



**Board of Directors
Agenda for Open Meeting
Tuesday, June 28, 2022**

Board Meeting will immediately follow the Business AGM

Option of in-person meeting at 643 Park Road North, or via Zoom:

<https://us02web.zoom.us/j/83351392223?pwd=MVVxZDByZTYrbnhXYUZqVWVRVUJkdz09>

1. **Call to Order**
2. **Land Acknowledgment**
3. **Agenda - Additions, Deletions, Approval** **Decision**
4. **Conflict of Interest Declarations** **Declaration**
5. **Approval of Minutes – May 24, 2022** **Decision**
6. **Business Arising from Minutes**
7. **Annual Nomination of Executive Positions** **Decision**
8. **Annual Striking of Committees** **Decision**
9. **Executive Reports**
 - a. Chair's Report – Email decisions **Information**
 - b. Treasurer's Report – May 31, 2022 **Decision**
 - c. CEO's Report **Decision**
10. **Committee Reports**
 - a. Policy Review Committee **Decision**
 - b. Nominating Committee
11. **New Business**
 - a. MCCSS and MOH Final Reports for 2021-2022 **Information**
12. **Correspondence**
 - a. MOH Memo re Masking **Information**
13. **In-Camera - Motion to move in-camera** **Decision**
14. **In-Camera Reports (as appropriate)** **Decision**
15. **Adjournment – Motion to adjourn** **Decision**

Next Meeting: AGM public meeting Tuesday, **September 27, 2022 at 4:00;**
The Board meeting will immediately follow the Public AGM.



**Board of Directors – Open Meeting Minutes
Tuesday, May 24, 2022 at 5:30 p.m.
Zoom Meeting**

Present

| | |
|------------------------------------|-----------------------------------------------|
| Chair: | Susan Fitzgerald |
| Vice Chair: | Kelly Skrzypek |
| Secretary: | Greg Hackborn |
| Directors: | Alyssa Brimmer, Brian Konst, Laura Miedema |
| Chief Executive Officer: | Jane Angus |
| Lead Service Planning Coordinator: | Alison Hilborn |
| Executive Assistant: | Cindy Landry (recorder) |

Regrets: Elizabeth Abraham, Mike DeBruyn

1. Call to Order

Susan called the meeting to order at 5:35 p.m.

2. Land Acknowledgment

3. Agenda - Additions, Deletions, Approval

Motion: To approve the agenda.

Kelly and Greg. **Carried.**

4. Conflict of Interest Declarations

None declared

5. Approval of Minutes – April 26, 2022

Motion: To accept the minutes from April 26, 2022.

Kelly and Laura. **Carried.**

6. Business Arising from Minutes - none

7. Executive Reports

a. Chair's Report – none

b. Treasurer's Report – March 31, 2022 revised; April 30, 2022

Motion: To approve the Treasurer's reports as presented.

Greg and Kelly. **Carried.**

c. CEO's Report

Motion: To approve the CEO report as presented.

Kelly and Laura. **Carried.**

8. Committee Reports

a. Policy Review Committee –

Board Direction is requested for:

1. The appropriate number of paid bereavement days in a year that the agency should provide. ***Deferred to gather further information***
2. The appropriate number of paid or unpaid Family Emergency Leave days in a year that the agency should provide. ***Deferred to gather further information***

Motion: To approve the revised Vacation and Holiday Policy, and Voice Mail Policy as presented.

Kelly and Greg. **Carried.**

Motion: To approve revisions being made to other policies limited to revised employee responsibilities, as presented.

Kelly and Laura. **Carried.**

ACTION: Asked about travel allowance with the price of gas increase. Jane will collect more information. Will table the Leave of Absence regarding Bereavement Leave and Family Emergency Leave and find out from other agencies regarding the policy.

b. Nominating Committee – Directors' Terms

- Members were asked to identify their plan to continue on the Board and the following identified their plan to continue: Susan, Greg, Kelly, Laura Brian
- Susan is retiring from BHNCD SB this year. She is good to stay on as chair unless anyone would like to step-up.
- Mike will finish his term next month. Jane was directed to connect with Emily Miller as Mike's vacancy leaves an opening for another member connected to a service provider
- Cindy will send an application to Alyssa for a potential candidate.

9. New Business - no new business

10. Correspondence

a. MOH Memo re Year End Reporting

11. In-Camera

Motion: To move in camera at 6:26 p.m.

Kelly and Alyssa. **Carried.**

12. In-Camera Reports (as appropriate)

13. Adjournment

Meeting adjourned at 6:36 p.m.

Next Meeting: Tuesday, June 28 at **5:00 p.m.**

As this will be our AGM Business meeting and Board meeting, the meeting will start at 5:00 p.m. to accommodate both agendas.

Date

Chair's Signature



Board of Directors
Nominations for Executive Positions
June 28, 2022

Annually the Board elects the Executive positions, as outlined in the Contact Brant By-Laws:

- The Directors shall elect a Chair, a Vice-Chair, a Treasurer, a Secretary, and may elect an immediate Past Chair.
- No Director may serve for more than 3 consecutive years in one office, provided however, that following a break in the continuous service of at least one year the same person may be re-elected or re-appointed to any office.

Following is the current slate of Officers and terms:

| Director | Executive Position | Executive Start date |
|------------------|--------------------------|----------------------|
| Susan Fitzgerald | Chair | June 2021 |
| Kelly Skrzypek | Vice Chair and Treasurer | June 2021 |
| Greg Hackborn | Secretary | June 2021 |
| Mike DeBruyn | Past-Chair | June 2021 |

Recommendation:

Approve the following to the Executive positions for July 2022 – June 2023:

1. Chair:

2. Vice-Chair:

3. Treasurer:

4. Secretary:

5. Past-Chair (optional):

Decision



Board of Directors
Annual Striking of Committees
June 28, 2022

According to By-Laws, the Board annually appoints the members of the Nominating Committee, the Audit Committee, and the Policy Review Committee. According to Governance Policy, Board Committees make recommendations to the Board of Directors which is the final decision-making body for the corporation.

a. Nominating Committee:

Governance Policy Terms of Reference for the Nominating Committee:

- *Responsibilities:* Nominate persons for election to the Board to fill any vacancies on the Board, and consult with the Chief Executive Officer with respect to the type of candidates that the Committee ought to recruit
- *Authorities:* Empowered to request appropriate candidates for their interest in the Board, and to interview potential members
- *Accountability and Reporting:* Accountable and report to the Board.
- *Time Frame:* Standing Committee struck annually at the first board meeting following the AGM; meet as needed by the Board when new members are required
- *Membership:* The Board appoints a minimum of 2 directors to the Nominating Committee, and identifies the Chair of the Committee
- *Staff Roles:* The Chief Executive Officer is a resource to the members of the Committee when requested.

