



June 21, 2021

To: All owners, operators who are responsible for a business or organization, and workers who occupy a workplace or premise within Windsor and Essex County:

RE: Instructions for Additional Public Health Measures to Persons Responsible for a Business or Organization Permitted to open under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* and any related Regulations.

As we progress through the COVID-19 pandemic, we will continue to experience fluctuations in the number of COVID-19 infections and cases linked to variants of concern. Variants of concern are associated with increased transmissibility (spread) and disease severity. As such, more intensive efforts are needed to ensure continued public health and safety.

The following businesses or organizations are currently exempt from the instructions issued below and the Class Workplace Order due to sector-specific legislation, directives, and/or guidelines:

- A licensed childcare program that complies with guidance issued by the Ministry of Education;
- Health care providers and health care entities as defined in Section 77.7 of the *Health Protection and Promotion Act, 1990*, who are subject to the Chief Medical Officer of Health's Directives issued thereunder;
- Schools and school boards licensed under the *Education Act, 1990*; and
- Schools and private schools within the meaning of the *Education Act*, operated following return to school direction issued by the Ministry of Education and approved by the Office of the Chief Medical Officer of Health.

As a result, I am issuing additional instructions to control the spread of COVID-19 in our businesses and workplaces to prevent further community spread. As the Medical Officer of Health for the Windsor-Essex County region, I am issuing these instructions pursuant to Schedule 1 & 6, s. 2(2) of [Ontario Regulation \(O. Reg.\) 82/20: Rules for Areas in Shutdown Zone and at Step 1](#) made under the [Reopening Ontario \(A Flexible Approach to COVID-19\) Act, 2020](#).

1. Notify the Windsor-Essex County Health Unit as soon as you are aware of two or more persons who tested positive for COVID-19 within a 14-day interval at your premises by calling 519-258-2146 ext. 4400.
2. Ensure that your workplace [COVID-19 Safety Plan](#) is up to date, implemented, and communicated. Consider auditing your existing [Safety Plan](#) if you have been in, or are currently in an outbreak; applying a lessons-learned approach and root cause analysis for any issues noted.
3. Conduct daily [active screening](#) of workers attending the workplace. Screening for symptoms and exposure history of COVID-19 for all employees or essential visitors must occur before the start of the workday. Keep a record of all screening and make it available within 24 hours upon request of the Windsor-Essex County Health Unit.
 - Where screening occurs in person, the workplace shall limit points of entry to facilitate screening, structure the layout of the entrance to promote physical distancing, and where physical distancing cannot be maintained – implement barriers and provide screeners with appropriate personal protective equipment.
 - Records must be stored confidentially for a minimum of 30 days.
 - Staff with [symptoms of COVID-19](#) shall be excluded from the workplace.
4. Ensure non-essential visitors are not permitted on the premises to avoid crowding and reduce possible exposures.

5. Ensure that any worker in the workplace wears a mask or face covering in a manner that covers their nose, mouth, and chin, in all areas indoors at all times unless the worker is attending the workplace for reasons as per regulations made under the [*Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020*](#).
6. Workers shall be provided with appropriate personal protective equipment if the work environment cannot be altered to allow the required 2 metres (6 feet) distancing at all times;
 - In the circumstance that employees are within a 2 metres (6 feet) distance of each other or a customer that isn't masked (e.g., a server in a restaurant tending to those eating without masks) a face shield or eye protection is also required.
7. For workplace common areas (e.g., including washrooms, lunchrooms, staff kitchens, cafeterias, change rooms):
 - Ensure that a minimum 2 metres (6 feet) physical distance between persons can be maintained;
 - Limit capacity in each room to maintain 2 metres (6 feet) physical distance, and
 - Post signage at all entrances to the workplace common area, in a location visible to workers, indicating the maximum number of people permitted in each area.
 - Clean and disinfect high-touch surfaces a minimum of 2 times per day. Posting of the cleaning and disinfecting schedule is recommended.
8. Post signage on [*physical distancing*](#), [*do not enter if sick*](#), [*mask-wearing*](#), and [*sanitize hands*](#) at all entrances to the workplace, in a location visible to workers.
9. Businesses must ensure the Ontario Ministry of Labour, Training, and Skills Development and/or other relevant government authorities have been notified where an outbreak has been declared, as per the [*Occupational Health and Safety Act*](#) and other applicable law.
10. Comply with all instructions from the Windsor-Essex County Health Unit. Such compliance shall include allowing entry into the workplace for inspection, where necessary, and support enhanced infection prevention and control measures within the workplace, which include but are not limited to:
 - Ensure hand sanitizer and/or hand-washing facilities are provided at all entrances and exits, in work and rest areas. Hand sanitizer with 60-90% alcohol content is recommended.
 - Implement rigorous and frequent environmental cleaning in all high-touch areas and those areas accessible to the public a minimum of 2 times per day, and as often as necessary.
 - 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.
 - Minimize instances of more than one individual in a vehicle for driving associated with work. If unavoidable, ensure masks or face coverings are worn in the vehicle (preferably medical masks), and vehicles are driven with the windows open and persons spaced apart.
 - Water fountains available for use are exclusively used to fill bottles or cups and are regularly cleaned.

These measures are intended to reduce the impact of COVID-19 in Windsor and Essex County by addressing continuing transmission by balancing anticipated increases of cases with the reopening of businesses. You are required to comply with the above instructions as provided by the [*Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020*](#) and its regulations, and shall be in full force and effect despite any changes to the Windsor-Essex County Health Unit's steps in reopening.

With my appreciation and thanks for our communities continued efforts.

Sincerely,

Dr. Wajid Ahmed, MBBS, MAS, MSc, FRCPC

Medical Officer of Health