

ISAO OPERATIONAL POLICY

COVID-19 SAFETY PROTOCOLS FOR PARTICIPANTS Long Version

Approved by the ISAO Board of Directors 07-12-2021

References:

[\(ISAO\) Occupational Health and Safety Policy Statement](#)
[Ontario Occupational Health and Safety Act and Regulations](#)

[Ontario. Reg. 364/20: RULES FOR AREAS AT STEP 3 AND AT THE ROADMAP EXIT STEP under Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020, S.O. 2020, c. 17](#)

[Ontario to Require Proof of Vaccination in Select Settings](#)

Note: **COVID-19 SAFETY PROTOCOLS FOR PARTICIPANTS – Short Version** is available as a version that does not provide quotations from the above listed legal documents.

Purpose

The purpose of ISAO’s COVID-19 Safety Protocols for Participants is to, as much as possible, protect the health of its staff, volunteers, members and associates and that of those groups’ families, friends, clients, suppliers and the general public.

Controversy

While controversy exists regarding the nature of COVID-19 and measures employed by governments for its control and eradication, ISAO’s COVID Safety Protocols for Participants assumes and accepts that COVID-19 is a real and present health threat and that control measures legislated and recommended by public authorities are valid. Regardless of opinions on this, ISAO is legally required to adhere to applicable legislation and regulations enacted at any level of government: municipal, provincial and federal. ISAO Members, of course, have the option of challenging ISAO policies and procedures at their Annual Meeting of Members. However, members do not have the option of requiring staff or volunteers to violate applicable legislation, and, in any event, violations could result in prosecution, fines and ISAO losing its not-for-profit status.

Guiding Principles

Therefore, ISAO’s COVID-19 Safety Protocols for Participants (referred to as “Protocols in the rest of this document) must, first and foremost, follow applicable legislation and regulations. As

well, the Protocols are informed by recommendations from public authorities such as medical officers of health at all three levels of government. Finally, the Protocols must be practical. ISAO must be able, within its limited resources, to implement the Protocols effectively, efficiently and consistently. The Protocols must be practical and as simply stated and implemented as possible,

ISAO is a province-wide organization. Public Health regulations are established both locally and province-wide. These regulations change as public health conditions change. It would involve ISAO in a high level of complexity to have differing sets of COVID safety measures dependant on the location in which its services were being delivered. Hence, ISAO is adopting provincial regulations as its primary approach. Of course, this would be required in any safety program as provincial regulation is senior.

As well, ISAO is adopting the precautionary principle:

The precautionary principle asserts that the burden of proof for potentially harmful actions rests on the assurance of safety and that when there are threats of serious damage, scientific uncertainty must be resolved in favour of prevention.

In other words, the ISAO is adopting measures to ensure safety, regardless that some may feel the measures are too stringent. To be clear, by this is meant that the ISAO, in its efforts to continue its services to its members, will adopt reasonable measures that will help protect participants, staff, volunteers, and all others involved from contracting COVID-19 at its events.

Applicable Legislation

1. [Ontario Occupational Health and Safety Act and Regulations](#)

In particular, ISAO is bound by section 25 of the OH&S Act:

Duties of employers

25 (1) An employer shall ensure that,

(h) take every precaution reasonable in the circumstances for the protection of a worker;

The Ontario Ministry of Labour has clarified an organization's responsibility for the safety of its volunteers. The ISAO has a very active and large working volunteer corps. It provides the same level of health and safety provision to its volunteers as to its employees.

[What rights and responsibilities do volunteers and their organizations have?](#)

Under the [Occupational Health and Safety Act](#), a worker is defined in part as being "person who performs work or supplies services for monetary compensation". Although this definition does not include volunteers, employers still have some responsibility for the health and safety of people visiting or helping out in their workplaces.

The ISAO is guided by the principle and legal requirement that it will take every precaution reasonable in the circumstances for the protection of a worker and volunteer.

2. [Ontario. Reg. 364/20: RULES FOR AREAS AT STEP 3 AND AT THE ROADMAP EXIT STEP under Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020, S.O. 2020, c. 17](#)

STEP 3: SCHEDULE 1 - GENERAL RULES AT STEP 3

The ISAO operates in compliance with Ontario COVID regulations including social distancing and masking requirements.

General compliance

2. (1) *The person responsible for a business or organization that is open shall ensure that the business or organization operates in accordance with all applicable laws, including the Occupational Health and Safety Act and the regulations made under it.*

(2) *The person responsible for a business or organization that is open shall operate the business or organization in compliance with the advice, recommendations and instructions of public health officials, including any advice, recommendations or instructions on physical distancing, cleaning or disinfecting.*

(2.1) *The person responsible for a business or organization that is open shall operate the business or organization in compliance with any advice, recommendations and instructions issued by the Office of the Chief Medical Officer of Health, or by a medical officer of health after consultation with the Office of the Chief Medical Officer of Health,*

(a) *requiring the business or organization to establish, implement and ensure compliance with a COVID-19 vaccination policy; or*

(b) *setting out the precautions and procedures that the business or organization must include in its COVID-19 vaccination policy.*

(2.2) *In subsection (2.1),*

“medical officer of health” means a medical officer of health as defined in subsection 1 (1) of the Health Protection and Promotion Act.

