among employees, **ensure that all employees are aware of income replacement and workplace-related benefits they are entitled to** if they have to isolate due to symptoms of COVID-19, being tested for COVID-19 or being a close contact of someone with COVID-19.

If you have any questions about this letter, please call 519-753-4937 and press '1'. Our phone lines are staffed 8:30 a.m. - 8 p.m. on weekdays and 9 a.m. - 5 p.m. on weekends. You can also email your questions to covid19@bchu.org

Please be reminded that you are required to comply with the additional measures above pursuant to regulations under the Reopening Ontario Act including any successor legislation or regulations.

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,



Dr. Elizabeth Urbantke
Acting Medical Officer of Health
Brant County Health Unit