

**Main Office – Belleville**

179 North Park Street, Belleville, ON K8P 4P1  
**T:** 613-966-5500 | 1-800-267-2803 | **F:** 613-966-9418  
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[hpePublicHealth.ca](http://hpePublicHealth.ca)

December 3, 2021

To: All Employers and Persons Responsible for a Business or Organization in Hastings and Prince Edward Counties 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: Hastings Prince Edward Public Health (HPEPH) Reminder for Workplaces**

I am writing to all persons responsible for operating businesses and organizations that are currently permitted to be open under the Reopening Ontario Act, Regulation 364/20: [Rules for Areas at Step 3 and at the Roadmap Exit Step](#) to remind you of your responsibilities.

The current increase in COVID-19 cases in our region is very concerning and is resulting in greater risk of community transmission. Within the past week we have investigated 46 high risk exposures to COVID-19 cases at businesses and organizations, and have declared outbreaks at 7.

Unless steps are taken to curb the spread of COVID-19 in our community, additional public health restrictions will be necessary.

What is needed from you:

- Employers are required to actively screen every employee before they enter the workplace at the start of their shift. A [worker and employee screening tool](#) is available.
- [Actively screen all patrons](#) before they are permitted to enter the business or organization where this is required.
- Require proof of vaccination as outlined in the [Proof of Vaccination Guidance for Businesses and Organizations under the Reopening Ontario Act](#). Be vigilant about checking proof of vaccination thoroughly upon entry.
- Collect patron contact information where this is required (e.g. restaurants, bars, other food and drink place, sport and recreational facilities, meeting and event spaces, personal trainers, businesses that provide in-person teaching and instructions, casinos, bingo halls and gaming establishments, tour and guide services, strip clubs).
- Ensure every member of the public in the business maintains a physical distance of at least two metres from every other person, except from their caregiver or from members of the person’s household or otherwise permitted.
- Do not permit patrons to line up inside your businesses, or to line up or congregate outside unless they are maintaining a physical distance of at least two metres from other groups of persons and wearing a mask or face covering.

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**North Hastings**

1P Manor Ln., L1-024, Bancroft, ON K0L 1C0  
**T:** 1-800-267-2803 | **F:** 613-332-5418

**Prince Edward County**

Suite 1, 35 Bridge St., Picton, ON K0K 2T0  
**T:** 613-966-5500 | **F:** 613-476-2919

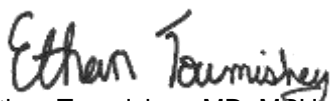
**Quinte West**

499 Dundas St. W., Trenton, ON K8V 6C4  
**T:** 613-966-5500 | **F:** 613-965-6535

- Ensure masks or face coverings are worn properly by any person (including members of the public and workers) in the indoor area of the business or organization, with limited exceptions.
  - Ensure eye protection is worn properly by workers providing services less than two metres from an unmasked patron.
- Ensure every person who performs work for the business or organization and whose mask or face covering is temporarily removed to consume food or drink is separated from every other person by a distance of at least two metres, Plexiglas, or some other impermeable barrier.
- Follow capacity limits for your business where these apply and post the maximum number on public entrances.
- Clean and disinfect as often as needed.
- Consider using rapid antigen tests to screen your employees and [submit the results](#) to HPEPH.
- Allow employees to stay home when sick. Employers are required under the Employee Standards Act to provide eligible employees with up to three days of [paid infectious disease emergency leave](#). Eligible employers can apply to the [Workplace Safety and Insurance Board \(WSIB\)](#) to be reimbursed for these payments.
- Consider allowing employees to work remotely, where possible.
- Make and post a [COVID-19 safety plan](#). [Assistance in completing a safety plan](#) is available.
- Develop a vaccination policy for your workplace. For support, please access using the [Workplace Vaccine Policy Guide](#) and [Workplace Vaccine Policy Template](#).
- Follow any letters of instructions issued by public health.

HPEPH has resources available to help workplaces navigate throughout this challenging time. If you have additional questions about current regulations, please visit our [COVID-19 Resources for Workplaces web page](#), [complete our online form](#), or call 1-800-267-2803, ext. 677.

Sincerely,



Ethan Toumishey, MD, MPH, CCFP, FRCPC  
Acting Medical Officer of Health  
Hastings Prince Edward Public Health