(3) *The person responsible for a business or organization that is open shall operate the business or organization in compliance with any advice, recommendations and instructions issued by the Office of the Chief Medical Officer of Health, or another public health official, on screening individuals by, among other things:*

- (a) posting signs at all entrances to the premises of the business or organization, in a conspicuous location visible to the public, that inform individuals on how to screen themselves for COVID-19 prior to entering the premises; and*
- (b) actively screening every person who works at the business or organization before they enter the premises of the business or organization.*

(3.1) The person responsible for a business or organization that is open shall ensure that any person in the indoor area of the premises of the business or organization, or in a vehicle that is operating as part of the business or organization, wears a mask or face covering in a manner that covers their mouth, nose and chin during any period when they are in the indoor area unless subsection (4) applies to the person in the indoor area.

3.2(1) The person responsible for a business or place that is open must not permit patrons to line up or congregate outside of the business or place, or at an outdoor attraction or feature within the business or place, unless they are maintaining a physical distance of at least two metres from other groups of persons.

(3.1) For a business, place or event referred to in sections 1, 2, 9, 16, 22 to 28, 32 or 33 of Schedule 2, the safety plan shall also include information as to how the business, place or event will,

(a) prevent gatherings and crowds in the business or place or at the event;

(b) ensure that section 3.2 of this Schedule is complied with in the business or place or at the event; and

(c) mitigate the risk of any interactive activities, exhibits or games that may be included in the business or place or at the event.

(4) The safety plan shall be in writing and shall be made available to any person for review on request.

(5) The person responsible for the business shall ensure that a copy of the safety plan is posted in a conspicuous place where it is most likely to come to the attention of individuals working in or attending the business.

Regulations Specific to Businesses that Provide In-Person Teaching and Instruction

14. Businesses that provide in-person teaching and instruction may open if they comply with the following conditions:

1. The space for any in-person teaching or instruction must be operated to enable students to maintain a physical distance of at least two metres from every other person in the space, except

where necessary for teaching and instruction that cannot be effectively provided if physical distancing is maintained.

2. The total number of students permitted to be in each instructional 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 space, and in any event,

3. Students must be actively screened in accordance with the advice, recommendations and instructions of the Office of the Chief Medical Officer of Health before they enter the business.

4. The person responsible for the business shall,

i. Record the name and contact information of every student who attends the in-person teaching and instruction,

ii. Maintain the records for a period of at least one month, and

iii. 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.

The ISAO is legally required to both have COVID-19 safety measures in place and to enforce them, including the maintenance of social distancing and the wearing of masks. However, the ISAO has neither the capability nor the resources to 100% ensure or enforce that event participants maintain the regulatory requirement of physically distancing by 2 meters at its events and the 100% continuous and proper use of masks – for indoor events. Masking is required at outdoor events *only* if social distancing is not possible. As well, it is acknowledged that participants can easily inadvertently violate social distancing and masking protocols.

3. Ontario to Require Proof of Vaccination in Select Settings

Proof of vaccination measures implemented by the government of Ontario on 22 Sept 2021, are specifically targeted towards situations where continuous, uninterrupted social distancing and masking may not be practical or possible.

As of September 22, 2021, Ontarians will need to be fully vaccinated (two doses plus 14 days) and provide their proof of vaccination along with photo ID to access certain public settings and facilities. This approach focusses on higher-risk indoor public settings where face coverings cannot always be worn and includes:

- Restaurants and bars (excluding outdoor patios, as well as delivery and takeout);
- Nightclubs (including outdoor areas of the establishment);
- Meeting and event spaces, such as banquet halls and conference/convention centre

ISAO Protocol Guiding Principles

In view of all of the above, the following principles guide ISAO's Protocol:

- a. Complying with legal requirements; and
- b. Being guided by medical officers of health recommendations at the three levels of government; and
- c. Establishing a simple, practical safety protocol that can be effectively and consistently implemented; and
- d. The precautionary principle which could be understood as "Better safe than sorry;" and, primarily
- e. Taking every reasonable measure to protect the health of ISAO's staff, volunteers, associates and their families and friends and clients, suppliers and members of the general public.

ISAO is not in a position to ensure or enforce 100% social distancing and masking. Neither can it or should it enforce vaccination itself. As well, there are those with legitimate medical reasons for not being vaccinated or masked.

Therefore, by adopting a combination of vaccination proof requirement, masking and distancing in those situations where continuous distancing or masking is not possible or practical, participant safety meets the "every reasonable measure to protect health" standard. Proof of vaccination provides a level of safety that allows for full event participation for those who are comfortable with non-continuous masking or distancing when other participants are fully vaccinated.