b. Policy Review Committee:

Governance Policy Terms of Reference for the Policy Review Committee:

- *Responsibilities:* Review Operational Policies, Governance Policies and By-Laws
- *Authorities:* Develop draft revisions or new policies and By-Laws for recommendation to the Board
- *Accountability and Reporting:* Accountable and report to the Board.
- *Time Frame:* Standing Committee struck annually at the first board meeting following the AGM.
- *Membership:* The Board appoints a minimum of 2 Directors to the Nominating Committee, and identifies the Chair of the Committee
- *Staff Roles:* The Chief Executive Officer is an equal partner in the discussion and will draft revisions or develop new policies under the direction of the Committee and the Board.

c. Audit Committee:

For the past few years, the Board of Directors as a whole has addressed the responsibilities of the Audit Committee. The Board could choose not to strike an Audit Committee at this time, and if needed strike the committee at a later date.

Governance Policy Terms of Reference for the Audit Committee:

- *Responsibilities:* Review of financial policies, procedures, controls; review external audit of financial statements and reporting; assist CEO develop budget annually; recommend regarding appointment of the auditor

- *Authorities:* Oversee financial reporting and disclosure process, scope and plan for external audit, draft financial statements and management letter with the auditor
- *Accountability and Reporting:* Accountable and report to the Board
- *Time Frame:* Standing Committee struck annually at the first board meeting following the AGM; meet prior to year-end (by February) and after draft audit is prepared (May/June) and complete recommendations by June Board meeting of each year; additional meetings as required.
- *Membership:* The Treasurer (Chair); the Board appoints a minimum of 1 Director
- *Staff Roles:* The Chief Executive Officer is an equal partner in the discussion and will draft the annual budget and be accountable regarding financial processes.

Recommendations:

1. Approve the membership of the following nominees for the Nominating Committee for July 2022 to June 2023:
 - 1.
 - 2.
 - 3.
2. Approve the membership of the following nominees for Policy Review Committee for July 2022 – June 2023.
 - 1.
 - 2.
 - 3.
3. Approve the Audit Committee responsibilities be assumed by the Board as a whole for July 2022 to June 2023.
OR
 Approve the membership of the Audit Committee for July 2022 – June 2023:
 - a. Treasurer:
 - b.
 - c.


Decision



Board of Directors
Open Report from the Chair
June 28, 2022

Email approval was received for the following recommendations:


1. Approve the nomination of Emily Miller as a Director of the Board of Contact Brant.
Susan, Laura, Kelly, Mike, Elizabeth
2. Approve the nomination of Jenna Dierick as a Director of the Contact Brant Board.
Susan, Laura, Kelly, Brian, Elizabeth, Alyssa, Mike
3. Approve payment of \$10,881.90 to BDO for the 2021 – 2022 audit.
Susan, Elizabeth, Kelly, Brian, Laura

| | | | | | | |
|----------------------------------------------------------------------------------|------------------|------------------|------------------------|----------------------|--------------------|----------------|
|  | May 31, 2022 | 2021-2022 Actual | 2022-23 MCCSS Forecast | 2022-23 MOH Forecast | 2022-2023 Forecast | 2022-2023 YTD |
| REVENUE | | | | | | |
| Access - Children's (MCCSS) | 1,200 | 1,200 | | | 1,200 | 200 |
| DS Children's Specialized (MCCSS) | 185,315 | 185,315 | | | 185,315 | 30,895 |
| RPAC (MCCSS) | 692 | 692 | | | 692 | 122 |
| Coordinated Service Planning (MCCSS) | 261,100 | 261,100 | | | 261,100 | 43,520 |
| Complex Needs (MCCSS) | 65,280 | 65,280 | | | 65,280 | 10,880 |
| FASD (MCCSS) | 180,000 | 180,000 | | | 180,000 | 30,000 |
| Urgent Response Service (MCCSS) | 138,160 | 3,776,999 | | | 3,776,999 | 629,509 |
| Access Intake Service Planning (MOH) | 351,493 | | 351,493 | | 351,493 | 58,593 |
| Service Coordination Process (MOH) | 14,566 | | 14,566 | | 14,566 | 2,426 |
| Sub-Total Ministry Actual Revenue | 1,197,806 | 4,470,586 | 366,059 | | 4,836,645 | 806,145 |
| Off-Setting Revenue Info Services (211-\$43,114; Findhelp \$1,404) | 45,953 | 44,518 | 0 | | 44,518 | 11,153 |
| DSO (off-setting revenue in Access Intake Serv Planning) | 10,000 | 0 | 0 | | 0 | 0 |
| Amortization Deferred Capital Contributions | 0 | | | | 0 | 0 |
| TOTAL Revenue | 1,253,759 | 4,515,104 | 366,059 | | 4,881,163 | 817,298 |
| Applied from Projects | 698 | | | | 0 | 0 |
| Applied from Unrestricted Funds | 0 | | | | | |

