TRENT RADIO BoD AGENDA 16 December 2021 – 6:00pm to be held via teleconference

- 1. Chair's opening remarks and agenda approval
- 2. Approval of previous minutes
- 3. Operations reports
- 4. Financial statements
- 5. Appointment of additional officers
 - Vice-chair
 - Vice-president
- 6. Orientation for new board members
 - NCRA Board Director's Handbook
 - NCRA Online training: https://ncra.northpass.com/catalog/piceqyt6/board-of-directorsmonthly-micro-training
 - Primer for Directors of Not-for-Profit Corporations Industry Canada: https://www.ic.gc.ca/eic/site/cilp-pdci.nsf/eng/h cl00688.html
- 7. Trent Radio committees
- 8. January operations & public health order
- 9. Schedule for meetings in 2022
- 10. Any other business
- 11. Adjournment

TRENT RADIO Board of Director MINUTES

29 November 2021 – 7:30pm via teleconference

In attendance: Rob Hailman (DoO), Alissa Paxton (minutes), Katie Pedlar (chair), Tim

Snodden, Andréanna Sullivan, Bill Templeman **Regrets:** Hannah McCammon, Ness Pringle

1. Chair's opening remarks and agenda approval

Rob Hailman leads Board through shortened post-AGM Board busines

2. Election of Officers

President & Chair: Katie Pedlar

Secretary: Alissa Paxton

Treasurer: Andreanna Sullivan

Motion to elect officers: moved by Alissa & seconded by Tim, carried

3. Appointment of Signing Authorities

Confirmation of signing authorities for Trent Annual and Trent Radio accounts:

President & Chair: Katie Pedlar Treasurer: Andreanna Sullivan

Motion to appoint signing authorities: moved by Bill & seconded by Katie, carried

4. Approval of Grant Application

Motion: "All grant & funding applications to our regular funding bodies (CRFC, Theatre Trent, RVF, City of Peterborough, Canada Summer Jobs, Artsweek) and to any other new opportunities, deemed relevant and beneficial to Trent Radio are hereby approved." Moved by Alissa & seconded by Bill, carried

5. Contact Information

Personal information needed for Canada Revenue Agency filing to be collected by Rob via Google form. Names of Directors of Charitable organizations are public information, other personal and contact information will be kept confidential.

