

Hello:

The following information is what all Businesses need to have in place while operating, to ensure compliance with Reopening of Ontario Act (ROA).

All Businesses must actively screen their employees/independent contractors/renters; have a safety plan completed and posted; capacity signs posted (unless otherwise not required due to proof of vaccination); mask signs, and signs and symptoms posted for customers to see and screen themselves. The list, direct links and posters have been provided.

Download COVID-19 screenings:

<https://covid-19.ontario.ca/download-covid-19-screenings#2.-worker-and-employee-screening>

Guide to developing your COVID-19 workplace safety plan: ([must be completed and posted for employees and the public to see](#))

<https://www.ontario.ca/page/guide-developing-your-covid-19-workplace-safety-plan>

Signs and symptoms of COVID-19 – Attached

Windsor-Essex County Health Unit Capacity Limits Template - Attached

Windsor-Essex County Health Unit and CDC Mask Sign – poster attached

A plan to safely reopen Ontario and manage COVID-19 for the long-term:

<https://www.ontario.ca/page/reopening-ontario>

Proof of Vaccination Guidance under the Reopening Ontario Act, 2000:

[Proof of Vaccination Guidance under the Reopening Ontario Act](#)

General Information you need to know when providing services:

<https://www.ontario.ca/laws/regulation/200364>

Ontario Regulation 364/20.

General Compliance 2(7)

A person shall wear appropriate personal protective equipment that provides protection of the person's eyes, nose and mouth if, **in the course of providing services, the person,**

- (a) is required to come within 2 metres of another person who is not wearing a mask or face covering in a manner that covers that person's mouth, nose and chin during any period when that person is in an indoor area

<https://covid-19.ontario.ca/public-health-measures>

Personal protective equipment including eye protection

Everyone must wear a mask or face covering that covers their mouth, nose and chin inside any business or place that is open (with some [exceptions](#)).

Workers must wear appropriate personal protective equipment (PPE) that protects their eyes, nose and mouth, if in the course of providing services they are:

- required to come within 2 metres of another person who is not wearing a mask or face covering when in an indoor area
- not separated by plexiglass or some other impermeable barrier

I have included additional guidance for employers, owners and operators of businesses and workplaces to assist with COVID-19 prevention in places of work:

[Additional COVID-19 Guidance For Retail | The Windsor-Essex County Health Unit \(wechu.org\)](#)

[Workplaces, Organizations & Facilities | The Windsor-Essex County Health Unit \(wechu.org\)](#)

[Working From Home Resources - Workforce Windsor Essex](#)

[COVID-19 Vaccine Information for Workplaces: Business Owners and Employees | The Windsor-Essex County Health Unit \(wechu.org\)](#)

Additional resources that may be helpful to your business:

ADDITIONAL RESOURCES

- [Resources to prevent COVID-19 in the workplace](#)
- [Guidance for employers during breaks](#)
- [Break poster](#)
- [Lunch poster](#)
- [Keep it to yourself poster](#)
- [COVID-19 safety checklist for workplaces](#)
- [COVID-19 self-isolation and return to work](#)

You may also contact the Stop the spread Business Information Line at 1-888-444-3659. Help is available from Monday to Sunday, from 8:30a.m – 5:00p.m.

Contact Centre for H&S 1-877-202-0008

Contact Centre for Employment Standards Information Centre: 1-800-531-5551

Kind Regards,

Ontario Regulation 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step: [O. Reg. 364/20: RULES FOR AREAS AT STEP 3 AND AT THE ROADMAP EXIT STEP \(ontario.ca\)](#)

Shopping and Retail

Retailers

10. (1) Businesses that engage in retail sales to the public may open if they comply with the following conditions:

1. The person responsible for the establishment must post a sign in a conspicuous location visible to the public that states the capacity limits under which the establishment is permitted to operate.
2. If the business permits members of the public to test drive any vehicles, boats or watercraft,
 - i. the members of the public must be actively screened in accordance with the advice, recommendations and instructions of the Office of the Chief Medical Officer of Health before they participate in the test drive, and
 - ii. all participants in the test drive must wear a mask or face covering in a manner that covers their mouth, nose and chin, unless they are entitled to any of the exceptions set out in subsection 2 (4) of Schedule 1.