| | | | | | |
|--------------------------------------------------------------------------------------------|------------------|------------------------|----------------------|--------------------|----------------|
| EXPENSES | 2021-2022 Actual | 2022-23 MCCSS Forecast | 2022-23 MOH Forecast | 2022-2023 Forecast | 2022-2023 YTD |
| Total Salaries | 861,454 | 925,030 | 262,023 | 1,187,053 | 165,571 |
| Staff Salaries | 861,454 | 815,685 | 192,942 | 1,008,627 | 165,571 |
| ACA Salaries | 0 | 86,050 | 69,081 | 155,131 | 0 |
| Possible increase to grids | 0 | 23,295 | 0 | 23,295 | 0 |
| Benefits | 137,302 | 171,210 | 49,771 | 220,981 | 25,952 |
| Mandatory Benefits (CPP, EI, EHT) | 57,851 | 74,315 | 21,900 | 96,215 | 12,356 |
| Benefits Other (WSIB, group benefits) | 79,451 | 96,895 | 27,871 | 124,766 | 13,595 |
| Training (education, meetings, recruitment - staff & board) | 10,365 | 10,900 | 3,500 | 14,400 | 403 |
| Staff Development | 7,285 | 8,000 | 3,000 | 11,000 | 40 |
| Staff and Board Expenses | 3,080 | 2,900 | 500 | 3,400 | 363 |
| Transportation & Communication | 107,439 | 64,875 | 15,665 | 80,540 | 3,100 |
| Travel | 473 | 2,875 | 200 | 3,075 | 2 |
| Communication - (Postage, Bell, Cozzmic) | 16,892 | 17,000 | 2,165 | 19,165 | 1,226 |
| Promotion and Membership Fees | 15,773 | 11,000 | 1,500 | 12,500 | 0 |
| IT software & IT equipment & photocopier | 40,633 | 17,500 | 6,400 | 23,900 | 568.79 |
| IT - Maintenance and DataBase Service (Backup Server,KCL, EMHware) | 33,669 | 16,500 | 5,400 | 21,900 | 1,303 |
| Building Occupancy (Lease, Insurance, Repairs & Mtce) | 46,672 | 42,527 | 17,500 | 60,027 | 7,772 |
| Lease and Building Maintenance | 33,610.06 | 31,427 | 11,500 | 42,927 | 5,544 |
| Insurance Expense | 13,062 | 11,100 | 6,000 | 17,100 | 2,228 |
| Professional/Contracted-out (legal, audit, bank, payroll services, consultant fees) | 52,886 | 21,000 | 11,000 | 32,000 | 867 |
| Audit, Legal, Bank Charges, Payroll, Other | 23,131 | 19,000 | 11,000 | 30,000 | 767 |
| Consulting | 29,755 | 2,000 | 0 | 2,000 | 100 |
| Other Program/Service Expenditures (Dues/Fees for Memberships, other) | 1,593 | 3,245,160 | 1,000 | 3,246,160 | 47 |
| Purchased Client Services | 1,593 | 3,245,160 | 1,000 | 3,246,160 | 47 |
| Supplies & Equipment | 36,747 | 34,402 | 5,600 | 40,002 | 230 |
| Furniture and Office Supplies | 36,747 | 34,402 | 5,600 | 40,002 | 230 |
| Amortization Deferred Capital Contributions | 0 | 0 | 0 | 0 | 0 |
| Contingency | | | | | |
| TOTAL Ministry Expenses | 1,254,457 | 4,515,104 | 366,059 | 4,881,163 | 203,941 |
| Ministry Surplus (Loss) | 0 | 0 | 0 | 0 | 613,357 |

| | |
|----------------------------------|---------|
| Quick Books Cash Balance* | 660,331 |
| Internally Restricted BHN | 16,374 |
| QuickBooks Balance | 643,958 |
| TD Account Actual Balance | 661,407 |
| Outstanding Transactions | 0 |
| Cash Balance (TD - Outstanding)* | 661,407 |
| Restricted Lease Funds | 26,464 |
| Unrestricted Funds Balance | 10,226 |

GIC bank statement balance \$26,955.90 (Difference \$491.90)

|  | May 31, 2022 | PROJECT FUNDS | | | Notes |
|----------------------------------------------------------------------------------|--------------|---------------------|-----------------------|------------------|---------------------------------------------------------------|
| | | 2020-2021 Actual | 2021-2022 Forecast | 2022-2023 YTD | |
| REVENUE | | | | | |
| Your Guide | | 23,240 | 23,240 | 23,240 | \$23,239.78 deferred from 2021/2022 Application in process |
| FASD Caregiver Support Group | | 4,500 | 4,500 | 0 | |
| Other (Accrued, Interest Earned, Staff payments, GIC Interest, Miscellaneous) | | 692 | 1,000 | 120 | |
| Non-Ministry Amortization Deferred Capital Contributions | | 0 | 0 | 0 | |
| TOTAL Projects Revenue | | 28,432 | 28,740 | 23,360 | |
| EXPENSES | | | | | |
| Your Guide | | 0 | 0 | 0 | No printing; no expenditures |
| FASD Caregiver Support Group | | 4,500 | 4,500 | 100 | |
| Other Expenses (Staff personal charges i.e.: postage, Miscellaneous) | | 196 | 500 | 0 | |
| Non-Ministry Amortization Deferred Capital Contributions | | 0 | 0 | 0 | |
| Applied to Ministry | | 698 | | 0 | |
| Total Projects Expenses | | 4,696 | 5,000 | 100 | |
| Projects Surplus (Loss) | | 23,038 | 23,740 | 23,260 | |

| | | | |
|------------------------------------|------------------|------------------|----------------|
| TOTAL MINISTRY AND PROJECTS | | | |
| TOTAL REVENUE | 1,282,191 | 4,909,903 | 840,659 |
| TOTAL EXPENSES | 1,259,153 | 4,886,163 | 204,041 |
| TOTAL Surplus (Loss) | 23,038 | 23,740 | 636,617 |

| ACCRUED EXPENSES 2022-2023 | Amount | Amount Paid | Date Paid |
|----------------------------------------------------|------------------|------------------|----------------|
| Translation - March 2022 | 350.00 | 93.55 | April 27, 2022 |
| Ceridian HR - March 31, 2022 | 320.00 | 302.47 | April 26, 2022 |
| Audit Expenses - 2021-2022 Fiscal Year | 13,200.00 | | |
| Cozzmic - April 15, 2022 for March 2022 | 181.92 | 204.68 | April 15, 2022 |
| Bell - April 15, 2022 for March long distance | 225.00 | 58.12 | April 13, 2022 |
| Retro 1% - Salary and benefits 2021-22 Fiscal Year | 9,491.00 | 9,509.79 | April 13, 2022 |
| Backup Server CTSit | 5,269.50 | 5,269.51 | April 5, 2022 |
| Group Benefits | 444.75 | | |
| TOTAL ACCRUED | 29,482.17 | 15,438.12 | |

| AMORTIZATION | Annual 20/21 |
|---------------------------|---------------|
| Equipment/Furniture | 4,256 |
| Computers | 11,615 |
| Software | 37,029 |
| Amortization MCCSS | 52,900 |

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| HST Refund | 0.00 |
| HST Paid/yet to be Refunded | 7,584.89 |
| HST is paid at time of cheque issued, yet bookkeeping & financial report take out the rebate which will be refunded; this reflects the rebate which balances the cheque written to the bookkeeping/financial report. | |
| | |
| Month's Transaction Totals | |
| Total revenue deposited | 403,170.40 |
| Total cheques written | 6,836.26 |
| Total withdrawals | 106,369.70 |



Board of Directors
Report from the Chief Executive Officer - Open Meeting
June 28, 2022

Communication and Counsel to the Board

Urgent Response Service

We have sufficient Service Agreements in place to be providing full URS services in the four communities of Brant, Haldimand-Norfolk, Hamilton and Niagara.

