

COVID-19 PUBLIC HEALTH GUIDANCE: WORKPLACE SAFETY PLAN AND SCREENING – STEP 3

Last revised: July 16, 2021

SAFETY PLAN

This document provides guidance for developing a workplace safety plan for businesses and organizations at Step 3 of the province's [Roadmap to Reopen](#) by following [Ontario Regulation 364/20: Rules for Areas in Step 3](#) (O. Reg 364/20) under the [Reopening Ontario \(A Flexible Approach to COVID-19\) Act, 2020](#).

In accordance with O. Reg. 364/20, the person responsible for a business or organization that is permitted to open shall prepare and make available a COVID-19 workplace safety plan ("safety plan"). The safety plan shall describe the measures and procedures which have been implemented or will be implemented in the business or organization to reduce the transmission risk of COVID-19.

In addition to the above requirement, the medical officer of health for the Simcoe Muskoka District Health Unit (SMDHU) has issued a [letter of instruction](#) to **businesses and organizations** in the County of Simcoe, the District of Muskoka, and the Cities of Orillia and Barrie. The letter of instruction outlines additional public health measures that must be implemented. These measures include the appointment of a **Compliance Officer** responsible for the implementation of a safety plan (as described in O. Reg. 364/20), compliance with the safety plan, and the implementation and compliance with all occupational health and safety measures and infection prevention and control measures set out in the letter.

The safety plan shall be in writing and made available to any person for review upon request.

The person responsible for the business or organization shall ensure that a copy of the safety plan is posted in a conspicuous place where it is most likely visible to individuals working in or attending the location.

The Province of Ontario has [published a guidance document](#) to assist businesses with preparing the required aspects of the safety plan, which must address: screening, physical distancing, masks or face coverings, cleaning and disinfecting of surfaces and objects, the wearing of personal protective equipment, and preventing and controlling crowding. The province also has [resources to prevent COVID-19 in the workplace](#) for sector-specific information and examples of controls that apply to your type of workplace. These documents may be helpful as you develop your plan.

SCREENING

Businesses and organizations which are permitted to open to the public are responsible for screening workers and patrons. The Province of Ontario has implemented a [website for all categories of screening, including workers and patrons](#).

1. Employees/workers, contractors, suppliers, and volunteers must be screened [via active screening](#) that meets the [provincial screening requirements](#) and occupational health and safety standards of the organization and may be done in-person, as described in the letter of [instruction](#) from SMDHU's medical officer of health at the workplace or remotely using telephone, internet (online), email submission, or an app before entry; and
2. Patrons of businesses and organizations are to be screened via [passive screening requirement posted at all entrances](#) unless the business or organization is a sector identified below. By instruction of the Chief Medical Officer of Health, [active screening of patrons](#) is **required** for the following 15 sectors in Step 3:
 - Meeting or event space, conference centres, convention centres
 - Patrons dining at a food premises (restaurants, bars, etc.)
 - Food or drink establishments with dance facilities including nightclubs, restoclubs and other similar establishments
 - Personal care services including services relating to the hair or body, hair salons and barbershops, manicure and pedicure salons, aesthetician services, piercing services, tanning salons, spas, and tattoo studios
 - Personal physical fitness trainers
 - Retail businesses that permit members of the public to test drive any vehicles, boats, or watercraft
 - Businesses that provide teaching and instruction
 - Driving instruction
 - Facilities used for indoor or outdoor sports and recreational fitness activities
 - Photography studios and services

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- Casinos, bingo halls and gaming establishments
- Tour and guide services, including guided hunting trips, tastings and tours for wineries, breweries and distilleries, fishing charters, trail riding tours, walking tours and bicycle tours may
- Boat tours embarking and disembarking within the Province of Ontario
- Strip clubs
- Bathhouses and sex clubs

SUPPORTING EACH OTHER AND OUR COMMUNITY

We understand that this is a challenging time, but public health measures like this are needed to limit the spread of COVID-19. We thank you for the service that you provide to the community.

Please contact the Simcoe Muskoka District Health Unit's Health Connection line if you have any questions at 1-877-721-7520, Monday to Saturday from 8:30 a.m. to 4:30 p.m.

While the Simcoe Muskoka District Health Unit aims to provide relevant and timely information, no guarantee can be given as to the accuracy or completeness of any information provided. This guidance is not intended to, nor does it provide legal advice and should not be relied upon or treated as legal advice. Users seeking legal advice should consult with a qualified legal professional. No one should act, or refrain from acting, based solely upon the materials provided in this guidance, any hypertext links or other general information without first seeking appropriate legal or other professional advice. Please visit the Simcoe Muskoka District Health Unit website regularly for updates and additional guidance.