

Step 2 Guidance & Information for Owners / Operators / Persons Responsible for Food Premises and/or Retail Establishments

- Ontario will move into **Step 2** of the [Roadmap to Reopen](#) at 12:01 a.m. on Wednesday, June 30, 2021.
- The **Step 2** regulation can be found here: [O. Reg. 263/20: RULES FOR AREAS IN STEP 2](#)
- A general overview of **Step 2** rules can be found [here](#).
- Workplace safety information (*including safety plan, and screening information*) can be found here: <https://www.ontario.ca/page/resources-prevent-covid-19-workplace>

This email is broken down into 5 sections.

Please scroll down to the sections that apply to your business:

- 1) **General rules** (*please read - this section applies to all businesses and organizations*)
- 2) **Restaurants, bars and similar establishments**
- 3) **Supermarkets, grocery stores, convenience stores, indoor and outdoor farmers' markets and other businesses that primarily sell food**
- 4) **Shopping malls**
- 5) **Meeting or event space**

Please note: this document is intended to offer guidance by highlighting key points from the requirements set forth in [O. Reg. 263/20: RULES FOR AREAS IN STEP 2](#) and the workplace letter of instruction issued by Peterborough Public Health under "the Reopening Ontario Act".

Rules for Step 2

1) General rules

General rules for all businesses / organizations

- Operate in accordance with all applicable laws, including the [Occupational Health and Safety Act](#), and the regulations made under it.
- Follow all [advice, recommendations and instructions](#) from public health officials.
- Follow all public health requirements for [screening](#) of workers, patrons and essential visitors.
- Ensure that the capacity limit for the business is posted in a conspicuous place, visible to the public.
- Ensure that members of the public comply with mask/face covering requirements as outlined in [O. Reg. 263/20](#).
- Arrange the workplace and lunch/break rooms to accommodate physical distancing of at least 2 metres / 6 feet.
- Ensure that any lineups for the business/organization are managed to ensure that physical distancing is in place and masks/face coverings are worn.

COVID-19 safety plans

- Persons responsible for a business or organization that is open to the public shall prepare (in writing) and make available by posting in a conspicuous location, a COVID-19 safety plan, which describes the measures and procedures implemented to reduce the risk of transmission of COVID-19.
- The safety plan shall, as a minimum, describe how the requirements of the regulation and other Orders will be implemented at the business including screening, physical distancing, masks/face coverings, cleaning and disinfecting of surfaces and objects, wearing of personal protective equipment and the prevention of crowding.
- [Develop your COVID-19 workplace safety plan | Ontario.ca](#)

Active screening of workers*

- Persons responsible for businesses and organizations must ensure that all workers (including employees, independent contractors, managers, directors, officers, owners, partners, shareholders, volunteers, students or any other person engaged in the employer's activity at the workplace) are actively screened for symptoms of COVID-19, in accordance with the provincial screening tool, and that active screening is recorded and documented on a daily basis.
- [COVID-19 worker and employee screening \(ontario.ca\)](#)
- Peterborough Public Health [resources for active screening](#)

**for the following businesses, active screening is also required for patrons:*

- *meeting/event spaces,*
- *personal care services,*
- *personal physical fitness or sports training,*
- *driving instruction,*
- *facilities for indoor or outdoor sports and recreational fitness activities,*
- *photography studios and services,*
- *tour and guide services, boat tours,*
- *businesses that provide teaching and instruction*
- *dine-in patrons at restaurants, bars, etc.*

[COVID-19 customer screening \(ontario.ca\)](#)

Personal Protective Equipment (PPE)

Staff must wear PPE (*medical/surgical mask along with eye protection*) when providing service or working within 2 metres of others (*where no physical barrier exists*). This applies whether staff are indoors or outdoors. **(A cloth mask is not PPE.)**

The reason we issued this [letter of instruction](#) is due to a discrepancy between what the legislation requires and what constitutes a high-risk contact as per the "[Risk Assessment Approach for COVID-19 Contact Tracing](#)" (*updated April, 2021*) document published by [Public Health Ontario](#).

A number of local businesses have had to temporarily close (*or work at a drastically reduced capacity*) due to all or *most* of their employees being deemed as high-risk contacts. In many instances, this could have been avoided with proper PPE use.