The referrals are higher in our region than others are experiencing. We are still seeking a third URS Coordinator. Caseload targets are 22 (we are currently at 14).

| June 20th URS Data for the Hamilton-Niagara Region | Brant | Haldimand Norfolk | Hamilton | Niagara | TOTAL |
|----------------------------------------------------|----------|-------------------|-----------|-----------|-----------|
| Referrals (53 HNR, plus 2 Out of Region) | | | | | 55 |
| • Referrals by Community | 8 | 5 | 29 | 11 | 53 |
| Eligible | 5 | 4 | 15 | 4 | 28 |
| In intake process/parent did not want URS | 2 | 1 | 4 | 2 | 9 |
| Ineligible | 1 | 0 | 10 | 5 | 16 |
| • Not OAP Registered | - | - | - | 1 | 1 |
| • Not new/escalating | 1 | - | 8 | 3 | 12 |
| • Did not meet threshold | - | - | 2 | 1 | 3 |

Information

AGM Public Meeting

We have confirmed the speaker for our AGM on Tuesday, September 27th at 4:00. Michael Jacques is a young man diagnosed with Autism and an intellectual disability. Never one to shy away from obstacles, Michael made his authorial debut in 2018. He wrote and self-published *Can't Read, Can't Write, Here's My Book* using speech-to-text technology, sharing experiences from his life to help audiences understand accepting and belonging. His story demonstrates the empowerment that comes from being comfortable in your own skin, knowing your strengths, valuing relationships, and giving back to your community. In 2020 he released a children's book that he co-authored with Heather Gale titled, *I Belong: Can I Play?*

Information

Mileage Rate

Our current mileage rate is \$0.48/km, which has not been increased since 2017. We have had limited travel expenses in the last few years due to COVID. When the Board considered rates in January 2022, a comparison with other Contact Agencies and Woodview reflected that our mileage rate was higher and no increase was recommended.

However, with staff beginning to travel for work again, and with the exceptionally high prices of gas, the Board recommended at the May meeting to look at this again.

Other agencies were asked for their mileage rates and the range was \$.47 to \$.53/km. with the majority recently increasing to \$.51/km. Canada Revenue Agency's automobile allowance rate for 2022 is 61¢ per kilometer for the first 5,000 kilometers driven, and 55¢ per kilometer driven after that.

One agency had an interesting consideration to review quarterly and adjust according to gas prices.

Recommendation: Increase the mileage rate to \$.51 per kilometer.

Decision

Decision Making over the Summer Months 2022

The Board of Directors does not usually meet over the summer months, which means the next regularly scheduled meeting of the Board is September 27th. Although we usually try to avoid decision making by email, it has been customary that decision making during the summer months is carried out by email.

It is important that Directors continue to monitor emails from Contact Brant to ensure timely response to any emails requesting Board decisions. At any time that more discussion is needed than email might provide, a Director or the Chief Executive Officer can request a meeting or teleconference, which will then be organized by the CEO.

Recommendation: Decision making over July and August 2022 will be made by email unless otherwise requested by a Director or the Chief Executive Officer.

Decision

Direction re By-Law Revisions:

In reviewing our current By-Laws, the Policy Review Committee discussed the length of time from the end of June to the end of September results in 3 months without a Board meeting. In general, our September meeting agenda is quite full due to this length of time between meetings. Last summer in particular it would have been beneficial to have an August meeting to address URS implementation.

Our current By-Laws state: The Board shall appoint a day in any month or months for regular meetings of the Board at a place and hour to be named, usually once per month with the exception of July and August. There shall be at least 6 regular meeting of the Board per annum.

The draft revision to the By-Laws, at this point, are less specific: The Board shall appoint a day in any month or months for regular meetings of the Board at a place and hour to be named, usually once per month. There shall be at least 6 regular meetings of the Board per annum.

The Policy Review Committee suggested that the Board provide direction as to whether an August meeting should be regularly planned, or even tentatively booked as a 'hold the date' based on agenda needs.

Direction regarding August Meeting

COVID-19 Update

With the masking requirement lifted by the province, 100% of the staff team indicated that they were comfortable with masking by personal choice. The revised Pandemic Safety Plan is provided for information.

Information



Pandemic Safety Plan

June 2022

A Guide to ensuring a healthy and safe workplace due to the COVID-19 pandemic

Preamble

In March 2020, the COVID-19 pandemic affected how we operated. The Ministry of Health and the Brant Public Health Unit provided direction on how we were to operate. Social distancing was a new term introduced as a means to decrease the highly contagious virus. Both Contact Brant's Risk Management Policy (relating to pandemics) and Telework Policy were implemented with all staff working from home offices. Services continued virtually, by phone, email, text and videoconferencing. However, offering clients face-to-face services stopped, and due to Woodview closing the building, walk-ins also stopped.

This plan outlines the processes, protocols, and safety measures required to safely work in our workplace during and after a pandemic. Our goal is to ensure high quality services are available while we maintain healthy employees in a healthy work environment. Employers and workers need to consider how they can work safely and prevent the spread of COVID-19.

COVID-19 is a respiratory illness with the most common symptoms being fever, tiredness, and dry cough. See Appendix C for more information on COVID-19. According to the World Health Organization (WHO), it is safe to receive packages from areas where COVID-19 has been reported: "The likelihood of an infected person contaminating commercial goods is low, and the risk of catching the virus that causes COVID-19 from a package that has been moved, travelled and exposed to different conditions and temperature is also low." The virus does not survive on surfaces for long, and the length of shipment time and other environmental factors should inactivate the virus. If you are concerned about possible surface contamination consider these steps: (i) Wash your hands frequently with soap and water after handling materials, (ii) Use alcohol-based hand rub, with at least 60% alcohol, when soap and water are not available, and (iii) Avoid touching your face, eyes, nose or mouth.

As the province changed stay-at-home regulations and looked to services returning to normal, working safely within the office became primary. We will continue to follow directives from the Ministry of Health, Public Health Ontario, and Brant County Health Unit. It is critical that Contact Brant and employees maintain a safe work environment for staff and clients.

The Ministry of Labour, Training and Skills Development expects employers do everything reasonable in the circumstances to protect workers. They identify when determining reasonable precautions for the protection of workers during the pandemic, employers should follow the guidance provided by Public Health Ontario and the Ministry of Health:

- ✓ wash hands often with soap and water or alcohol-based hand sanitizer
- ✓ sneeze and cough into sleeve

- ✓ if a tissue is used, discard immediately and wash hands afterward
- ✓ avoid touching eyes, nose or mouth
- ✓ avoid contact with people who are sick
- ✓ avoid high-touch areas, where possible, or ensure hands are cleaned afterward
- ✓ where possible, keep 2 meters (6 feet) apart
- ✓ support control measures including robust screening, hand hygiene, cough/sneeze etiquette and frequent cleaning of high touch surfaces are important, and
- ✓ where possible, wear gloves when interacting with high-touch areas. Do not touch face with gloved hands. Take care when removing gloves. Ensure hands are washed after removing gloves.