(2) For greater certainty, the total number of patrons permitted indoors in the establishment must be limited to the number that can maintain a physical distance of at least two metres from every other person in the establishment.

(3) Despite subsection 32 (2) of Ontario Regulation 268/18 (General) made under the *Smoke-Free Ontario Act, 2017*, a person responsible for a specialty vape store as defined in that Regulation that is permitted to be open in accordance with the conditions described in subsection (1) shall not permit an electronic cigarette to be used for the purpose of sampling a vapour product in the specialty vape store.

(4) Cannabis retail stores operating under the authority of a retail store authorization issued under the *Cannabis Licence Act, 2018* may open if they comply with the

conditions set out in subsection (1) and provide products to patrons through in-person sales or through an alternative method of sale, such as curbside pick-up or delivery.

Shopping malls

11. Shopping malls may open if the person responsible for the shopping mall ensures that the following conditions are complied with:

1. Members of the public who enter the shopping mall must not be permitted to loiter in any area of the shopping mall.
2. The number of members of the public in the shopping mall at any one time must not exceed the total capacity determined by taking the sum of the capacities of every business in the mall, as permitted under subsection 10 (2).

Ontario Regulation 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step under Reopening Ontario Act

Personal care services

8. (1) Personal care services relating to the hair or body, including hair salons and barbershops, manicure and pedicure salons, aesthetician services, piercing services, tanning salons, spas and tattoo studios, may open if they comply with the following conditions:

1. Persons who provide personal care services in the business must wear appropriate personal protective equipment.
2. For greater certainty, subsection 3 (1) of Schedule 1 must be complied with.
3. The person responsible for the establishment must post a sign in a conspicuous location visible to the public that states the capacity limits under which the establishment is permitted to operate.
4. Oxygen bars must be closed.
5. Individuals must be actively screened in accordance with the advice, recommendations and instructions of the Office of the Chief Medical Officer of Health before they enter the establishment.
6. No member of the public may be permitted to enter the premises except by appointment.

(1.1) Paragraph 3 of subsection (1) does not apply in a location in respect of which an election has been made under section 2.2 of Schedule 1 during the period when the election is in effect.

(2) Subsection (1) does not apply to hair and makeup services described in section 20.”

Ontario Regulation 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step under Reopening Ontario Act

**SCHEDULE 2
SPECIFIC RULES AT STEP 3**

Food and drink

RESTAURANTS

1. (1) Restaurants, bars, food trucks, concession stands and other food or drink establishments may open if they comply with the following conditions:

1.-3. REVOKED: O. Reg. 727/21, s. 2 (1).

4. The person responsible for the establishment must actively screen any dine-in patrons in accordance with the advice, recommendations and instructions of the Office of the Chief Medical Officer of Health before they enter the establishment.

5. The person responsible for the establishment must,

- i. record the name and contact information of every patron that enters an area of the establishment, unless the patron temporarily enters the area to place, pick up or pay for a takeout order,
- ii. maintain the records for a period of at least one month, and
- iii. only disclose the records to a medical officer of health or an inspector under the *Health Protection and Promotion Act* on request for a purpose specified in section 2 of that Act or as otherwise required by law.

6. No patron shall dance at the establishment.

(2) For greater certainty, the person responsible for the establishment must prepare a safety plan in accordance with section 3.3 of Schedule 1.

(3) Paragraphs 4 and 5 of subsection (1) do not apply with respect to an establishment which requires all dine-in patrons to order or select their food or drink at a counter, food bar or cafeteria line and pay before receiving their order.

(4) Paragraph 4 of subsection (1) does not apply,

(a) with respect to establishments on hospital premises or in an airport; or

(b) with respect to an establishment located within a business or place if the only patrons permitted at the establishment are persons who perform work for the business or place in which the establishment is located.

(5) For greater certainty, any business, place, facility or establishment at which food or drink is sold or served, including those referred to in section 4 of Schedule 1 and in sections 4 and 5, paragraph 1 of section 18, and sections 22, 24, 25, 26, 27, 28, 31, 32 and 33 of this Schedule, is a food or drink establishment to which this section applies,

(a) at any time when food or drink is served or sold at the business, place, facility or establishment; and

(b) in any part of the business, place, facility or establishment where the food or drink is served or sold.

