



July 16, 2020

To Employers in Sudbury and Districts:

Re: Instructions to Persons Responsible for a Business or Organization Permitted to Open under the *Emergency Management and Civil Protection Act, R.S.O. 1990* and related Regulations

I am writing to all persons responsible for a business or organization permitted to open in the Public Health Sudbury & Districts service area as of 12:01 a.m. July 17, 2020. This letter conveys my instructions to such persons pursuant to [Ontario Regulation 364/20](#): Rules for Areas in Stage 3 under the *Emergency Management and Civil Protection Act (EMCPA)*, which as of July 17, replace instructions outlined in my letter dated July 2, 2020.

As announced on July 13, 2020, much of the province, including the area served by Public Health Sudbury & Districts, will enter Stage 3 of [Reopening Ontario](#) on July 17, 2020. In Stage 3, more restrictions are loosened and nearly all businesses and public spaces are reopened, provided they follow Public Health advice and workplace safety guidance.

Make no mistake, the key to continued success in protecting our health and our economy from COVID-19 is in our hands. The Public Health instructions to business and organization owners and operators provide you with clear direction so you can continue to be part of the solution in keeping our communities safe. I sincerely thank you for your ongoing work and commitment.

As Medical Officer of Health, the following are my instructions pursuant to O. Reg. 364/20, Schedule 1, s.2(2) (or as current), to all persons who are responsible for a business or organization that is open within the geographic area served by Public Health Sudbury & Districts, effective 12:01 a.m. on July 17, 2020. Note that to the extent that anything in these instructions conflicts with setting-specific rules under O. Reg. 364 or other applicable provincial legislation or policy, those provincial directions prevail. Where conflicts do not exist, these instructions are additional to any applicable provincial direction.

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Sudbury ON P3E 3A3
t: 705.522.9200
f: 705.522.5182

Elm Place

10 rue Elm Street
Unit / Unité 130
Sudbury ON P3C 5N3
t: 705.522.9200
f: 705.677.9611

Sudbury East / Sudbury-Est

1 rue King Street
Box / Boîte 58
St.-Charles ON POM 2W0
t: 705.222.9201
f: 705.867.0474

Espanola

800 rue Centre Street
Unit / Unité 100 C
Espanola ON P5E 1J3
t: 705.222.9202
f: 705.869.5583

Île Manitoulin Island

6163 Highway / Route 542
Box / Boîte 87
Mindemoya ON POP 1S0
t: 705.370.9200
f: 705.377.5580

Chapleau

101 rue Pine Street E
Box / Boîte 485
Chapleau ON POM 1K0
t: 705.860.9200
f: 705.864.0820

toll-free / sans frais

1.866.522.9200

phsd.ca



Instructions:

1. (1) Have a policy in place to ensure that no Person is permitted to enter or remain in an **Enclosed Public Space** of a business or organization, including a public transit vehicle, unless they are wearing a Face Covering at all times in a manner that covers the mouth, nose and chin without gaping. The Face Covering may be temporarily removed to access services provided by the business or organization where it is reasonably required to do so.

For greater clarity, a **Person** means any customer, patron, employee or visitor, who enters the enclosed public space; **Enclosed Public Space** means indoor public spaces of businesses or organizations accessed by the public; **Face Covering** means a medical mask or a non-medical mask or other face coverings such as a bandana, a scarf, or cloth that covers the mouth and nose. Face shields are not acceptable forms of a face covering for the purpose of these instructions.

- (2) Have a policy in place for **Enclosed Employee Space (accessed by Employees and not accessed by the public)** to ensure the following are in place for Persons accessing this space:

- i. Physical distancing of two metres.
- ii. Face Covering requirement if physical distancing is not possible.
- iii. Routine screening for COVID-19 symptoms, including requiring those with symptoms to stay home and advising them to be tested for COVID-19.
- iv. Promoting excellence in hand hygiene and cough and sneeze etiquette.
- v. Enhanced cleaning and disinfecting of surfaces.

For greater clarity, **Employees** means employees, volunteers, students, contractors, and others who access the Enclosed Employee Space.

- (3) Subsections (1) and (2)(ii) do not apply to:

- a) Children under two years of age or children under the age of five years either chronologically or developmentally who refuse to wear a face covering and cannot be persuaded to do so by their caregiver.
- b) Persons with medical conditions who cannot safely wear a face covering (for example, due to breathing difficulties, cognitive difficulties, hearing or communication difficulties).
- c) Persons who cannot wear or remove a face covering without assistance, including people who are accommodated under the *Accessibility for Ontarians with Disabilities Act (AODA)* or are protected under the *Ontario Human Rights Code*, R.S.O. 1990, c.H. 19 as amended.
- d) Persons who for any religious or cultural reason cannot wear a face covering, or cannot cover the face in a manner that would cover the nose and mouth.

2. Implement and enforce the policies based on “good faith”, using them primarily as a means of educating Persons on Face Covering use.
3. Do not require any Person to provide proof of any of the exemptions set out in Subsection 1(3).
4. Post appropriate visible signage indicating that all persons entering or remaining inside the Enclosed Public Space must wear a Face Covering.
5. Require that employees provide verbal reminders to Persons entering the Enclosed Public Space without a Face Covering or Persons unreasonably removing the Face Covering while in the premises.
6. Ensure the availability of alcohol-based hand rub at all entrances and exits for the use of all Persons entering or exiting the premises.
7. Ensure that all employees are aware of the policies and are trained on their implementation and enforcement.
8. Provide a copy of the policies, upon request, to a Public Health Inspector or other person authorized to enforce the EMCPA.

Please be reminded that O. Reg. 364 requires persons responsible for a place of business or a facility that is open to the public to limit the number of persons in the place of business or facility so that every member of the public is able to maintain a physical distance of at least two meters from every other person in the business or facility. Exceptions are specified in the Regulation.

Public Health Sudbury & Districts is committed to supporting local businesses and organizations to reopen safely. Please visit our website to access the [workplace toolkit](#) for this purpose. The toolkit includes [sample policies](#), [checklist](#), [signage](#), and a [Frequently Asked Questions](#) resource.

Should you require additional information, please contact Public Health at 705.522.9200 (toll-free 1.866.522.9200). Visit phsd.ca/COVID-19 for additional information and resources, including [Guidance for workplaces and sector-specific guidance](#). *Cette lettre, ainsi que toutes ressources associées, sont aussi disponibles en français sur notre site web : phsd.ca/laCOVID-19.*

Thank you for your ongoing collaboration as we work together to keep the brakes on COVID-19 and the accelerator on our local reopening.

Sincerely,

Original signed by

Penny Sutcliffe, MD, MHSc, FRCPC
Medical Officer of Health and Chief Executive Officer

cc: Dr. David Williams, Chief Medical Officer of Health