Planning and implementation will be supported by ongoing communication across the agency. We will support Woodview in full compliance with cleaning and disinfecting schedules, as well as reporting protocols. Our plan requires a regular monitoring process that will be flexible as circumstances and directives change.

In developing this plan, guidance and webinars from government and health units were reviewed to assist with risk assessment and operating decisions. Risk Avoidance is when a business eliminates certain hazards, activities and exposures. Risk Controls involves preventative actions. Both of these methods to manage risks have been planned, and will be monitored for their effectiveness and need to evolve.

Contact Brant supports the importance of tending to our own mental health. Appendix C provides a tip sheet on mental health during the current health emergency, from the Canadian Psychological Association (2020).

This plan is based on recommendations from Public Health (Canada, Ontario and Brant County), Ontario's Chief Medical Officer of Health and the Ministry of Health, Center for Disease Control, Occupational Health and Safety Act, Emergency Orders made under the Emergency Management and Civil Protection Act (EMCPA), and emerging best practices being disseminated in the public forum.

Also refer to our Health and Safety Policy;
Public Health Ontario, www.publichealthontario.ca; and
The Brant County Health Unit, www.bchu.org

Contact Brant Pandemic Safety Plan

1. It is recognized that directives regarding COVID-19 may change over time, and our Plan will be fluid to respond to these changes.
2. All employees are required to be fully engaged in their practices to decrease the spread of COVID-19 and minimize the potential risk of infection within our workplace. Contact Brant and its employees will be responsible for working safely during the pandemic by following directives from the Ministry of Health and Brant County Health Unit, as well as the Contact Brant *Pandemic Safety Plan*.
3. **Vaccination** remains a key defense in the ongoing management of COVID-19. Every eligible Ontarian is strongly recommended to get vaccinated and receive their

booster(s) as soon as they are eligible. Booster doses will help protect a person from more severe outcomes from COVID-19 and variants.

4. **Active Screening for COVID Symptoms**

- Although COVID-19 screening before coming into the office or meeting with others is no longer required, Contact Brant continues with the following procedure:
If you are sick or have any symptoms of illness related to COVID-19, work from home (if feeling well enough). **When you are feeling better but still have lingering symptoms, wear a mask when meeting with others in the office.**
- Follow the current guidelines established by the Ministry of Health for self-isolation and masking if you have been in contact/suspect you were in contact with a person with COVID, as well as if you have travelled out of the country.

5. **Personal Hygiene**

- Staff should wash their hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Staff should cover their mouth and nose with a tissue when they cough or sneeze or use the inside of their elbow. Throw used tissues in the trash and immediately wash hands. Staff are encouraged to avoid touching their eyes, nose, and mouth with unwashed hands.

6. **Sanitizing** – **Personal choice to sanitize any 'public' item or device is supported by Contact Brant providing sanitizing wipes and cleaners** (e.g. photocopier, door handles, washroom surfaces, meeting room surfaces, elevator buttons).

7. **Physical Distancing** - Physical distancing continues to be a Public Health recommendation. It consists of avoiding large gatherings and maintaining approximately two meters (six feet) distance between themselves and others when possible.

8. **Personal Protective Equipment (PPE)** -

- **Protective face coverings** are no longer required to be worn (effective June 11, 2022) according to the Ministry of Health. Wearing a face covering is now an individual/personal choice. The Ministry of Health encourages people at higher risk for severe illness to wear a mask.
- The Brant County Health Unit recommends:
 - Using a face covering made of tightly woven cloth or fabric (such as cotton or linen), with at least two layers that is comfortable so as not to require frequent adjustments
 - The face covering should cover your mouth, nose and chin in order to be effective
 - Your face covering may be worn all day, as long as it does not become damaged, damp or dirty. Make sure to clean your hands before you put on, adjust or remove your face covering. Avoid touching the face covering – handle only by the ear loops or tie

- Reusable face coverings should be washed with hot, soapy water after each use.
 - Dispose of disposable face masks and gloves after each use.
 - Clean face shields and other clear synthetic face coverings, as well as Plexiglas barriers, with sanitizing wipes after each use.
9. Contact Brant and its employees will use the Hierarchy of Controls identified by the Ministry of Health *COVID-19 Operational Requirements: Health Sector Restart, May 26, 2020*. The application of the following hierarchy of hazard controls is a recognized approach to containment of hazards, including health hazards, and is fundamental to occupational health and safety. Following are the [hierarchy of hazard controls](#) in order of decreasing effectiveness:

i. Elimination and Substitution Controls

Elimination and substitution are considered to be the most effective means in the hierarchy of controls.

- Work from home arrangements may continue wherever possible through virtual services.
- Staff scheduling will be used for access to your office.

ii. Engineering and Awareness Controls

These measures help reduce the risk of exposure to a pathogen or infected source hazard by implementing methods to reduce exposure by isolating the hazard from the worker and by physically distancing actions to reduce the opportunity for transmission, including:

- Physical distancing including avoiding large gatherings and maintaining approximately two meters (six feet) distance.
- Eliminate direct contact with others, such as handshakes or embracing, and avoid hand contact with surfaces touched by others as much as reasonably possible.
- Use of physical barriers like plexi-glass panels.
- Do not to use other staffs' personal items, phones, or other work tools and equipment, whenever possible. When sharing use of offices, clean and disinfect surfaces (desks, keyboards, etc.) before and after use.
- Regularly sanitize surfaces after use, i.e. kettle, Keurig, microwave, frig, photocopier, cupboard doors, etc. Staff will complete a surface cleaning in between each client or meeting with another staff (i.e. tables, chairs, desk, computer mouse and keyboard, light switch, etc.) using a disinfectant wipe or disinfectant spray and paper towel.

iii. Administrative Control Measures

Administrative control measures aim to reduce the risk of transmission of infection to staff and clients through implementing policies, procedures, training, and education with respect to infection prevention and control.