(5.1) REVOKED: O. Reg. 727/21, s. 2 (3).

(6) For greater certainty, a restaurant, bar, food truck, concession stand or other food or drink establishment that is in compliance with the conditions set out in subsection (1) may open in any business or place that is otherwise permitted to open under this Order.

(7) For greater certainty, this section does not apply to food or drink establishments where dance facilities are provided, during a time when patrons are permitted to make use of the dance facilities.

(8) REVOKED: O. Reg. 727/21, s. 2 (4).

Food or drink establishments with dance facilities

2. (1) Food or drink establishments where dance facilities are provided, including nightclubs, restoclubs and other similar establishments, may open if they comply with

the following conditions during any time when patrons are permitted to make use of the dance facilities:

1. In the case of an indoor establishment, the total number of members of the public permitted to be in the establishment at any one time must be limited to the number that can maintain a physical distance of at least two metres from every other person in the establishment and in any event may not exceed 25 per cent capacity, as determined in accordance with subsection 3 (4) of Schedule 1, or 250 persons, whichever is less.
2. In the case of an outdoor establishment, the total number of members of the public permitted to be at the establishment at any one time may not exceed 75 per cent capacity, as determined in accordance with section 3.0.1 of Schedule 1, or 5,000 persons, whichever is less.
3. The establishment must be configured so that patrons seated at different tables are separated by,
 - i. a distance of at least two metres, or
 - ii. plexiglass or some other impermeable barrier.
4. Every patron in an outdoor establishment must wear a mask or face covering in a manner that covers their mouth, nose and chin, unless they are entitled to any of the exceptions set out in subsection 2 (4) of Schedule 1, or are seated with members of their own household only, and every member of the household is seated at least two metres from every person outside their household.
5. The person responsible for the establishment must post a sign in a conspicuous location visible to the public that states the capacity limits under which the establishment is permitted to operate.
6. The person responsible for the establishment must actively screen patrons in accordance with the advice, recommendations and instructions of the Office of the Chief Medical Officer of Health before they enter the premises of the establishment.
7. The person responsible for the establishment must,

- i. record the name and contact information of every patron that enters an area of the establishment,
- ii. maintain the records for a period of at least one month, and
- iii. only disclose the records to a medical officer of health or an inspector under the *Health Protection and Promotion Act* on request for a purpose specified in section 2 of that Act or as otherwise required by law.

(2) For the purposes of paragraph 4 of subsection (1), the references to “indoor area” in clauses 2 (4) (i) and (l) of Schedule 1 shall be read as “outdoor area”, and for greater certainty patrons are permitted to remove a mask or face covering temporarily to consume food or drink, or as may be necessary for the purposes of health and safety.

(3) For greater certainty, the person responsible for the establishment must prepare a safety plan in accordance with section 3.3 of Schedule 1.

(4) Subsection 3.1 (4) of Schedule 1 continues to apply to patrons of the dance facility, except when physical distancing cannot be maintained while participating in the activities for which patrons normally frequent such an establishment.

(5) The physical distancing described in subsections 3 (1) and 3.1 (4) of Schedule 1 is not required when patrons are seated together at a table in an establishment to which this section applies.

(6) For greater certainty, any business, place, facility or establishment at which food or drink is sold or served while dance facilities are provided, including any business, place, facility or establishment referred to in section 4 of Schedule 1 and in sections 24, 25, 27 and 28 of this Schedule, is a food or drink establishment to which this section applies,

- (a) at any time when food or drink is served or sold at the business, place, facility or establishment while dance facilities are provided; and
- (b) in any part of the business, place, facility or establishment where the food or drink is served or sold and dance facilities are provided.

(7) For greater certainty,

- (a) the indoor capacity limits set out in paragraph 1 of subsection (1) apply to each particular room in a business, place, facility or establishment referred to in subsection (6) where dance facilities are provided during the periods of time when dancing is permitted; and
- (b) the outdoor capacity limits set out in paragraph 2 of subsection (1) apply to each outdoor area at a business, place, facility or establishment referred to in subsection (6) where dance facilities are provided during the periods of time when dancing is permitted.

