

October 12, 2021

## **TO: All Employers and Persons Responsible for a Business or Organization in The Regional Municipality of York permitted to be open under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, S.O. 2020, c. 17 (“Reopening Ontario Act”)**

### **Re: York Region Public Health Instructions for Workplaces**

I am writing to notify all persons responsible for operating businesses and organizations permitted to operate under the *Reopening Ontario Act*, Regulation 364/20: Rules for Areas At Step 3 And At The Roadmap Exit Step of your responsibilities.

I sincerely thank employers and operators for your diligence and efforts to help keep our York Region communities safe. It is important, however, that we remain vigilant to prevent further transmission of COVID-19, particularly with the increase of the COVID-19 Delta variant. As such, this letter of instruction sets out additional public health measures required of employers with respect to cooperating with York Region Public Health for the purposes of our investigation and contact tracing measures. Strong contact tracing measures are essential in controlling and managing workplace cases and outbreaks of COVID-19. This letter also provides instructions regarding making vaccination information available to workers and cooperation with York Region Public Health on continuing vaccination initiatives.

These instructions are being provided pursuant to Section 2(2) of Schedule 1 to Ontario Regulation 364/20: Rules for Areas At Step 3 And At The Roadmap Exit Step made under the *Reopening Ontario Act*, formerly a regulation made under the Emergency Management and Civil Protection Act and now a continued section 7.0.2 order under the *Reopening Ontario Act*.

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 12:01 a.m., October 18, 2021, I am instructing all persons responsible for a business or organization in The Regional Municipality of York to:

#### Cooperation with York Region Public Health (YRPH)

1. Upon request by YRPH, provide contact information for a designated contact person at the workplace and ensure that person is readily available to communicate with YRPH and implement any additional measures immediately as required by YRPH as a result of a COVID-19 positive case in your workplace.
2. Ensure accurate and updated contact information for all workers is available to be produced to YRPH within 24 hours of request in support of case management and contact tracing requirements for COVID- 19.
3. Cooperate with YRPH representatives including allowing entry into the workplace for inspection and to support enhanced infection prevention and control measures and recommendations, and by providing information to YRPH required for contact tracing purposes.
4. Comply with all measures specified by YRPH to assist in eliminating or decreasing the risk to health presented by COVID-19 in the workplace.
5. Comply with all measures specified by YRPH in the course of managing a COVID-19 outbreak in the workplace.
6. Provide information to workers, patrons or visitors of the workplace or others, as required by YRPH.
7. Ensure all workers are conducting [COVID-19 screening](#) prior to entering the workplace

Employers must notify the Ontario Ministry of Labour, Training, and Skills Development of COVID-19 positives cases in accordance with the *Occupational Health and Safety Act*.

#### COVID-19 Vaccination Support

8. Make information available to workers regarding COVID-19 vaccination, as recommended by YRPH at [york.ca/COVID19VaccineInfo](http://york.ca/COVID19VaccineInfo).
9. Upon request of YRPH, collaborate with YRPH to support COVID-19 vaccination initiatives.

## DEFINITIONS

For the purpose of these instructions:

“**employer**” means a person, company, or organization that employs people or has under its service a person engaged in work.

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

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

## ENFORCEMENT

You are required to comply with the additional measures above, pursuant to regulations under the *Reopening Ontario Act* including any successor legislation or regulations. As per the *Reopening Ontario Act*, individuals who do not comply with the above noted requirements may be liable for a fine up to a maximum of \$100,000 or in the case of a corporation, not more than \$10 million 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 York Region’s website at [york.ca/COVID19](http://york.ca/COVID19)

Inquiries about these instructions should be directed to York Region Public Health at [yr.corporate.communications@york.ca](mailto:yr.corporate.communications@york.ca)

YRPH posts information regarding how to protect yourself and others from COVID-19 on its website that can assist local businesses and organizations in operating safely at [york.ca/preventCOVID19atwork](http://york.ca/preventCOVID19atwork)

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.

Yours truly,



Dr. Richard Gould  
Acting Medical Officer of Health  
The Regional Municipality of York