- **Staff Screening** – Although staff are no longer required to complete the Contact Brant Self-Assessment (based on the Government of Ontario's recommended screening), the tool is still available for self screening of symptoms.
- **Self-Monitoring** - All staff should follow Public Health Ontario guidelines on COVID-19 regarding self-isolation and self-monitoring.
- The agency provides sanitizing wipes and hand sanitizer.
- Provide clients choice for in-person or virtual meetings.
 - For in-person meetings, ask the client what safety measures they might prefer, if any. Contact Brant has a supply of disposable face masks that can be offered clients in a meeting.

iv. Personal Protective Equipment (PPE)

PPE controls are the last tier in the hierarchy of hazards controls and should not be relied on as a stand-alone primary prevention program. PPE consists of mask, gloves, gowns, face shields and/or eye protection that can be used to provide a barrier to help prevent potential exposure to infectious disease

- As per Contact Brant procedures, protective face coverings are a personal choice.
- Contact Brant provides fabric face masks and non-medical disposable masks. Additionally, medical masks (e.g., N95) are available for staff. Contact Brant also provides face shields, gloves and gowns.

Standards and Practices Addressing Risk of Infection and/or Transmission

10. When Should I Stay at Home?

- If you have returned from travel outside of Canada, follow the current Government of Ontario Guidelines, including for self-isolation.
- In any of the following situations, follow the current Guidelines for self-isolation and when you can attend work:
 - (i) You had close direct contact with someone who has COVID-19
 - (ii) You or someone you have close direct contact with has one or more COVID-19 symptoms
 - (iii) You have been told by a public health unit that you may have been exposed to someone with COVID-19.

11. Expectations for Employees who Feel Unwell

- Staff who have COVID-19 symptoms, even if they are mild, will notify their supervisor or alternate and should stay home. If employees are feeling well enough to work, they can complete their work from home during their self-

isolation period. If employees are not feeling well enough to work, staff are eligible for paid sick leave according to Contact Brant's Sick Leave Policy.

- Employees who, upon arrival at work or while at the office, appear to have any COVID-19 symptoms, will notify their supervisor or alternate and immediately leave the office. Call 911 if there is a medical emergency.

12. Expectations when a Staff Tests Positive for COVID and has been Working in the Office

- If an employee has tested positive, they are required to follow current Ministry of Health Guidelines about when they can return to work. The employee will notify the CEO or alternate including whether they are able to work from home or will be taking sick time.
- The CEO or alternate will advise fellow employees of their possible exposure to COVID-19 in the workplace while ensuring confidentiality as required by law. Those suspected to have been exposed will follow current guidelines from Public Health Ontario.
- An employee must report to the Chief Executive Officer or alternate if they believe they have been exposed to the virus at the workplace. The Chief Executive Officer will explore with the employee where they believe they were exposed to the virus and address any areas where the employee has concerns in the work environment or procedures.
 - If the employee believes their exposure was from the workplace, contact WSIB, Ministry of Labour, Training and Skills Development. A WSIB Form 7 must be completed by the employee. WSIB will decide where the employee was likely exposed to the virus to make a decision whether the work environment has a greater risk than anywhere else in the community as the place where the person was exposed to the virus.
 - Under the Occupational Health and Safety Act (OHSA), if an employer is advised that a worker has an occupational illness due to an exposure at the workplace, appropriate reporting must be made to the Ministry as well as a Serious Occurrence Report.

13. Expectations for Employees Caring for a Family Member with COVID

Employees should follow Public Health Ontario Guidelines on caring for a family member with COVID 19. Employees who have a family member in their household with COVID-19 should notify their supervisor; arrangements may be able to be made for working from home depending on the amount of care required and the ability to work. Contact Brant's Leave of Absence Policy permits paid and unpaid leaves of absence for employees to stay home to care for a sick family member.

14. Expectations for staff working from home during the pandemic

All employees will at some point return to the office. Everyone is responsible for providing services that will fully meet the needs of clients, which includes face-to-face meetings and the ability to respond to walk-ins.

The COVID-19 pandemic has shown the ability to provide most of our services virtually. The Board has supported a pilot hybrid model of work that includes

sharing of office space with some in the office and some working from home. At this time, Contact Brant is offering employees who have completed their probationary period for their preference for working full-time in the office, partial scheduling in office with the remainder of the workweek in their home office, or working in their home office full-time. **As this is piloted, staff input into this model will inform the agency's future plans for office space and where staff work.**

Contact Brant's Telework Policy will guide employees who work from home. Telework is "any approved arrangement in which an employee performs their duties outside of their primary office worksite at an alternate location that is suitable for the performance of duties". The Policy indicates employees must ensure their workplace is free from any personal interruptions. Each employee is responsible to maintain confidentiality. There will be some flexibility in the Telework Policy expectations where employees are temporarily working from home for an extended period:

- The Policy states the "maximum number of Telework days in a month will not exceed 4 days. In extenuating circumstances, the CEO will have the discretion to make exceptions."
The COVID-19 pandemic is an extenuating circumstance and the minimum number of days will not be in effect.

- The Policy states that a "Telework arrangement does not change the terms and conditions of employment and is not a substitute for child or other dependent care".

Contact Brant will provide some flexibility during the pandemic in response to the availability of child care and school:

- When childcare and schools are closed due to provincial direction, Contact Brant recognizes employees will have their children at home. Employees are expected to develop plans to address how they plan to meet workload expectations. The employee will discuss their plan with their supervisor. Contact Brant will be as flexible as possible in these circumstances, recognizing that the employee will need to have some time committed to parenting.
- When schools provide options for partial or full attendance at school or for home learning, and the employee chooses to have their children remain at home, the employee is expected to develop a plan to provide care for their children. The employee will communicate the plan to their supervisor that outlines how the employee will complete their work responsibilities; the CEO will make the final approval of the plan. Contact Brant will be as flexible as possible in these circumstances. The employee can consider using some vacation hours, compensatory hours, or a part-time or full-time leave of absence according to the Leave of Absence Policy to accommodate their choice. This choice does not cover home-schooling.
- When childcare and schools are fully open, the Telework Policy is clear that working at home cannot be a substitute for childcare. However, as long as provincial guidelines are in place that require children to

stay at home when exhibiting COVID symptoms, flexibility with short-term working from home can be arranged with your supervisor depending on the amount of care required and the staff's ability to work.

15. Returning to the Workplace

- We will work towards all staff returning to the workplace at some point in the future through a plan that will be developed as an agency.
- The plan may be unique to each staff as current information indicates there may be greater risk due to age, an underlying medical condition or a compromised immune system. The CEO will work with those identified staff to determine a suitable work arrangement or leave of absence, if required.
- The plan may also be unique to each staff position, based on such things as responsiveness to client in-person needs.
- Anxiety about returning to work is a different issue. Employees must speak directly with the CEO about any concerns about returning to the workplace. If all precautions have been taken and the employee continues to refuse to return to work, this could lead to a Work Refusal under the Occupational Health and Safety Act. The employee may also consider requesting an unpaid leave or an accommodation (example - a partial leave, change of working hours and days, use of vacation time).