COVID-19 safety plan

Use this template to document how your organization will keep workers and other people safe at your workplace during the COVID-19 pandemic. [How to develop your COVID-19 safety plan: A guide for Ontario workplaces](#) explains what you should think about and gives examples to help you come up with your plan.

Company details

Business name:

Revision date:

Date completed:

Developed by:

Division/group:

Others consulted:

Date distributed:

Provide as much information in response to each question as possible. This will help your workers and other people to know exactly what to do and what to expect.

The final page will help you create a snapshot version of your plan to post in the workplace. This can act as a reference for workers and let others who come into your workplace know what you are doing to help keep everyone in your workplace safe.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required. Refer to the Ontario government’s [COVID-19 website](#) for up-to-date information.

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Consider: What guidance will you need to provide? How will you share information? Do you need new or more frequent types of communication? Where will you update yourself on new COVID-19 guidance?

Example: Ensure our procedures are up to date by a daily review of Ministry of Health guidance.

Actions:

- [List your actions here. Note who is responsible for each action.]

2. How will you screen for COVID-19?

Consider: How you will stay current about what symptoms to look for? Will you use a screening checklist? Who will do the screening? Who needs to be screened and how often?

Example: To find out if workers are well when they come to work, we will ask each worker basic questions about their physical health and symptoms using the provincial list of COVID-19 symptoms.

Actions:

- [List your actions here. Note who is responsible for each action.]

3. How will you control the risk of transmission in your workplace?

Include how you will maximize distance and separation, reduce transmission from surfaces and objects, and support good hand and respiratory hygiene.

Consider: What [engineering and administrative controls](#) will you use? What changes will you make? Who needs to be in the workplace? How will you gather worker ideas about different ways of working?

Example: We have a new policy that limits time in the kitchen to 10 minutes, we have created a new outdoor break area in our parking lot and have changed how we schedule shifts and breaks.

Actions:

- [List your actions here. Note who is responsible for each action.]

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Consider: What is the contact information for your local public health unit? What are your isolation procedures? How will you gather workplace contact information for public health contact tracing?

Example: We have designated a safe isolation area in the workplace and created a checklist with the procedures of what to do if someone gets sick at work, including key contact numbers.

Actions:

- [List your actions here. Note who is responsible for each action.]

5. How will you manage any new risks caused by changes to the way you operate your business?

Consider: With workers, review existing critical risks and whether work practice changes will affect your current risk management strategy. Are any new risks introduced due to changes in worker numbers or work practices? What new risk controls are required?

Example: We will establish regular check-ins with workers about how they're coping with the change to shift work.

Actions:

- [List your actions here. Note who is responsible for each action.]

6. How will you make sure your plan is working?

Consider: How often will you schedule a review of your plan? How will you get input and ideas from workers and clients? Who is responsible for evaluating how things are working and for adapting the plan as you find better/easier ways to do things? How will you communicate changes?

Example: We will set up a weekly meeting between the CEO and the health and safety representative.

Actions:

- [List your actions here. Note who is responsible for each action.]

COVID-19 safety plan – snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

Business name:

Division/group:

Date completed:

Revision date:

Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- [List your measures here.]

How we're screening for COVID-19

- [List your measures here.]

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- [List your measures here.]

Cleaning

- [List your measures here.]

Other

- [List your measures here.]

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- [List your measures here.]