When the proper PPE, active screening and physical distancing requirements are followed, as per the [letter of instruction](#), the following risks are minimized:

- **COVID-19 transmission at your business**
- **the need for a 'public exposure notice'**
- **the need for your staff to self-isolate**

2) Restaurants, bars and similar establishments

- No indoor dining.
- No more than **6 people** may be seated together at an outdoor table at the establishment unless everyone seated at the table is,
 - i. a member of the same household,
 - ii. a member of up to one other household who lives alone, or
 - iii. a caregiver for any member of either household.
- The outdoor dining area must be configured so that patrons seated at different tables are separated by,
 - a distance of at least 2 metres, or
 - plexiglass or some other impermeable barrier.
- The capacity limit permitted must be based on each table being separated by at least 2 metres from the next table. Chairs must be configured so that patrons seated are 2m from patrons at another table. This capacity limit must be determined by the operator and clearly posted.

The person responsible for the establishment must:

- [Actively screen customers and staff](#) and **record the name and contact information** of every patron that enters any area of the establishment, *unless* the patron temporarily enters the area to place, pick up or pay for a takeout order. These records must be maintained for a period of at least one month (in the event that contact tracing efforts are required).
- Please see the *Personal Protective Equipment (PPE)* requirements above in section 1 of this document. *A cloth mask is not PPE.*
- If live entertainment (music) is performed for spectators at the business or place, the performers must maintain a physical distance of at least 3 metres from any spectators or be separated from any spectators by plexiglass or some other impermeable barrier.

Outdoor dining area with overhead covering

- If an outdoor dining area at the establishment is covered by a roof, canopy, tent, awning or other element, at least two full sides of the entire outdoor dining area must be open to the outdoors and must not be substantially blocked by any walls or other impermeable physical barriers.
- If an outdoor dining area at the establishment is equipped with a retractable roof and the roof is retracted, at least one full side of the outdoor dining area must be open to the outdoors and must not be substantially blocked by any walls or other impermeable physical barriers.

3) Supermarkets, grocery stores, convenience stores, indoor *and* outdoor farmers' markets, etc.

The following businesses that engage in retail sales to the public may open if they comply with the conditions below*

1. Supermarkets, grocery stores, convenience stores, indoor farmers' markets and other stores that primarily sell food, other than restaurants, bars, etc.
2. Pharmacies.
3. Discount and big box retailers that sell groceries to the public.
4. Safety supply stores.
5. Businesses that primarily sell, rent or repair assistive devices, aids or supplies, mobility devices, aids or supplies or medical devices, aids or supplies.
6. Optical stores that sell prescription eyewear to the public.
7. Retail stores operated by telecommunications providers.
8. Stores, other than establishments described in [section 1](#), that sell liquor, including beer, wine and spirits.
9. Outdoor garden centres and plant nurseries.
10. Indoor greenhouses.

Conditions:

- Please see the *Personal Protective Equipment (PPE)* requirements above in section 1 of this document. *A cloth mask is not PPE.*
- [Actively screen staff and have passive screening signage](#) in place for customers
- Samples are not permitted to be consumed onsite
- Any outdoor dining must fully comply with the requirements for restaurants, bars and similar establishments (section 2 of this document).
- **Music** must not be played at a decibel level that exceeds the level at which normal conversation is possible (applies to both pre-recorded and live music)
- If **live entertainment (music)** is performed for spectators at the business or place, the performers must maintain a physical distance of at least 3 metres from any spectators or be separated from any spectators by plexiglass or some other impermeable barrier.
- The person responsible for a place of business or facility that engages in retail sales to the public must post a sign in a conspicuous location that states the maximum capacity they are permitted to operate under.
- Up to 50% capacity permitted where physical distancing can be maintained.
50% capacity is determined by taking the total square metres of floor area accessible to the public in the business or facility, not including shelving and store fixtures, dividing that number by 8 and rounding the result down to the nearest whole number.