16. Concerns about the Contact Brant Pandemic Safety Plan

- If a staff feels that the workplace or the work they are doing is unsafe, they are required to inform their supervisor or alternate immediately. The CEO or alternate will conduct an immediate investigation.
- Woodview management will be informed of any workplace concerns and Woodview's Joint Health and Safety Committee are then required to conduct an investigation.
- If the investigations conclude that the work/workplace is safe and the staff does not agree, a WSIB Form 7 claim can be filed by the employee.

17. Training and Orientation

- Contact Brant's Pandemic Safety Plan also provides employees with orientation on how to work safely. On-going communication will continue with staff to ensure everyone is aware of workplace expectations and any changing procedures. Communication may be through meetings, email, policies and procedures. Information will be reinforced through signage and informational posters.

Refer to Public Health Ontario, www.publichealthontario.ca for information and directives, as well as the Brant County Health Unit, www.bchu.org.

18. Oversight, Monitoring, & Evaluation

It is recognized that new research and recommendations will continue as many national and international studies are released, which will provide more clarity as to how to approach COVID-19.

We will look at preventative measures on an ongoing basis and adjust as needed; make adjustments and improvements in accordance with most up-to-date public health measures; and communicate with our staff and clients.

The CEO, Manager of Service Coordination, and the Board of Directors will provide oversight on the implementation of the pandemic safety plan and on monitoring progress to ensure practices are maintained, staff and client input is sought when appropriate, and the plan is modified if and when needed in order to maintain a healthy work environment and healthy employees.

Woodview as the landlord has established procedures for our office building that Contact Brant employees must follow. Woodview management and the Joint Health and Safety Committee will also provide oversight for the office building.



**Policy Review Committee
Recommendations to the Board**
June 28, 2022

Leave of Absence Policy

There has been some confusion with the Leave of Absence Policy which provides up to 3 paid leave of absence days in a calendar year, with other personal leave requests being unpaid.

Making Ontario Open for Business Act, 2018 expects employers to annually provide:

- 3 days unpaid Sick Leave. (We provide 15 paid days)
- 3 days unpaid Family Responsibility Leave
- 2 days unpaid Bereavement Leave.

Contact Brant currently provides:

- 15 days paid Sick Leave as per our Sick Leave Policy - this provides more time off (and it is paid) than what legislation expects.
- 3 paid days for Personal Leave (i.e., Family Responsibility Leave or Bereavement Leave), and have no limit on unpaid personal leave days.
- Vacation and Holiday Policy provides paid time off according to number of years of employment with the agency.
- Hours of Work Policy outlines use of paid time off for Compensatory Hours accumulated for working over the 37.5 hour workweek.

Staff feedback identified that they felt that 3 paid days for bereavement was not sufficient for immediate family members. They recognized that more days could be taken as unpaid, or they could have paid time using sick time, comp time or vacation.

At the May 24th Board meeting, Directors asked for further information on personal leaves separate from bereavement leave. The agencies that responded separate Bereavement Leave; 3 out of 4 agencies provide up to 5 paid days for bereavement related to the death of a significant family member.

| | Bereavement Leave | Other Personal Leaves |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Agency A | Paid bereavement leave (for each loss) <ul style="list-style-type: none"> • Up to 5 working days for the death of a spouse, child or step child • Up to 3 working days for “other immediate relative(s)” • Employees may request additional time off to be charged against accrued Vacation Time Compensatory Time, or a Personal Leave of Absence without pay | Not provided |
| Agency B | Paid bereavement leave <ul style="list-style-type: none"> • Up to 3 paid days in 1 year • Employees can take additional paid time off against any accrued Sick Leave days, or use Vacation or Personal Leave of Absence without pay | Not provided |

| | | |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Agency C | <p>Paid bereavement leave (for each loss):</p> <ul style="list-style-type: none"> Up to 5 working days for death of an “immediate family member (fiancé, spouse, same sex partner; parent, step-parent, foster parent of employee or partner; child, step-child, foster child; grandparent, step-parent, grandchild, step-grandchild; spouse or same sex partner of the employee’s child; brother or sister; a relative of the employee who is dependent on the employee for care or assistance) Up to 1 working day for death of an “extended family member” (aunt, uncle, cousin & other family relation) Bereavement Leave is “from date of death to the date of the funeral” | Not provided |
| Agency D | <p>Paid bereavement leave</p> <ul style="list-style-type: none"> Up to 5 working days for death of a partner, parent, child, or sibling Up to 2 working days for death of current immediate family: parent-in-law, sibling-in-law, grandparent, grandchild, or child-in-law Up to 1 working day for death of current immediate family: aunt, uncle, niece or nephew 2 hours paid bereavement leave to attend a funeral or visitation of a cousin, close friend, client, a client’s immediate family member, a co-worker, or a co-worker’s immediate family member <p>Bereavement Leave may be taken within 6 months after the date of passing in circumstances where a celebration of life is scheduled for a later date</p> | Employees have the right to take up to three days of an unpaid job-protected leave each calendar year because of an illness, injury, medical emergency or urgent matter relating to certain relatives, according to legislation |

The draft revisions include paid Bereavement Leave similar to many other agencies, and paid Family Responsibility Leave. The revisions also include the Manager of Service Coordination.

Recommendation: Approve the revised Leave of Absence Policy.

Decision

LEAVE OF ABSENCE

PREAMBLE

Leaves of absence may be granted on scheduled workdays at the request of an employee to the Chief Executive Officer. Leaves of absence may be paid or unpaid. Bill 47, Making Ontario Open for Business Act, 2018 outlines that employers must annually provide 3 days unpaid Sick Leave, 3 days unpaid Family Responsibility Leave, and 2 days unpaid Bereavement Leave. ~~Contact Brant's Sick Leave Policy addresses legitimate illness or non-work related injury.~~ Contact Brant follows legislative requirements including the Employment Standards Act for leaves of absence.

POLICY

Contact Brant provides a work environment for its employees which is based on fairness, equity and recognition of work/life balance and complies with legislative expectations for Leaves of Absence. Employees may apply for a leave of absence at any time.

