

December 3, 2021

**Q: Which workplaces need to complete a log for contact tracing?**

**A:** Certain businesses and organizations listed in Schedule 2 of the [Rules for Areas at Step 3 and at the Roadmap Exit Step](#) must record the name and contact information of **every** patron who enters the workplace, unless the patron is entering temporarily to place, pay, or pick-up an order.

The following businesses and organizations are included in the regulations:

- restaurants, bars and other food and drink establishments with table service or dance facilities;
- indoor, outdoor sport and recreational facilities;
- meeting and event spaces;
- physical fitness personal trainers;
- businesses that provide in-person teaching and instruction;
- casinos, bingo halls and gaming establishments;
- tour and guide services;
- boat tours;
- strip clubs; and
- bath houses and sex clubs.

The following information is required for contact tracing. The customer's:

- first and last name;
- municipality of residence;
- email address and telephone number; and
- attendance details including date, arrival/departure time, and table number or location (if applicable).

Records of this information must be kept for at least one month so that information can be provided to Hastings Prince Edward Public Health (HPEPH) within two hours of a request. Records must be stored and destroyed in a secure manner.

**Q: Do I need to screen patrons for COVID-19?**

**A: Yes.** Businesses or organizations must operate in compliance with the advice, recommendations, and instructions issued by the Office of the Chief Medical Officer of Health

on screening individuals. This involves screening all patrons before they are permitted to enter the business or organization with [required signs](#).

In addition, the following premises must [actively screen patrons](#) by asking several questions before they are permitted to enter the following premises:

- restaurants, bars and other food and drink establishments with table service;
- indoor, outdoor sports and recreational facilities;
- casinos, bingo halls and gaming establishments;
- physical fitness personal trainers;
- driving instruction;
- meeting and events spaces;
- businesses that provide in-person teaching and instruction;
- personal care services related to hair and body;
- photography studios and services;
- retail (only test drives of any vehicles, boats or watercraft require screening);
- sex clubs and bath houses; and
- strip clubs.

**Q: Which workplaces need to complete active screening of workers?**

**A:** Employers are required to actively screen every worker before they enter the workplace at the start of their shift. A [worker and employee screening tool](#) is available. Learn more about [workplace screening for COVID-19](#) and how [rapid antigen screening](#) can fit into your screening program.

**Q: Are patrons required to show proof of vaccination?**

**A:** Patrons must provide authentic proof they are fully vaccinated along with identification to access [certain businesses and settings](#).

Individuals will be denied entry to the business or organization if they do not:

- provide proof of vaccination and personal ID;
- qualify for a valid medical or other program exemption; or
- want to share the required information.

This is important to limiting further spread of the virus, so that businesses can remain open and so that people can feel and be as safe as possible while in those settings.

[Read the full guidance about proof of vaccination from the Ministry of Health.](#)

**Q: Can employers require workers to be vaccinated?**

**A:** The province has mandated vaccination policies in certain [high risk settings](#). These policies are strongly recommended, but not currently a requirement for local businesses and retailers outside of these high-risk settings. Vaccination policies can help keep workplaces as safe as

possible – and benefit employees, employers, and the greater community. Employers may choose to implement mandatory vaccination policies if they so choose.

To support the development of a vaccination policy for your workplace, please access:

- [Workplace Vaccine Policy Guide](#)
- [Workplace Vaccine Policy Template](#)

**Q: Do I need a safety plan and where can I get help to complete one?**

**A:** All businesses are required to prepare and make available a COVID-19 safety plan. A copy of the plan shall be made available to any person for review upon request and be posted where it would come to the attention of individuals working in or attending the business. Use this [Guide to developing your COVID-19 workplace safety plan](#).

If you need further assistance, [complete this workplace inquiry form](#).