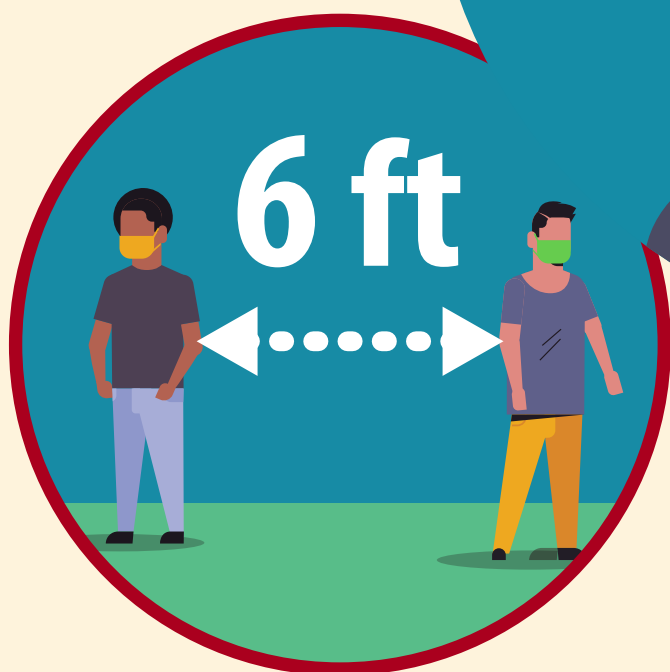
How we're managing any new risks caused by the changes made to the way we operate our business

- [List your measures here.]

How we're making sure our plan is working

- [List your measures here.]

Please wear a mask.



Stay at least 6 feet apart
from others.



cdc.gov/coronavirus

Attention Visitors



If you have any of the following symptoms of **COVID-19**:

- fever
- new onset of cough
- chills
- unexplained fatigue
- headache
- sore throat
- runny nose
- stuffy or congested nose
- lost sense of taste or smell
- difficulty breathing
- difficulty swallowing
- pink eye
- digestive issues (nausea/vomiting, diarrhea, stomach pain), or
- for young children and infants: sluggishness or lack of appetite

OR you have been exposed to someone with COVID-19 or someone who has developed new respiratory symptoms, **please delay your visit AND contact either your health care provider, Telehealth Ontario (1-866-797-0000), or visit an Assessment Centre for testing.**

STAND HERE

2M

2M

2M



wechu.org

2M



BE COVID WISE



IN LUNCH ROOMS,
BREAK ROOMS, AND
STAFF ONLY AREAS

DO



Wear a face covering/
mask at all times. Only
remove when seated to
eat or drink.



Keep a 2 metre physical
distance from others at
all times, such as during
breaks, during work, and
before and after shifts.



Clean your hands before
and after eating.



Follow the maximum
capacity limit of the
lunch or break room.



Clean and disinfect all
appliances before use.

DON'T



Don't sit closer than
2 metres from co-workers
while eating or drinking in
the break room.



Don't remove your face
covering to eat or drink
in areas that are **NOT**
dedicated break or
eating areas.



Don't allow large groups to
take breaks and socialize
at the same time. Stagger
lunch times and break times.



Don't share food or drinks
with others.



Don't cough or sneeze into
the open air. Cover with a
tissue or your sleeve.

*Protect yourself and your co-workers from
COVID-19 in the workplace by following
these simple DOs and DON'Ts.*

**PLEASE
STAND BACK
TO ALLOW FOR
PHYSICAL
DISTANCING**



PLEASE
SANITIZE
YOUR HANDS
BEFORE
ENTERING
OUR BUILDING

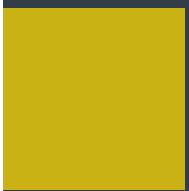
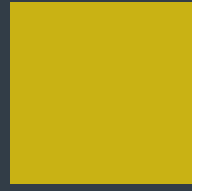




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THIS AREA
HAS BEEN
CLEANED.
THANK YOU



THIS AREA
HAS BEEN
CLEANED.

THANK YOU



wechu.org



**WEAR
A MASK
TO COVER YOUR
MOUTH & NOSE
PRIOR TO
ENTERING**



Complete the
COVID-19 Self Assessment at
covid-19.ontario.ca/self-assessment
before entering this workplace
or reporting for work.

If you have symptoms
and are concerned,
visit **ehealthwindsor-essex.ca**
to complete the assessment
and for further direction.



WASH YOUR HANDS

OFTEN AND WELL



Remove jewellery and watch.
Wet hands with warm water.



Use lots of soap.



Scrub 20 seconds.
Clean wrists, palms, back of hands, and between fingers.



Rinse with warm water. Be sure not to touch the side of the sink.