~~The Chief Executive Officer will approve up to 3 days for Family Responsibility Leave and 2 days for Bereavement Leave for an employee on scheduled workdays in a calendar year; 3 of these personal leave days will be paid. All requests for other leaves of absence will follow legislative requirements and Contact Brant policies.~~

PROCEDURE

- 1.0 Employees will direct their request for a personal leave of absence to their supervisor ~~the Chief Executive Officer~~ in writing. The Leave of Absence Policy, which addresses paid and unpaid leaves, is an additional option for employees than what is covered in other policies:
 - 1.1 Contact Brant's Sick Leave Policy addresses paid time for legitimate illness or non-work related injury, as well as unpaid extended sick leave.
 - 1.2 The Vacation and Holiday Policy provides paid leave that employees can request for any personal time off.
 - 1.3 Employees can also use any accrued Compensatory time for personal time off, as outlined in the Hours of Work Policy.

Bereavement Leave

- 2.0 Bereavement Leave will be granted with pay in the event of a death of an immediate family member. The amount of approved bereavement leave will depend upon the closeness of the relationship and the unique circumstances of the situation such as needing to make the funeral arrangements, out-of-town travel to attend the funeral. ~~In the absence of unique situations,~~ The maximum paid leave for bereavement ~~that the Chief Executive Officer may grant~~ will be based on the following:

- Death of a child, spouse/partner, parent or sibling – up to 5 days
- Death of a grandparent, aunt, uncle, cousin, or other relation or close relationship – up to 1 day.

- 2.1 The Total Hours in a work week where Bereavement Leave is taken will not exceed 37.5 hours.
~~Any approved leave of absence day will be counted as a maximum of 7.5 hours. A half day may be taken and will count as 3.5 hours.~~

Family Responsibility Leave

- 3.0 Up to (2 or 3) paid Family Responsibility Leave days may be granted in a fiscal year because of illness, injury, medical emergency or urgent matter relating to immediate family. ~~The Chief Executive Officer will approve an employee's request for personal leaves of absence for up to 5 days in a calendar year. The first 3 personal leave days will be paid.~~

- 3.1 The Total Hours in a work week where Family Responsibility Leave is taken will not exceed 37.5 hours.

Other Leaves of Absence

- 4.0 ~~The Chief Executive Officer will grant~~ Employees may request a leave of absence without pay as outlined in legislation. Other leaves of absence may include, but are not limited to, pregnancy leave, parental and/or adoption leave, family medical/family caregiver leave, organ donor leave, reservist leave, or jury duty.

- 4.1 *Jury Duty:* Contact Brant will grant a leave to employees for the duration of a jury summons.

An employee who is granted Jury Duty Leave may continue to receive pay for a maximum of 2 weeks, conditional on providing a copy of the jury summons to the Chief Executive Officer. If juror duties are not required, the employee is expected to return to work immediately if more than 3 hours remain in the employee's regular work shift. Where facilities exist and such activity is not prohibited by the Court during breaks or while waiting, the employee is expected to attempt to attend to job-related duties including checking and returning messages. Following 2 weeks of paid Jury Duty Leave, the employee will be granted a leave of absence without pay for the remainder of the jury summons.

The employee must keep the Chief Executive Officer informed regarding the expected return to work date throughout the court process.

- 4.2 *Summons as a Witness:* The Chief Executive Officer will grant an unpaid leave if an employee is required to attend court because they have been summoned as a witness; the employee can utilize accumulated compensatory hours or vacation time instead of an unpaid leave. Contact Brant may require a copy of the summons to be a witness.

- 4.3 *Plaintiff or Defendant:* If an employee is in court due to being a plaintiff or defendant, such attendance is a personal matter for which compensatory or vacation time must be used.

- 5.0 Any request for a personal leave for the purpose of working for another employer or serving a jail sentence will not be granted.

Ministry of Health

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Ministère de la Santé

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June 8, 2022

MEMORANDUM

TO: Sector Partners

FROM: Dr. Kieran M. Moore
Chief Medical Officer of Health, Ontario

RE: Chief Medical Officer of Health Class Order on Masking to Expire on June 11, 2022

I am writing to advise you that the [Class Order](#) (herein referred to as "Order") made on April 27, 2022 pursuant to Section 22 under Section 77.1 of the *Health Protection and Promotion Act* (HPPA) that required masking in certain settings will expire - as [originally communicated in April 2022](#) - as of **12:00 a.m. on June 11, 2022** (the first instant).

As such, wearing a mask or a face covering will **no longer be required by the Chief Medical Officer of Health order** in indoor areas of:

- Public transit including indoor areas and vehicles
- Hospitals, including private hospitals, and psychiatric facilities
- Other health care settings:
 - Clinics that provide health care services (doctors' offices, other medical offices, Community Health Centres, public health/immunization clinics, mental health clinics, etc.)
 - Laboratories and specimen collection centres
 - Independent Health Facilities (e.g., dialysis, birth centres, nuclear medicine)
 - Employees and contractors of home and community care providers
- Long-term care homes
- Retirement homes

- Congregate care settings that provide care and services to medically and socially vulnerable individuals
- Shelters

Though no longer required under a Chief Medical Officer of Health Class Order, masking will continue to be required in long-term care homes and retirement homes through other mechanisms. In addition, acute care and congregate care/living settings guidance continues to recommend masking in these settings.

Businesses and organizations may implement their own rules and policies related to masking within their settings, and with consideration to available and relevant infection prevention and control guidance. However, they must follow any applicable laws (e.g., Human Rights Code, *Occupational Health and Safety Act*) and should obtain independent legal advice should they consider doing so.

In settings without their own rules and policies related to masking, wearing one will become an individual or personal choice, and based on one's individual risk assessment that will consider their own health status. Individuals are encouraged to wear a tight-fitting, well-constructed mask if they feel it is the right choice for them.

People at higher risk for severe illness are encouraged to wear a mask for greater protection, particularly those who have not received all recommended doses of COVID-19 vaccine.

I will continue to monitor key indicators and the situation across the province to assess the need for public health and workplace safety measures as we navigate living with COVID-19. We should all be prepared that we may need to resume a requirement for mask wearing in indoor public spaces if a new variant of concern emerges, or potentially during the winter months when COVID-19 and other respiratory viruses are likely to circulate again.

As always, thank you for your continued partnership and collaboration.

Sincerely,

Original signed by

Kieran Michael Moore, MD, CCFP(EM), FCFP, MPH, DTM&H, FRCPC
Chief Medical Officer of Health

- c: Dr. Catherine Zahn, Deputy Minister, Ministry of Health
Carlene Alexander, Deputy Minister, Ministry of Seniors and Accessibility
Denise Cole, Deputy Minister, Ministry of Children, Community and Social Services
Douglas Jones, Deputy Minister, Ministry of Transportation
Kate Manson-Smith, Deputy Minister, Ministry of Municipal Affairs and Housing
Nancy Matthews, Deputy Minister, Ministry of Long-Term Care