6. Next Meeting

To be decided by Doodle poll

7. Adjournment:

Meeting adjourns at 7:44pm

| | 31 Oct 21 | 31 Aug 21 | \$ Change |
|--|-------------|-------------|-------------|
| ASSETS | | | |
| Current Assets | | | |
| Chequing/Savings | | | |
| 1100 · Chequing - Bank of Montreal | 325,138.81 | 266,439.92 | 58,698.89 |
| 1110 · Tangerine Savings | 3.62 | 3.62 | 0.00 |
| 1115 · Paypal | 806.50 | 731.65 | 74.85 |
| 1160 · Petty Cash - Programming | 500.00 | 0.00 | 500.00 |
| Total Chequing/Savings | 326,448.93 | 267,175.19 | 59,273.74 |
| Accounts Receivable | | | |
| 1200 · Accounts Receivable | 2,192.30 | 13,851.05 | -11,658.75 |
| Total Accounts Receivable | 2,192.30 | 13,851.05 | -11,658.75 |
| Other Current Assets | | | |
| 12001 · Undeposited Funds | 4,815.00 | 0.00 | 4,815.00 |
| 1300 · Prepaid Expenses | 3,824.46 | 2,997.46 | 827.00 |
| Total Other Current Assets | 8,639.46 | 2,997.46 | 5,642.00 |
| Total Current Assets | 337,280.69 | 284,023.70 | 53,256.99 |
| Fixed Assets | | | |
| 1520 · Land | 10,000.00 | 10,000.00 | 0.00 |
| 1560 · Buildings and Improvements | 213,566.01 | 213,566.01 | 0.00 |
| 1570 · Accum Depr - Building | -151,463.13 | -151,463.13 | 0.00 |
| 1580 · Office Equipment | 20,774.21 | 20,774.21 | 0.00 |
| 1590 · Accum Depr - Furn and Equip | -20,774.21 | -20,774.21 | 0.00 |
| 1600 · Technical Equipment | 333,487.10 | 333,487.10 | 0.00 |
| 1610 · Accum Dep'n - Technical | -305,384.10 | -305,384.10 | 0.00 |
| 1620 · Technical Renovations | 9,913.00 | 9,913.00 | 0.00 |
| Total Fixed Assets | 110,118.88 | 110,118.88 | 0.00 |
| TOTAL ASSETS | 447,399.57 | 394,142.58 | 53,256.99 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| 2200 · Accounts Payable | 681.06 | 5,057.26 | -4,376.20 |
| Total Accounts Payable | 681.06 | 5,057.26 | -4,376.20 |
| Other Current Liabilities | | | |
| 2220 · Deferred Revenue | 7,030.00 | 7,030.00 | 0.00 |
| 2240 · Accrued Liabilities | 3,750.00 | 3,750.00 | 0.00 |
| 2500 · Payroll Liabilities - Rec Gen | | | |
| 2530 · CPP Payable | 2,354.24 | 1,370.94 | 983.30 |
| 2550 · El Payable | 1,031.00 | 538.99 | 492.01 |
| 2570 · Income Tax Payable | 2,884.43 | 1,393.92 | 1,490.51 |
| Total 2500 · Payroll Liabilities - Rec Gen | 6,269.67 | 3,303.85 | 2,965.82 |
| 2510 · WSIB Payable | 65.25 | 66.84 | -1.59 |
| 25500 · GST/HST Payable | -3,405.20 | -2,503.80 | -901.40 |
| Total Other Current Liabilities | 13,709.72 | 11,646.89 | 2,062.83 |
| Total Current Liabilities | 14,390.78 | 16,704.15 | -2,313.37 |
| Total Liabilities | 14,390.78 | 16,704.15 | -2,313.37 |
| Equity | | | |
| 30000 · Opening Balance Equity | 110,038.60 | 110,038.60 | 0.00 |
| 32000 · Unrestricted Net Assets | 267,399.83 | 90,312.13 | 177,087.70 |
| Net Income | 55,570.36 | 177,087.70 | -121,517.34 |
| Total Equity | 433,008.79 | 377,438.43 | 55,570.36 |
| TOTAL LIABILITIES & EQUITY | 447,399.57 | 394,142.58 | 53,256.99 |
| | | | |

Trent Radio Comparative Income Statement (subject to adjustment and review)

// prepared 14 Dec 2021 rhailman@trentradio.ca

| // prepared 14 Dec 2021 rhailman@trentradio.ca | 00.101 | 00.100 | A 01- |
|--|--------------|--------------|------------|
| In a second | Sep – Oct 21 | Sep – Oct 20 | \$ Change |
| Income | | | |
| 4000 · GOVERNMENT FUNDING | | | |
| 4090 · Federal Grants | 0.00 | 0.074.00 | 0.074.00 |
| 4010 · Canada Summer Jobs | 0.00 | 8,971.00 | -8,971.00 |
| Total 4090 · Federal Grants | 0.00 | 8,971.00 | -8,971.00 |
| 4160 · Provincial Grants | | | |
| 4155 · Other Provincial | 0.00 | 0.00 | 0.00 |
| Total 4160 · Provincial Grants | 0.00 | 0.00 | 0.00 |
| 4190 · Municipal Grants | | | |
| 4170 · City of Peterborough | 0.00 | 0.00 | 0.00 |
| Total 4190 · Municipal Grants | 0.00 | 0.00 | 0.00 |
| Total 4000 · GOVERNMENT FUNDING | 0.00 | 8,971.00 | -8,971.00 |
| 4200 · DONATIONS & FUNDRAISING | | | |
| 4220 · Corporations | 0.00 | 0.00 | 0.00 |
| 4230 · Foundations& Service Groups | | | |
| 4231 · Community Radio Fund of Canada | 29,880.00 | 27,240.00 | 2,640.00 |
| 4230 · Foundations - Other | 0.00 | 0.00 | 0.00 |
| Total 4230 · Foundations | 29,880.00 | 27,240.00 | 2,640.00 |
| 4240 · Individual Donations | 241.83 | 21,583.56 | -21,341.73 |
| 4310 · Trent Student Memberships | 94,520.09 | 91,067.97 | 3,452.12 |
| 4330 · Commercial & Non-profit Mships | 200.00 | 200.00 | 0.00 |
| 4340 · Individual Memberships | 475.00 | 350.05 | 124.95 |
| 4410 · Special Events Donations | 0.00 | 0.00 | 0.00 |
| Total 4200 · DONATIONS & FUNDRAISING | 125,316.92 | 140,441.58 | -15,124.66 |
| 4500 · EARNED REVENUE | | | |
| 4630 · Net On Air Sponsorship - Local | | | |
| 4610 · On Air Sponsorship - Local | 500.00 | 0.00 | 500.00 |
| 4620 · On Air Sponsorship Expense | 0.00 | 0.00 | 0.00 |
| Total 4630 · Net On Air Sponsorship - Local | 500.00 | 0.00 | 500.00 |
| 4650 · On Air Time Sales - Local | 0.00 | 0.00 | 0.00 |
| 4660 · On Air Time Sales - National | 0.00 | 1,558.42 | -1,558.42 |
| 4710 · Interest Income | 0.00 | 0.00 | 0.00 |
| 4725 · Net Merchandise Sales | | | |
| 4720 · Merchandise Sales | 60.00 | 260.00 | -200.00 |
| 4722 · Merchandise Sales Expense | 0.00 | 0.00 | 0.00 |
| Total 4725 · Net Merchandise Sales | 60.00 | 260.00 | -200.00 |
| 4750 · Rental Income | 1,886.08 | 1,886.10 | -0.02 |
| 4760 · Mgmt Services - Trent Annual | 0.00 | 0.00 | 0.00 |
| 4770 · Production Services | 900.00 | 0.00 | 900.00 |
| 4790 · Misc. Earned Revenue | 0.00 | 0.00 | 0.00 |
| Total 4500 · EARNED REVENUE | 3,346.08 | 3,704.52 | -358.44 |
| Total Income | 128,663.00 | 153,117.10 | -24,454.10 |

