

General overview of public health requirements for workplaces

This document is intended to provide an overview of the general public health requirements that cut across various sectors and does not cover all the public health measures or legal requirements that may pertain to your business/organization.

Businesses or organizations should know and must follow their own sector-specific requirements, regulations and by-laws. Additional information for public places can be found on the City of Hamilton's [website](#).

Additional Resources:

[Sector-Specific guidance](#)

Provincial Regulations- [Reopening Ontario](#) & [O. Reg. 263/20: Rules for Areas in Stage 2 \(red zone\)](#) Ontario [Occupational Health and Safety Act](#)

Ontario [Workplace Safety and Insurance Act](#)

Hamilton [Physical Distancing By-law \(17-225\)](#)

Hamilton [Face Coverings and Masks By-law](#)

Reference: [O. Reg. 82/20: Rules for Areas in Stage 1 \(Lockdown – grey zone\)](#)

Reference: [O. Reg 364/20: Rules for Areas in Stage 3 \(Green, Yellow and Orange zone\)](#)

Screening

Workplaces must screen any workers or essential visitors entering the work environment. See the [COVID-19 Screening Tool for Workplaces](#) for more information. Active screening may be done in person at the workplace or remotely using telephone, internet (online), email submission or an app prior to entry.

Businesses or organizations in communities that are in the Restrict (orange), Control (red), or Lockdown (grey) zone must screen **patrons** prior to entering and include:

- Sports and Recreational Fitness
- Meeting and Event Spaces
- Personal Care Services
- Casinos, Bingo Halls and Gaming Establishments
- Cinemas and Performing Arts Facilities

Temperature checks are neither required nor recommended.

More information can be found on our [website](#) under 'symptoms and screening.'

Contact Tracing

Businesses that are in communities that are in the Protect (yellow), Restrict (orange), Control (red) or Lockdown (grey) zone are, if operational, required to keep of list for contact tracing purposes and include:

- Restaurants, bars, and food or drink establishments (*only required for patrons who are seated. Take-out does not require contact tracing lists to be maintained).
- Sports and recreational facilities;
- Meeting and event spaces;
- Personal care services;
- Casinos, bingo halls, and other gaming establishments;
- Cinemas; and
- Performing arts facilities.

Information related to contact tracing must be collected for each patron and stored safely (e.g. password protected database or locked filing cabinet) for at least 30 days. After the 30 days, businesses may safely destroy this information (e.g. shredding).

Retail operations (e.g. pharmacies, convenience stores, grocery stores, clothing stores) are not required to keep contact tracing lists.

Safety Plans

Ontario's [COVID-19 Response Framework: Keeping Ontario Safe and Open](#), updated on Nov. 22th of this year, requires by law under the *Reopening Ontario Act*, that **the following workplaces** have a [safety plan](#) if they are in communities in the Protect (yellow), Restrict (orange) or Control (red) zone:

- Restaurants, bars, and food or drink establishments;
- Sports and recreational facilities;
- Meeting and event spaces;
- Malls;
- Personal care services;
- Casinos, bingo halls, and other gaming establishments;
- Cinemas; and
- Performing arts facilities.

All businesses open during Lockdown (grey zone) are required to have a Safety Plan.

Your safety plan must:

- Be available no later than seven days after the requirement first applies.
- Describe measures/procedures that have been or will be implemented in the business, place, facility or establishment to reduce spread of COVID.
- Include measures for screening, physical distancing, masks, cleaning, disinfecting and personal protective equipment (PPE).
- Be in writing and made available to any person for review, on request.
- Be posted in a visible place to come to the attention of those working or attending the location.

Face Coverings

Face coverings must be worn by members of the public inside (and outside the establishment if lining up or congregating) and by workers in indoor public places and workplaces, with limited exceptions. The type of face covering needed will depend on the nature of the profession and the work being done. In many instances, for occupations outside of health care, non-medical masks (3-layer) are recommended. Where an employee may come within 2 metres of a patron who is not wearing a face covering (or is not behind an impermeable barrier), an appropriate mask (medical is recommended) as well as eye protection (e.g. face shield or goggles) are required. More information can be found below on the City of Hamilton webpages [Face Coverings and Masks By-Law](#), [Face Coverings and Masks](#) and the Ontario Ministry [Face coverings and face masks](#) webpage.

Note: proof of face covering exemption may not be requested.

Capacity Limits

Capacity limits for different establishments vary based on which zone a municipality is in according to the [COVID-19 Response Framework](#).

Capacity limits can be found on the City of Hamilton [webpage](#) for workplaces under the heading “Public & Private Places.”

Cleaning and Disinfection

Businesses and organizations that are open are responsible for following the advice, recommendations and instructions of public health officials regarding cleaning or disinfecting, i.e. areas must be disinfected as frequently as necessary to maintain a sanitary condition. Public Health recommends that high-touch surfaces such as light switches, door knobs and public washrooms should be disinfected at least twice daily and other areas of the workplace at least daily. More information can be found on our [website](#) under ‘cleaning and disinfecting.’

Physical Distancing

Businesses are required to ensure that patrons maintain a physical distance of at least two metres from other groups of people inside and outside of the establishment.

Patrons must be able to maintain at least two metres from other patrons to the fullest extent possible. Every person in areas of the facility containing weights or exercise machines and every person participating in a fitness or exercise class must maintain a physical distance of at least 3 metres from every person. For all establishments, defined capacity limits are subject to the ability to physically distance from other individuals. Businesses are responsible for ensuring that patrons are physically distancing both inside and outside of their establishment (i.e. in line-ups or if congregating).