ISAO cannot and will not *require* that anyone be vaccinated. However, for the safety of all, the ISAO can and will require that in-person participants provide proof of full COVID vaccination. ISAO will continue to offer virtual participation where possible for those who do not wish to be either vaccinated or provide proof of vaccination and for those who prefer to be distanced from congregated groups, regardless of safety protocols in place, while COVID-19 is an active health threat in the community.

COVID-19 Safety Protocols for Participants All In-Person Events

Definitions

Event: By event is meant any official ISAO event in which two or more people meet in-person, including all meetings and all services and social gatherings provided by and/or hosted by ISAO in any location, indoor or outdoor, including event set-up or preparation activities undertaken by staff and/or volunteers.

Participant: By participant is meant ISAO staff, volunteers, vendors, sponsors, service participants and deliverers and any others who may be present at an ISAO event. This does not include any who are momentarily present for event support purposes.

Momentary Event Support: By momentary event support is meant activities such as but not limited to equipment and supply delivery, emergency medical support, police services and pick-up/delivery services such as transportation, etc.

1. Proof of Vaccination

All participants will be required to provide proof of vaccination in accordance with the [Ontario Regulation to Provide Proof of Vaccination](#). (Proof is to be provided along with another piece of photo identification, such as a driver's licence or health card.) In accordance with that regulation, children under 12 and those with valid medical documentation (provided by a medical doctor) documenting that they are medically prevented from vaccination will be exempted from this requirement. There are no other exemptions allowed.

- Proof of vaccination or medical exemption documentation will be required at the registration table prior to each event start
- Once the Province of Ontario makes available an enhanced digital vaccine receipt that features a QR code, that (along with photo proof of identity) will be accepted as proof
- At the time of writing this policy, COVID-19 *Booster Shots* are not widely offered to the public, and, as such, are not mandatory at this time
- Those exempted from vaccination will be required to mask at all times and where that is not possible, to exercise vigilant, continual social distancing
- Those providing momentary support will be required to mask and maintain a 2 meter social distancing but will not need to provide proof of vaccination as long as they are not in the event facility for longer than 30 minutes.
- In keeping with privacy and protection of personal information, ISAO will not keep, record or copy any records of any kind (including their contents) of proof of vaccination, or medical documentation of exemption. Participants will need to provide the required documentation just prior to the start of each ISAO event.

2. Masking

All participants will be required to wear a medical mask or suitable replacement such as a double-layer, fine-weave cotton mask.

- [Government of Ontario recommendations on Face Coverings and Face Masks](#)

- [Government of Canada Non-Medical Face Masks](#)
- Those with valid and appropriate medical documentation may be exempted from wearing masks
- Participants, such as, but not only young children who may not be able to put on or remove their own mask are exempted. (The ISAO will not be holding any children-specific events until such time as children can be vaccinated.)
- Those exempted from masking will be required to exercise vigilant social distancing at all times.
- Those providing momentary support will be required to mask and maintain a 2 meter social distancing but will not need to provide proof of vaccination as long as they are not in the event facility for longer than 30 minutes.
- The ISAO will make available medical masks on a cost-recovery basis at all events. (Staff and volunteers will have access to medical masks at no cost.)
- Presenters may temporarily remove their mask for the purpose of clarity of communication when required but must exercise continuous social distancing of 3 meters when indoor and 2 meters when outdoor and must immediately put on their mask when the presentation is complete or when social distancing is not possible or may be compromised.
- Masks are required, in an outdoor environment, only when social distancing is NOT possible OR if mandated federally, provincially or municipally.

3. Social Distancing

All participants will be required to maintain a distance of 2 meters (6 feet) from other participants except where being closer is unavoidable due to the nature of the event or service. This includes whether standing or sitting; inside and outside and includes any line-ups for registration or any other reason. The only exception is for family members who may socially distance from others as a family group.

To be clear, social distancing and masking is required in addition to proof of vaccination, at any indoor event. As stated above, in an **outdoor** environment social distancing is required in addition to proof of vaccination, and if social distancing is not possible a mask must be worn.

[Obtaining Proof of Vaccination \(Ontario Regulation\)](#)

- Ontarians currently have access to a paper or PDF vaccine receipt that includes all relevant information to prove that they are fully vaccinated. As of September 22, Ontarians will be required to show their vaccine receipt when entering designated settings along with another piece of photo identification, such as a driver's licence or health card.
- Individuals can provide proof of immunization by downloading or printing their vaccine receipt from the provincial booking portal, or by calling the Provincial Vaccine Booking Line at 1-833-943-3900.

- Ontarians who received their first or second dose of the [COVID-19 vaccine out of province](#) should contact their local [public health unit](#) to record their information and receive proper documentation.

To obtain your COVID vaccination receipt: <https://covid19.ontariohealth.ca/> . You will need:

- A green photo health (OHIP) card. You will need the numbers from both the front and back of the card. As of Sept 21, 2021, expired cards are currently being accepted.
- Your date of birth
- Your postal code (The one associated with your health card)

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