| // prepared 14 Dec 2021 mailman@trentradio.ca | Sep – Oct 21 | Sep – Oct 20 | \$ Change |
|---|--------------|--------------|-----------------------|
| Expense | оор ост. | 00p 00120 | + onungo |
| 5000 · SALARIES & BENEFITS | | | |
| 5010 · Programming Wage | 22,101.80 | 18,403.20 | 3,698.60 |
| 5030 · Technical Wage | 2,040.30 | 0.00 | 2,040.30 |
| 5070 · Administrative Wage | 12,162.94 | 15,051.80 | -2,888.86 |
| 5075 · Trent Annual Payroll | 9,467.78 | 3,862.92 | 5,604.86 |
| 5080 · Employee Benefits | 4,641.52 | 3,605.39 | 1,036.13 |
| 5082 · CPP Expense | 2,005.35 | 1,597.89 | 407.46 |
| 5084 · El Expense | 1,006.47 | 825.48 | 180.99 |
| 5086 · WSIB Expense | 110.01 | 87.73 | 22.28 |
| Total 5000 · SALARIES & BENEFITS | 53,536.17 | 43,434.41 | 10,101.76 |
| 6000 · ADMINISTRATION | 33,330.17 | 45,454.41 | 10,101.70 |
| 6010 · Contract Staff - Admin | 758.91 | 426.16 | 332.75 |
| 6030 · Audit | 0.00 | 0.00 | 0.00 |
| | | | |
| 6040 · Bank Charges | 69.35 | 50.20 | 19.15 |
| 6045 · Bldg Repair & Maint - TR | 2,423.90 | 1,260.42 | 1,163.48 |
| 6050 · Bldg Repair & Maint - Upper Apt | 0.00 | 0.00 | 0.00 |
| 6055 · Depreciation | 0.00 | 0.00 | 0.00 |
| 6060 · Insurance & Security | 3,842.92 | 4,157.61 | -314.69 |
| 6065 · Interest Expense | 0.00 | 382.42 | -382.42 |
| 6070 · Legal & Other Professional | 0.00 | 0.00 | 0.00 |
| 6072 · Management Services Expense | 433.80 | 0.00 | 433.80 |
| 6075 · Meeting Expenses | 0.00 | 0.00 | 0.00 |
| 6080 · Memberships & Subscriptions | 0.00 | 2,037.34 | -2,037.34 |
| 6085 · Office Equipment & Software | 271.37 | 375.72 | -104.35 |
| 6090 · Office Supplies | 340.68 | 0.00 | 340.68 |
| 6095 · Postage & Courier | 0.00 | 0.00 | 0.00 |
| 6100 · Printing & Design - Admin | 0.00 | 0.00 | 0.00 |
| 6105 · Professional Development | 0.00 | 0.00 | 0.00 |
| 6110 · Telephone | 155.70 | 156.38 | -0.68 |
| 6115 · Travel & Conference | 0.00 | 50.00 | -50.00 |
| 6120 · Utilities | 642.89 | 638.90 | 3.99 |
| 6125 · Volunteer Expenses | 0.00 | 0.00 | 0.00 |
| 6130 · Misc. Admin. Expense | 0.00 | 138.02 | -138.02 |
| Total 6000 · ADMINISTRATION | 8,939.52 | 9,673.17 | -733.65 |
| 6500 · PROGRAMMING | | | |
| 6505 · Contract Staff - Programming | 0.00 | 0.00 | 0.00 |
| 6510 · Trent Univ Student Payroll | 0.00 | 951.05 | -951.05 |
| 6515 · Artist Fees | 4,000.00 | 0.00 | 4,000.00 |
| 6525 · Hospitality & Reception | 0.00 | 0.00 | 0.00 |
| 6530 · Licences & Tariffs | 0.00 | 0.00 | 0.00 |
| 6535 · Programming Expenses | 0.00 | 0.00 | 0.00 |
| 6540 · Workshop Fees & Expenses | 1,020.00 | 0.00 | 1,020.00 |
| Total 6500 PROGRAMMING | 5,020.00 | 951.05 | 4,068.95 |
| 7000 · TECHNICAL | .,. | | , |
| 7010 · Contract Staff - Technical | 493.71 | 0.00 | 493.71 |
| 7020 · Equipment Acquisition - Tech | 2,126.52 | 0.00 | 2,126.52 |
| 7040 · Equipment Repair & Maint - Tech | 0.00 | 415.70 | -415.70 |
| 7050 · Line Rental | 897.92 | 897.92 | 0.00 |
| Total 7000 · TECHNICAL | 3,518.15 | 1,313.62 | 2,204.53 |
| 7500 · MARKETING & PROMOTION | 0,010.10 | 1,010.02 | 2,204.00 |
| 7520 · Advertising | 2,078.80 | 0.00 | 2 070 00 |
| Total 7500 · MARKETING & PROMOTION | 2,078.80 | 0.00 | 2,078.80 |
| Total Expense | 73,092.64 | 55,372.25 | 2,078.80 17,720.39 |
| • | | | |
| Net Income | 55,570.36 | 97,744.85 | -42,174.49 |



