

# Guidance and Template Safety Plan for Meeting and Event Spaces during COVID-19

November 5, 2021

## Preparing for success

### Cooperating for a safe reopening

It is important to protect everyone using your facility from the spread of COVID-19. This guidance is intended to apply to all people using your facility. This includes, but is not limited to, staff, people renting your facility, people attending meetings and events at your facility, parents or guardians of youth, contractors, vendors, and delivery drivers.

In general, it is safest to gather virtually or outdoors when possible. In addition to the guidance in this document, consult the current [government of Ontario restrictions](#), especially the [section on meeting and event spaces](#).

Public health measures must include showing proof of vaccination, staying home if you are sick, wearing a mask or face covering, handwashing, and covering coughs and sneezes. They may also include physical distancing and downloading the [COVID-19 Alert app](#). **Meeting and event spaces are considered public spaces, even when booked by a private group. Masks must be worn indoors and other public health measures must be followed.**

### Proof of vaccination

Proof of vaccination is required in higher-risk indoor public settings where face coverings cannot always be worn, including **meeting and events spaces**. People entering must show proof of vaccination and ID that lists their birthdate.

Your facility is responsible for confirming proof of vaccination for people entering. This includes confirming proof of vaccination for groups renting your facility. **You may not delegate the responsibility of checking proof of vaccination to groups renting your facility.** You may not keep vaccination records, including for regular patrons.

### Resources:

- [Proof of vaccination support packet for workplaces](#)
- [Timiskaming Health Unit proof of vaccination webpage](#)
- [Poster: Proof of vaccination required](#)

### Safety plan

Meeting and events spaces are required to create a COVID-19 safety plan. A template safety plan is available at the end of this document. Safety plans must be available publicly, for example, on your website or on a bulletin board at your facility.

Provide a copy of your facility's safety plan to groups renting your facility so they can follow it. You may ask groups renting your facility to send you information about the public health measures that they will follow on-site during their meeting or event. Groups renting your facility

should be aware of public health measures that they must follow on-site during their meeting or event.

Plan to review your safety plan regularly. Send the updated versions of your safety plan to groups renting your facility.

To continue to improve your safety plan, take the following factors into account:

- When you add new safety measures, check that they do not create any new hazards or ensure that measures can be put in place to control new hazards.
- Maintain a record of actionable feedback related to this plan and to the steps taken to address any issues.
- Collaborate with workers on solutions to any health and safety issues.
- Your joint health and safety committee may be consulted about the safety plan and measures.

### Resources:

- [Government of Ontario Safety plan builder](#)
- [Government of Ontario safety plan guide](#)
- [Government of Ontario safety plan checklist](#)

### Capacity limits

Limits on capacity related to COVID-19 are no longer in place for settings where proof of vaccination is required, including meeting and event spaces. You must still adhere to non-COVID related capacity limits. If desired, you may continue to reduce capacity in order to enable physical distancing.

### Attendance list for contact tracing

Keep a record of attendance for **everyone** entering your facility. This should include:

- Name, phone numbers, and schedules of workers (staff, volunteers, contractors, vendors, delivery drivers)
- Name, phone numbers, and time of attendance for all people renting your facility and people attending meetings and events at your facility.

The responsibility to collect contact tracing records can be delegated to groups renting your facility. Information collected can only be used by public health for COVID-19 contact tracing. The attendance list can be deleted after 30 days.

### Communication

- Use signage to inform everyone of public health measures. Note that certain signage is required. For a list of required signage and a link to all available posters, [click here](#). To request outdoor lawn signs, please contact the Timiskaming Health Unit at 705-647-4305 Ext. 7.
- Include information about your safety plan, COVID-19 screening, and other precautions that your facility is taking in your regular communications to workers and groups renting your facility. These communications may include posters, loudspeaker announcements, email, newsletter, website, or Facebook page.
- Inform everyone entering your facility of proof of vaccination requirements.

- For weddings, share the [Guidance for Planning a Wedding during COVID-19](#) with couples and wedding planners.