4) Shopping malls

Shopping malls may open if:

- Any interior dining spaces inside the shopping mall, including any tables and seating in food courts, are closed. Any outdoor dining fully complies with the requirements for restaurants, bars and similar establishments (see section 2 of this document)
- Please see the *Personal Protective Equipment (PPE)* requirements above in section 1 of this document. *A cloth mask is not PPE.*
- [Actively screen staff and have passive screening signage](#) in place for customers
- Music must not be played at a decibel level that exceeds the level at which normal conversation is possible (applies to both pre-recorded and live music)
- If live entertainment (music) is performed for spectators at the business or place, the performers must maintain a physical distance of at least 3 metres from any spectators or be separated from any spectators by plexiglass or some other impermeable barrier
- Up to 25% or 50% capacity permitted depending upon the store or business in question. See capacity limits above. This limit must be clearly posted at the entrance of each business within the mall.
 - The shopping mall's total permitted capacity will be the sum of the permitted capacity limits for each individual business within.
 - 50% capacity is determined by taking the total square metres of floor area accessible to the public in the business or facility, not including shelving and store fixtures, dividing that number by 8 and rounding the result down to the nearest whole number.
 - 25% capacity is determined using the same method as above, though the total square metres is now divided by 16.

5) Meeting or event space

The person responsible for a business or place that is open may only rent out meeting or event space if the meeting or event space is only rented out,

- for a day camp or overnight camp for children described in section [21 of Schedule 2](#);*
- to a provider of child care within the meaning of the Child Care and Early Years Act, 2014;*

- (c) for the purpose of the provision of social services;
- (d) for the purpose of collective bargaining, so long as no more than 10 people are permitted to occupy the rented space;
- (e) for the purpose of delivering or supporting the delivery of court services;
- (f) for operations by or on behalf of a government;
- (g) for the purpose of delivering or supporting the delivery of government services;
- (h) for the purpose of delivering or supporting mental health support services or addictions support services, so long as no more than 10 people are permitted to occupy the rented space; or
- (i) for the purpose of conducting in-person examinations for the registration, licensing or accreditation of persons in any of the fields or occupations described in subsection 2 (2) of Schedule 8 to [Ontario Regulation 82/20](#), made under the Act, so long as no more than 50 students are permitted to occupy the rented space.

- [Actively screen customers and staff](#) and record the name and contact information of every patron that enters any area of the establishment
- *Nothing in this section prevents a business or place from showing a meeting or event space by appointment for a prospective rental.*

Outdoor meeting or event space may be rented out for a purpose other than a purpose listed above, if:

- The total number of members of the public permitted to be in the rentable meeting or event space at any one time must be limited to the number that can maintain a physical distance of at least two metres from every other person in the rentable meeting or event space, and in any event must not exceed 25 per cent capacity
 - 25% capacity is determined by taking the total square metres of floor area accessible to the public in the business or facility, not including shelving and store fixtures, dividing that number by 16 and rounding the result down to the nearest whole number.
- The person responsible for the business or place must post a sign in a conspicuous location visible to the public that states the capacity limits under which the establishment is permitted to operate.
- No more than six people may be seated together at any table in the rented space.
- Patrons must remain seated at all times in the rented space, except,
 - while entering the area and while moving to their table,
 - while exiting the area,
 - while going to or returning from a washroom,
 - while singing or performing music,
 - while lining up to do anything described in subparagraphs i to iv, or
 - where necessary for the purposes of health and safety.
- The rented space must be configured so that patrons seated at different tables are separated by,
 - a distance of at least two metres, or
 - plexiglass or some other impermeable barrier.
- The person responsible for the business or place shall,
 - record the name and contact information of every member of the public who attends a meeting or event;
 - maintain the records for a period of at least one month; and
 - only disclose the records to a medical officer of health or an inspector under the Health Protection and Promotion Act on request for a purpose specified in section 2 of that Act or as otherwise required by law.
- [Actively screen customers and staff](#) and record the name and contact information of every patron that enters any area of the establishment
- No patron may be permitted to enter the indoor premises of the business or place, except,
 - to access a washroom,
 - to access an outdoor area that can only be accessed through an indoor route, or
 - as may be necessary for the purposes of health and safety
- No patrons are permitted to dance within the rented space.

Outdoor dining area with overhead covering

- if an outdoor area of the business or place is covered by a roof, canopy, tent, awning or other element, at least two full sides of the entire outdoor area are open to the outdoors and are not substantially blocked by any walls or other impermeable physical barriers; and
- if an outdoor area at the business or place is equipped with a retractable roof and the roof is retracted, at least one full side of the outdoor area is open to the outdoors and is not substantially blocked by any walls or other impermeable physical barriers.

Please take care and **thank you** once again,

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