Trent Radio 92.7 CFFF FM

715 George St North Peterborough, ON K9H 3T2

> info@trentradio.ca www.trentradio.ca 705 741 4011

Dear Ms. Michelle Ferreri, Member of Parliament for Peterborough & The Kawarthas,

I am writing to you on behalf of Trent Radio (CFFF-FM) community broadcast facility, your local non-profit radio station located at 715 George Street North in Peterborough/Nogojiwanong (and at 92.7 FM in your local FM dial). I know it's been a little while now, but we wanted to congratulate you on your election win. Though we aren't open to the public yet, we would be very happy to meet with you by phone or online (Zoom/Google Meet) to answer any questions you have about our positive impact as a media and educational resource in our local community.

I'm aware of your personal journey and experience in local and independent media, both as part of a larger broadcaster, and online – but we're not sure how much you know about the Campus & Community Radio Sector in Canada. There are more than 200 community, campus and Indigenous stations across Canada. They are run and staffed by the people in the communities they serve, they are the first to play almost every Canadian artist, and they connect remote, underserved communities like no other media. The programming is truly relevant to the listener since the broadcasters are held accountable by their listeners who they see every day at the market, sports arena, or local restaurant. Community stations are all not-for-profit, and Trent Radio is also a Registered Charity, so every dollar earned is reinvested in Canadian programming.

Community stations broadcast in more than 65 languages spoken by Canadians including 11 Indigenous languages. They are the place where ALL Canadians can get news, music, and information by their community and for their community. These stations rely on a network of more than 12 thousand volunteers who are passionate about the role they play in connecting their neighbours with local, relevant, and accurate information.