### Screening

- Everyone using the indoor spaces of the facility must be actively screened (even if they are fully vaccinated). Active screening means that people entering are asked screening questions. Active screening can be conducted before people arrive (for example, via an online form) or on-site before people enter the business or organization. If the screening is on-site, it can be conducted by a worker or with a sign-in form. A variety of active screening templates are available: [Government of Ontario online customer screening tool](#), Government of Ontario .pdf version [EN FR](#), THU poster [EN FR](#).
- The responsibility to screen people entering can be delegated to groups renting your facility.
- Workers (staff, volunteers, contractors, vendors, delivery drivers) must screen every day, even if they are fully vaccinated. Workers should use the [COVID-19 employee and worker screening tool](#).
- A [screening poster](#) is required in a visible location at all entrances. It is also recommended to use this poster in outdoor locations.
- Your workplace screening policy may require additional screening for unvaccinated workers, for example, rapid antigen testing or at-home self-testing.

### Cancellation policies

Consider adjusting your cancellation policy to allow for groups renting your facility to cancel or reschedule appointments or bookings without penalty should the organizers develop symptoms.

## Public health measures at the facility

### Arrival and reception

- Consider configuring the waiting area so that people can maintain a 2-meter distance if there are a large number of people using your facility who are exempt from proof of vaccination requirements (for example, children).
- Limit physical contact by using contactless payment and registration or hands-free check in. If wristbands are required, use self-applied bracelets.
- Physical barriers are recommended to separate front desk attendants from people attending meetings and events.
- Have medical masks available to give to people using the facility, if needed.

### Hand hygiene

Provide handwashing stations or alcohol-based hand sanitizer at entry, exit, and high-traffic locations. Everyone should perform hand hygiene when entering the facility. Handwashing stations or sanitizer should also be available at outdoor gatherings.

### Follow face mask requirements

- Masks are required by law in all indoor public spaces and in indoor workplaces. Everyone at your facility should wear a mask indoors and outdoors when it's difficult to maintain a distance of 2 meters from people who don't live with them. **Meeting and event spaces are considered public spaces, even when booked by a private group, and masks must be worn.**

- Masks are not required when eating or drinking. However, during meals masks must be worn at certain times, for example when leaving a table to get a drink or go to the washroom.
- Follow these links for more details about mask requirements for [workers](#) (staff, volunteers, contractors, vendors, delivery drivers) and [groups renting your facility and people attending meetings and events at your facility](#), including a list of mask exemptions.

### **Consider maintaining a 2-meter physical distance**

Maintaining physical distancing at meeting and event spaces is no longer required. As long as people entering your facility are fully vaccinated and have no symptoms of COVID-19, maintaining a distance less than 2 meters is considered a low-risk activity. However, you may want to consider keeping physical distancing in place if there are a large number of people entering your facility who are exempt from proof of vaccination requirements (for example, children).

If you decide to maintain physical distancing, here are some points to consider:

- Activities can be modified to allow physical distancing between people, except members of the same household and caregivers.
- Adjust traffic flow to increase physical distancing. For example, designate separate entrance and exit doors and create one-way walk flow where possible.
- Install floor markings to encourage physical distancing. Floor markings can be used to designate waiting areas in a registration or washroom line, or in any other area where crowding may be an issue.
- Remove unnecessary furniture to free up more space. Chairs and tables can be stacked and roped off or removed to promote distancing. Consider leaving a small number of chairs accessible in case people need to rest.

### **Increase ventilation**

Wherever possible, activities should be re-located to outdoor settings.

The risk of COVID-19 transmission is higher in enclosed and crowded spaces. You should ensure that air-handling (HVAC) systems are maintained according to the manufacturer's instructions and consider standards, such as those from the CSA and American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE).

Additional steps you can take are:

- use portable air cleaners
- keep windows and doors open as much as possible, including in colder weather
- adjust HVAC systems to increase the amount of fresh air and reduce recirculation
- continue ventilation and air exchange after regular business hours
- use available outdoor space whenever possible (for example, for meetings, breaks, interactions such as curbside pick-up)
- consider going beyond minimum standards if possible.

If fans are needed for temperature control, direct them upwards, away from people. High-powered fans may result in greater dispersion of droplets. Consider further reducing room capacity to maintain room temperature at manageable levels without the use of high-powered fans.

## **Cleaning and disinfection**

Maintain the facility in a sanitary condition. In general, daily cleaning is a good place to start but adjust based on level of use. Focus cleaning on high traffic areas and frequently touched surfaces and objects (for example, door handles and light switches).

For more information, consult Public Health Ontario's fact sheet [Cleaning and Disinfection for Public Settings](#).

## **Equipment rentals**

Encourage patrons to bring their own clean equipment when possible. If equipment is rented, operators should clean and disinfect between uses.