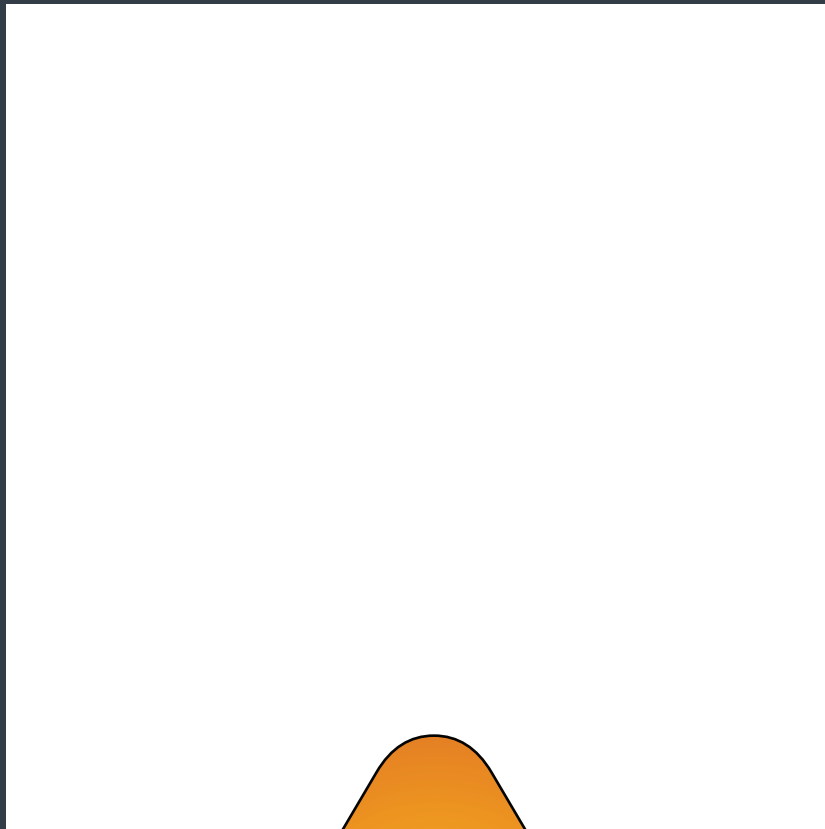
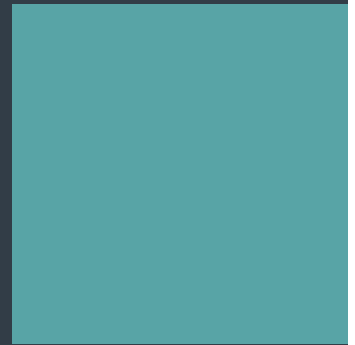
Dry completely with paper towel or with an air dryer.



Use a paper towel to turn off water and open door **to protect from recontamination.**



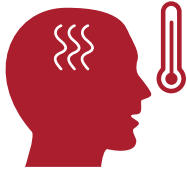
THE MAXIMUM CAPACITY OF THIS MEETING ROOM IS



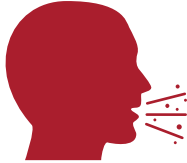
COVID-19 SCREENING TOOL FOR THE WORKPLACE.

DO YOU HAVE ANY OF THE FOLLOWING...

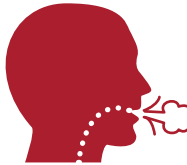
** If you have an existing health condition that gives you the symptoms you should not answer YES, unless the symptom is new, different or getting worse. Look for changes from your normal symptoms.*



Fever or chills



Cough



Difficulty Breathing, shortness of breath



Sore throat, trouble swallowing



Runny/stuffy nose



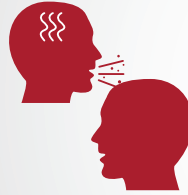
Decreased or loss of taste or smell



Nausea, vomiting, diarrhea



Not feeling well extreme tiredness, sore muscles



Have you had close contact with a confirmed or probable case of COVID-19 without wearing appropriate PPE?



Have you travelled outside of Canada in the past 14 days?



If you answered **YES** to any of these questions, go home and self-isolate. Call Telehealth or your health care provider, to find out if you need a test.

If you answered **NO** to all of these questions, you have passed and can go to work/attend your activity.

These questions are used to screen for COVID-19 before entry into a workplace (business or organization).