

Provincewide Shutdown

Advice from Durham Region Health Department for Essential Businesses/Organizations*



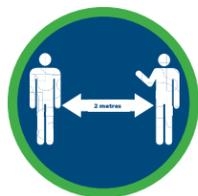
- ✓ Be aware of the most current, credible public health information/recommendations and communicate these to your staff and patrons.
- ✓ For establishments that are permitted to operate and further sector specific details of the requirements refer to [Ontario Regulation 82/20 Rules for areas in stage 1](#) and [Provincial Wide Shutdown](#).
- ✓ For retail and workplace establishments refer to the [Section 22 Class Orders](#) for further details of requirements.
- ✓ A Safety Plan, outlining how to protect staff and the public against COVID-19 within the facility, including screening, physical distancing, masks/face coverings, cleaning and disinfecting of surfaces and objects and the wearing of personal protective equipment, must be made available upon request. A copy of the safety plan must be posted within the facility for viewing by staff and the public. For more details visit the Province's document [Develop your COVID-19 workplace safety plan](#).



Post signs at all entrances directing those who are ill to not enter. Advise staff and the public to stay home if they are experiencing symptoms of COVID-19 or have been in close contact with anyone who has been sick with the virus.



Remind staff to wash their hands before and after eating, using the washroom or changing gloves. Post handwashing posters at the stations. Wash hands often for at least 20 seconds where possible or use hand sanitizer when hands are not visibly soiled.



Maintain physical distancing by keeping 2 metres apart between individuals. Prevent group gatherings and overcrowding within the a facility. Adhere to the gathering/capacity restrictions set out by the Province.



The use of non-medical masks/face coverings is mandatory for all staff and the public when in an indoor enclosed public space. Staff must wear a mask/face covering and eye protection when they come within 2 metres of another person who is not wearing a mask/face covering and if a impermeable barrier is installed. A face shield is not a substitute for a mask.



Items that have been returned should be quarantined for 72 hours.



Limiting hours of operation to properly clean and disinfect all areas of the establishment and/or equipment.



Limit the volume of music (e.g. to be no louder than the volume of a normal conversation)



A screening tool must be implemented to ensure the health of the staff, volunteers, patrons and essential visitors. For detailed guidance visit the Ministry of Health's Guidance document [COVID-19 Screening Tool for Workplaces](#) and the Province's document [Develop your COVID-19 workplace safety plan](#).



Keep a record of all staff and essential visitors for 1 month (including full name and phone number) who enter the establishment for contact tracing.



Provide/install physical barriers and signage reminders (e.g. one-way directions, markings, plexiglass dividers, posting signs in high traffic areas, physical distancing etc.). When physical barriers are provided, staff are still required to wear a mask.



For businesses permitted to have in-person visits use contactless payment systems and avoid handling money as much as possible. Use alternate methods such as online ordering, delivery or curbside pick-up to reduce the need for patrons to enter the facility.



Clean and disinfect high touch surfaces/ equipment frequently (e.g. carts/baskets, barriers, washrooms etc.). Recommend cleaning and disinfection twice per day at a minimum while in operation. Use only disinfectants that have a Drug Identification Number (DIN) given and approved by [Health Canada](#). Maintain cleaning and disinfecting logs.



For businesses/organizations permitted to have in-person visits limit the number of people in a particular room open to the public area by monitoring the number of individuals entering/exiting the establishment. If patrons are lining up/ congregating outside the establishment, masks must be worn and physical distancing must be maintained.



For businesses/organizations permitted to have in-person visits ensure properly stocked, frequently cleaned and disinfected handwash and/or hand sanitizer stations are made available at the entrance and throughout the establishment for everyone to wash/sanitize their hands as required. If patrons are lining up/congregating outside the establishment, masks must be worn and physical distancing must be maintained.



Have designated roles and responsibilities for staff. Avoid having multiple staff doing the same task within a space. Stagger staff shifts and break times.

Capacity/Gathering Limits

- Supermarkets, convenience stores, indoor farmers' markets, other stores that **primarily** sell food and pharmacies are permitted to open for in-person visits at 50% capacity unless, otherwise directed by Durham Region Health Department.
Maximum Capacity Calculation:
50% capacity = total square metres of public floor space (not including shelving/fixtures) divided by 8.
- Discount and big box retailers and stores that sell liquor, including beer, wine and spirits are permitted to open for in-person visits at 25% capacity unless otherwise directed by Durham Region Health Department.
Maximum Capacity Calculation:
25% capacity = total square metres of public floor space (not including shelving/fixtures) divided by 16.
- All other retail establishments may operate for curbside/delivery only or by appointment (limited exceptions apply). Patrons are not permitted to enter the indoor space for curbside pickup.
- All retail establishments that are permitted to have in-person visits must post a sign in a location visible to the public that states their maximum capacity.



durham.ca/novelcoronavirus

Durham Health Connection Line | 905-668-2020 or 1-800-841-2729

If you require this information in an accessible format, contact 1-800-841-2729.



*Pursuant to the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 and its applicable Regulations, individuals who do not comply with the above noted requirements may be liable for a fine up to a maximum of \$100,000 or in the case of a corporation, not more than \$10,000,000 for each day or part of each day on which the offence occurs or continues.