## **Cheering, shouting, and singing**

Cheering loudly, shouting, and singing are high-risk activities.

- Music should be avoided or kept at a low volume to avoid the need to shout.
- People at your facility should not sing along to music.
- Microphones may be provided to reduce the need for shouting.
- People at your facility should be discouraged from shouting and cheering loudly.

## **Musical performance**

Group performance involving singing and playing brass and wind instruments is permitted. Members of a choir and other performers may remove their mask so long as they are separated from all other people by either 2 metres or an impermeable barrier. Distancing is generally considered to offer much better protection than barriers. All other members of the gathering must remain masked while indoors. Masks are still required for indoor congregational singing.

Singing and playing brass and wind instruments are considered higher risk activities and there are steps that you can take to help reduce the risk of COVID-19 transmission:

- Require proof of vaccination for musicians.
- Musicians' masks may be left on while singing as an additional precaution; however, this is optional. If masks are worn, ensure that they cover the nose, mouth, and chin.
- Where possible and weather-permitting, group singing could be moved outdoors.
- Use a well-ventilated indoor space and open windows.
- Maintain physical distancing and/or limit capacity while singing.

## **Working with vulnerable people and children**

Consideration should be given to how to accommodate vulnerable people such as seniors, people with disabilities, people with compromised immune systems, and children who are too young to be vaccinated against COVID-19. Examples include physical distancing, reducing capacity limits, and offering virtual methods of engagement.

## **Safety measures for workers**

This information should be used to develop safe practices for all workers at your facility. Workers include, but are not limited to, staff, volunteers, contractors, vendors, and delivery drivers.

## **Workplace safety training**

Train workers in your facility's COVID-19 policies and procedures so that they are prepared to lead by example and enforce requirements. Train workers in [proper PPE](#), [safely putting on and taking off a mask](#), how to clean or dispose of single-use masks appropriately, [handwashing](#), and [respiratory etiquette](#). Training should be held online if possible or in small groups with physical distancing measures in place.

## **Create a vaccination policy for workers**

People attending indoor meetings and events at your facility are required to show proof of vaccination or medical exemption to enter. However, this requirement does not cover all workers.

The Timiskaming Health Unit has recommended, in the strongest possible terms, that all local employers institute a workplace COVID-19 vaccination policy for their business or organization. This is not an instruction issued under the Reopening Ontario Act and instituting a COVID-19 vaccination policy is voluntary. Vaccination policies will help protect workplaces from shutting down in the event of an outbreak, prevent workers from getting sick, and encourage more people to get vaccinated.

The following resources have been created to help employers put vaccination policies in place:

- [Timiskaming Health Unit's COVID-19 vaccine policy support package for employers](#)
- [Workplace vaccination policy webpage](#)

## **Prepare workers to enforce proof of vaccination requirements**

Your business is responsible for confirming the vaccination status of people entering your establishment. You should assign a worker to ask people entering for the required documents (proof of vaccination and ID that includes date of birth). Provide workers with the [Proof of vaccination support packet for workplaces](#). This document has been created to prepare workers to check vaccination status and answer questions from people attending.

## **PPE: Masks and eye protection**

- Workers may be required to wear appropriate PPE based on their level of risk, as outlined [here](#).
- In addition to masks and eye protection, workers may be required to wear other PPE depending on the task being performed (for example, cleaning).

## **Workspaces and staffing shifts**

- It is recommended but not required that workers who are able to work from home do so.
- Rearrange workspaces to enable physical distancing, and assign workers to their own dedicated work areas.
- Consider scheduling the same workers to work together for all shifts (cohorting).

## **Reduce risk in break and lunch rooms**

- Stagger start times for breaks and lunches to limit in-person interaction.
- Rearrange rooms to enable physical distancing. Open up extra space for workers to use for breaks and meals to limit the number of people in these spaces.



## **Violence and harassment**

- If anyone has complaints about COVID-19 policies, direct them to talk to management. Resources concerning complaints and questions about proof of vaccination requirements are found in the [Proof of vaccination support package for workplaces](#).
- Establish a violence and harassment policy that outlines how workers can report issues and how the issues will be addressed. In the event of harassment or threats of violence, instruct workers and management to contact law enforcement.
- Management should retain a record of all incidences of violence or harassment and should report to the authorities as necessary.

