



November 26, 2021

TO: All Business and Organizations (Workplaces) within Public Health Sudbury & Districts' Service Area

**Subject: Strong Recommendations for Additional COVID-19 Protective Measures**

Continued high [COVID-19](#) case rates mean that the Public Health Sudbury & Districts area is among the **top three** most affected jurisdictions in Ontario. Local protective measures, including a reinstatement of capacity limits issued on [November 9, 2021](#), have suppressed rapid growth in cases, however, we remain at elevated and unacceptable risk from COVID-19.

Today I issued updated, legally enforceable instructions to businesses and organizations, further rolling back the clock to reinstate **work-from-home** requirements.

This letter conveys additional **strong recommendations** for all workplaces. Taking these actions immediately will further limit the spread of the virus, protect lives and livelihoods, and protect the health system.

As the area's Medical Officer of Health, I am strongly recommending that **all workplaces adopt the additional protective measures** listed below to reduce disease transmission within the community and protect local businesses and workers. We must work together to avoid the need for additional, more restrictive public health measures. The actions below are not required under law. However, your commitment to these strongly recommended actions, combined with additional protective measures already in place locally, will pave our path to lower case rates and the resumption of our transition to a "reopened" community.

**It is strongly recommended that all workplaces within the Public Health Sudbury & Districts service area immediately implement the following actions:**

- Implement a [Workplace Vaccination Policy](#).
- Ensure that any person who performs work for your business or organization conducts their work remotely.

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**Sudbury East / Sudbury-Est**

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**Espanola**

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**Île Manitoulin Island**

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**Chapleau**

34 rue Birch Street  
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1.866.522.9200

[phsd.ca](http://phsd.ca)



- This action is legally enforceable for businesses or organizations in the City of Greater Sudbury. Effective 12:01 a.m., November 29, 2021, all persons responsible for a business or organization that is open in the City of Greater Sudbury is required under [Instructions from the Medical Officer of Health](#) to reinstate the former provincial requirement that people work remotely (i.e. from home), unless the nature of their work requires them to be on-site at the workplace. Certain exceptions apply.
- Avoid in-person gatherings, both social and professional.
  - Limit in-person staff meetings and gatherings to only those essential.
  - Implement virtual meetings and gatherings.
- Plan a virtual holiday celebration to ensure everyone can participate safely.
- If instead you decide to plan an in-person holiday celebration, take all precautions reasonably available to you:
  - Limit the number of people attending to the lowest number possible; do not exceed the social gathering limit of 25 people indoors and 100 people outdoors, as required by provincial regulation, unless an exception applies.
  - When possible, plan for an outdoor event, or ensure there is sufficient ventilation in indoor spaces.
  - Ensure guests self-screen checking for any of the [COVID-19 symptoms](#) and stay away if even a mild one is present.
  - Consider the vaccination status of guests:
    - Consider requiring proof of vaccination.
    - Require masking and physical distancing, especially if you are indoors with people from multiple households whose vaccination status is unknown or not complete.
  - If you choose to serve food or drinks at your gathering, you should wear a mask, wash your hands before and frequently during preparation and serving, and have everyone wash their hands before and after eating.
    - Whether hosting a gathering at your residence, workplace, or a restaurant, limit the number of guests not from the same household seated together to the number that can be physically distanced 2 meters apart.
    - When guests aren't eating or are leaving the table, they should wear a mask.
  - Make a list of guests attending in case Public Health needs it for contact tracing.
  - Visit our [Guidance for events planning](#) page for more information.

**As a reminder all workplaces must continue to ensure:**

- Staff, employees, contractors, and patrons continue to screen daily for any COVID-19 [symptoms](#), and seek [testing](#) if they have a COVID-19 symptom.

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- Individuals stay home, self-isolate, and [seek testing](#) even if mildly ill (including contractors and patrons).
- Ensure a physical distance of 2 meters is maintained between individuals.
- When indoors, ensure everyone is properly wearing a mask (the mask must cover the nose, mouth, and chin).
- In select sectors when an employee interacts with a patron, they are required to wear proper eye protection.
- The COVID-19 [safety plan](#) is up-to-date and in accordance with [O.Reg.364/20](#) under *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*, and that this is accessible to individuals working in or attending the business.

These additional protective measures will help reduce the spread of the virus, protect the community, and preserve the capacity of our health system.

For more information or if you have questions, please visit [phsd.ca/COVID-19](https://phsd.ca/COVID-19) or call Public Health Sudbury & Districts at 705.522.9200 (toll-free 1.866.522.9200).

Sincerely,

*Original Signed by*

Penny Sutcliffe, MD, MHSc, FRCPC  
Medical Officer of Health and Chief Executive Officer

PS:ja