## **Mental health and wellbeing**

- Strive to create an atmosphere in which workers are comfortable discussing the issues that prevent them from being productive at work. Provide information on mental health resources to workers.
- Provide information on available leaves related to COVID-19, including the paid infectious disease emergency leave and unpaid infectious disease emergency leave.

## **Additional information for all workers**

Consider supporting your workers with information to help them stay safe outside the workplace as well (for example, while commuting and on days off).

## **Additional information for remote workers**

Provide remote workers with information on how to set up an ergonomic home office. Workers should notify their supervisor if they have any concerns about their home office, such as ergonomic or safety concerns. Virtual ergonomic assessments with an ergonomist should be available for workers if requested. Regular communication and team meetings should be scheduled with remote workers.

## **Additional information regarding contractors, vendors, and delivery drivers**

Communicate public health measures to other people visiting your facility, for example contractors, vendors, and delivery drivers. These individuals must follow public health measures at your facility, such as wearing a mask and using hand sanitizer before entering.

## **Reporting a case**

If a worker lets you know that they have tested positive for COVID-19 and there is a possibility it could be related to the workplace, report the case within four days to:

- (Required) The Timiskaming Health Unit. Call 705-647-4305 ext. 7.
- (Required) [The Ministry of Labour, Training and Skills Development](#) – email [MLTSDoccillness.notices@ontario.ca](mailto:MLTSDoccillness.notices@ontario.ca) (Use subject 'Attention: Director')
- (Recommended) The workplace's joint health and safety committee
- (Recommended) The worker's trade union

Report to the Workplace Safety and Insurance Board (WSIB) within three days ([WSIB.ca/report](https://www.wsib.ca/report)) if a worker either:

- Notifies the workplace that they have tested positive for COVID-19 and there is a possibility it could be related to the workplace.
- Is injured while working either at the workplace or at home.

# Safety Plan Template

## for Meeting and Event Spaces during COVID-19

November 5, 2021

To reopen, meeting and event spaces will need to adapt their way of delivering programming. It is important to protect everyone using your facility from the spread of COVID-19. This includes, but is not limited to, staff, people renting your facility, people attending meetings and events at your facility, parents or guardians of youth, contractors, vendors, and delivery drivers.

The facility must prepare a safety plan to reduce the risk of transmission of COVID-19. This template has been developed to support you in creating your plan.

The final plan is required to be publicly available, for instance, posted on your website or on a bulletin board at your facility. The safety plan should be shared with workers, volunteers, and people renting your facility. Share the safety plan on easily accessible platforms such as your website, social media page, newsletter, or registration materials.

The following documents should be consulted as you develop your safety plan:

- Current [government of Ontario restrictions and the section on meeting and event spaces](#).
- Safety plan: [Safety plan builder](#), [guide](#), and [checklist](#)
- Guidance and template safety plan for fitness facilities during COVID-19 (this document)

**NOTE:** THU does not approve safety plans. However, you can contact THU at 1-866-747-4305 for support with developing your plan.

## Preparing for Success

### Cooperating for a safe reopening

- Relevant guidance documents have been consulted (see list above).

### Proof of vaccination

- The poster [Proof of vaccination required](#) is visibly-located at entrances.
- Are there additional ways that proof of vaccination requirements are communicated to people entering our facility (for example, email correspondence, included in facility safety plan)?

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- A plan is in place for verifying proof of vaccination at entrances. Our plan is
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**Safety plan**

- The COVID-19 safety plan is publicly available, for example on the facility’s website or on a bulletin board in a public area.
- We have confirmed that groups renting our facility have public health measures in place during their meeting or event.
- Consideration:** How often is the facility’s safety plan reviewed (for example, weekly, bi-weekly, monthly)?

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- Consideration:** How is the safety plan evaluated (for example, checking that new safety measures don’t create new hazards, maintaining record of actionable feedback and steps taken to address issues, collaborating with workers on solutions, consulting our health and safety committee about safety plan and measures)?

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**Capacity limits**

- Planned capacity aligns with non-COVID related capacity limits.
- If our facility would like to continue to reduce capacity in order to enable physical distancing, we have put the following measures in place:

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**Attendance list for contact tracing**

- We keep track of contact names and phone number of anyone entering our facility. This includes names, phone numbers, and schedules of workers (staff, volunteers, contractors, vendors, delivery drivers) and names, phone numbers, and time of attendance for people attending meetings and events at our facility. This information will be used to provide to the public health unit in the event that someone who was in our facility contracts COVID-19.
- We use the following process to track names and phone numbers of people entering our facility:

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- All contact records are kept for a minimum of one month.

## Communication

- The safety plan and other relevant documents (including updates to existing documents) have been shared with workers and with groups renting our facility through the following communication channels:

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- Required signage is posted in indoor locations (see list of requirements [here](#)).
- Reminders about the following public health measures are in place (for example, physical distancing, capacity limits, screening, wearing masks, hand hygiene, safety protocols during breaks for workers):

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- Reminders about public health measures are issued in the following ways (for example, verbal reminders, signage):

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## Screening for COVID-19

- A [screening poster](#) is visibly-located at all entrances.
- Consideration:** How will we ensure that people attending events at our facility have been actively screened and that people with symptoms stay home? (Resource: [COVID-19 customer screening tool](#))

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- Consideration:** How will we ensure that workers (staff, volunteers, contractors, vendors, delivery drivers) have been screened and that people with symptoms stay home? (Resource: [COVID-19 worker and employee screening tool](#))

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- Additional screening is in place for unvaccinated workers (for example, rapid antigen testing or at-home self-testing)? How often are workers required to test (for example, weekly)?

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### Cancellation policies

- Our cancellation policy has been adjusted to allow for groups renting our facility to cancel or reschedule without penalty if the organizers develop symptoms.

## Public Health Measures at the Facility

### Arrival and reception

- The following measures are in place for the arrival of people attending meetings and events at our facility (for example, staggering arrivals and departures to reduce crowding, limiting physical contact by using contactless payment):

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- We have medical masks available to give to people entering if needed.

### Hand hygiene

- Considerations:** How will we ensure that everyone entering our facility practices good hand hygiene?

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- Handwashing facilities are available at the following locations:

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### Follow face mask requirements

- We have developed a face mask policy about when to use masks. Our policy complies with [provincial requirements](#).
- A [mask required poster](#) is visibly-located at all entrances.
- We have the following additional masking reminders in place (for example, verbal reminders, signage in dining areas that people must wear a mask when they leave their table):

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**Consider maintaining a 2-meter physical distance**

- Considerations:** We have considered the number of people entering our facility who are exempt from proof of vaccination requirements (for example, children) in determining whether, when, and where in our facility physical distancing will remain in place.
- How have activities been modified or adapted to allow for physical distancing?

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- How have we changed the physical space to enable physical distancing? For example, adjusting traffic flow, floor markings, physical barriers, and removing furniture to allow more space between people.

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- How have we communicated with people at our facility about physical distancing measures they can take (consider reception area, room layout, one-way traffic flow)?

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**Ventilation**

- Activities are conducted outdoors when possible.
- If activities are indoors, what steps have been taken to improve ventilation (for example, opening windows, bringing in an HVAC engineer to assess air quality and ventilation, running ventilation systems continuously, identifying poorly-ventilated areas and making changes, appropriately using fans)?

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**Cleaning and disinfection**

- What steps are in place to keep the facility, shared equipment, and commonly-touched surfaces clean (for example, offering a worker training in selecting and safely using cleaning products and PPE required for cleaning, developing a reference document with cleaning procedures and schedules)?

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- Rental equipment is cleaned and disinfected between uses.

### **Cheering, shouting, and singing**

- How have we reduced the likelihood that cheering loudly, shouting, and singing will occur? (For example, reducing music volumes to decrease likelihood for yelling over music and/or singing along, providing microphones):

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### **Musical performance**

- During group performance involving singing and playing brass and wind instruments, the following measures are in place (for example, requiring proof of vaccination for musicians, physical distancing, plexiglass barriers, musicians wear masks while singing, group singing is moved outdoors, windows are opened to increase ventilation):

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- Masks are required for indoor congregational singing.

### **Working with vulnerable people and children**

- What steps are in place to protect vulnerable people such as seniors, people with disabilities, people with compromised immune systems, and children who are too young to be vaccinated against COVID-19?

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## **Safety Measures for Workers**

### **Workplace safety training**

- Workers are trained in the facility's COVID-19 policies and procedures so that they are prepared to lead by example and enforce requirements.
- Workers have been trained in the following topics (check all that apply):
  - PPE
  - Safely putting on and taking off a mask
  - How to clean or dispose of single-use masks appropriately
  - Physical distancing
  - Handwashing
  - Respiratory etiquette
- Consideration:** How have workers been trained in COVID-19 policies and procedures, including PPE?

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- The following safety measures are used at training sessions (for example, online training, physical distancing, proof of vaccination):

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**Create a vaccination policy for workers**

- A vaccination policy for workers has been created. This policy requires workers to provide proof of vaccination. Workers who do not provide this proof must (check all that apply):
  - Provide proof of a medical exemption OR
  - Complete a vaccination education course, with a signed declaration stating that they have reviewed and understood the content AND
  - Have serial asymptomatic rapid antigen screening in conjunction with proof of a medical exemption or a vaccination education course.
- Proof of vaccination for workers will be verified using the following process:

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**Prepare workers to enforce proof of vaccination requirements**

- Workers have been trained to verify proof of vaccination and exemptions (Resource: [Proof of vaccination support packet for workplaces](#))
- How have workers been trained in enforcing proof of vaccination requirements?

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**PPE: Masks and eye protection**

- We have developed a policy for PPE that requires workers to wear appropriate PPE based on their level of risk, as outlined [here](#).
- Additional PPE requirements are in place depending on the task being performed (for example, cleaning or providing first aid or resuscitation).
- What checks and reminders are in place to ensure that workers wear PPE correctly? What steps are in place to ensure that workers wear proper PPE when they are near unmasked or improperly masked people?

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### **Workplaces and staffing shifts**

- The following options are in place for workers who are able to work from home:

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- Physical distancing is promoted between workers in the following ways (for example, workspaces have been rearranged to enable physical distancing, workers have been assigned to their own dedicated work areas):

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- The same workers are scheduled to work together for all shifts (placed in cohorts).

### **Reduce risk in break and lunch rooms**

- The following measures are in place to reduce risk in break and lunch rooms (for example, start times, breaks and lunches are staggered to limit in-person interaction, lunchroom/breakroom has been rearranged to enable physical distancing, extra space has been opened for workers to use for breaks and meals to limit the number of people in these spaces):

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### **Violence and harassment**

- A violence and harassment policy has been established, which outlines how workers can report issues and how the issues will be addressed.
- If anyone has complaints about COVID-19 policies, they will be directed to talk to management.
- Management will retain a record of all incidences of violence or harassment and will report to the authorities as necessary.

### **Mental health and wellbeing**

- We strive to create an atmosphere in which workers are comfortable discussing the issues that prevent them from being productive at work.
- We provide information on mental health resources to our workers.
- We have provided information on available leaves related to COVID-19, including the paid infectious disease emergency leave and unpaid infectious disease emergency leave.

### **Additional information for all workers**

- We support our workers with information to help them stay safe outside the workplace (for example, while commuting and on days off).



### **Additional information for remote workers**

- Information has been provided to remote workers on how to set up an ergonomic home office.
- Virtual ergonomic assessments with an ergonomist are available for workers if requested.
- Workers have been instructed to notify their supervisor if they have any concerns about their home office, such as ergonomic or safety concerns.

### **Additional information regarding contractors, vendors, and delivery drivers**

- Public health measures are communicated to other people visiting our facility, for example contractors, vendors, and delivery drivers in the following ways:

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- People visiting our facility, for example contractors, vendors, and delivery drivers are required to do the following (for example, wear a mask, use hand sanitizer before entering, maintain a physical distance of at least two meters):

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### **Reporting a case**

- If a worker notifies the workplace that they have tested positive for COVID-19 and there is a possibility it could be related to the workplace, we report the case within four days to: (check all that apply)
  - (Required) [The Timiskaming Health Unit](#). Call 705-647-4305 ext. 7.
  - (Required) [The Ministry of Labour, Training and Skills Development](#) – email [MLTSDocillness.notices@ontario.ca](mailto:MLTSDocillness.notices@ontario.ca) (Use subject 'Attention: Director')
  - (Recommended) The workplace's joint health and safety committee
  - (Recommended) The worker's trade union
- We report to the Workplace Safety and Insurance Board (WSIB) within three days ([WSIB.ca/report](http://WSIB.ca/report)) if a worker either:
  - Notifies us that they have tested positive for COVID-19 and there is a possibility it could be related to the workplace
  - Is injured while working either at the workplace or at home.

### **Other**

- Are any extra measures in place? Use this space to include any additional adaptations or measures not already outlined above.

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