Since 2008, 449 local news outlets (print and broadcast) have ceased to exist. Of those 347 closed and 102 were merged with other operations. During that same time frame, 457 local newspapers have shut their doors. Last year, Bell laid off hundreds of journalists, closing newsrooms in cities across the country including Montreal and Toronto leaving commercial stations reliant on newswires and social media.



Trent Radio 92.7 CFFF FM

715 George St North Peterborough, ON K9H 3T2

> info@trentradio.ca www.trentradio.ca 705 741 4011

We want to make sure that you have the information you need to represent and fight for this important community resource, and media outlet system across all of Canada. We all need a government that is committed to Canadians and we are asking for your support on the following three issues:

- We recommend that the Government of Canada, through the Community Radio Fund of Canada, provide long-term funding to support the operations of community radio stations which will serve to provide news and entertainment that keeps Canadians informed, supports homegrown talent and promotes Canadian content.
- We recommend that the Government of Canada make advertising with campus and community radio stations a requirement for all advertising campaigns.
- We recommend that the Government of Canada increase funding for the Local Journalism Initiative to 30 million annually, which will help support campus and community radio stations and grow community-based journalism, extending it to 2028.

We would be delighted to chat with you about how these recommendations would directly impact Trent Radio, as well as in other ridings across the country – so you could bring this conversation to other MPs, making sure that community voices, local priorities and regional service and support systems are amplified and understood.

| amplified and understood. | |
|---|--|
| Thank you and congratulations once again! | |
| Sincerely, | |
| Jill Staveley | |

Trent Radio Committees

Existing committees:

- **Nominating Committee:** Per Trent Radio's bylaws, the Nominating Committee is responsible for nominations to fill vacancies of the Board for consideration by the membership at each Annual General Meeting. The nominating committee must consist of two board members, and at least three other members of Trent Radio.
- **Programming Committee:** This committee is responsible for Trent Radio's programming policies, and supports the Director of Programming, as needed, in developing a balanced broadcast schedule and addressing concerns or complaints relating to Trent Radio's broadcasts.
- **Human Resources Committee:** This committee is responsible for developing HR policies and procedures, drafting and negotiating employment contracts for senior staff, and addressing human resources issues as they arise.

Proposed special committees for the current fiscal year:

- **Bylaw Review Committee**: This committee would review Trent Radio's by-laws and propose amendments to ensure compliance with the newly enacted *Not-for-Profit Corporations Act*, to be presented for approval at the 2022 Annual General Meeting. The committee could also use this opportunity to conduct a more fulsome review of Trent Radio's bylaws and governance.
- **Financial Planning Committee**: This committee would research and prepare a financial plan for Trent Radio, including short-term and long-term investments for Trent Radio's financial reserves, and make a recommendation for a chequing account for Trent Radio including more "modern" banking conveniences, such as online bill payment and direct deposit, than is offered by our current account.

Other committees have existed in the past, which may or may not be relevant this year. The board may wish to consider appointing a representative for these areas, rather than forming a committee:

- Trent Radio Community Committee
- Sponsorship, Grants & Earned Revenue Committee
- Radio Free Peterborough Committee
- Board Development Committee
- Trent University & TCSA Liaison Committee
- Property, Plant & Equipment Committee



Instructions from the Medical Officer of Health

Pursuant to Subsection 2 (2.1) of Schedule 1 of O. Reg. 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020

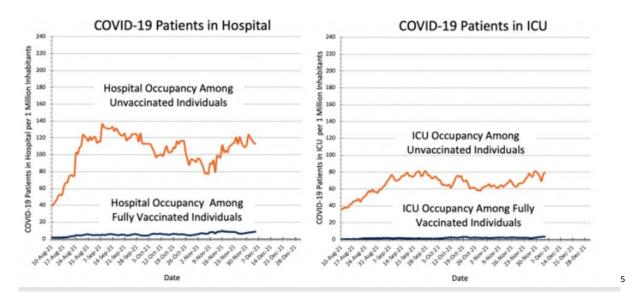
ISSUED: December 13, 2021

TO: All Owners, Operators and Persons Responsible for businesses, and organizations where people are employed or volunteer (i.e., 'workplaces') in the City of Peterborough and/or County of Peterborough

RE: Medical Officer of Health Instructions regarding working from home, limiting on-site interactions, and restricting celebrations and seasonal parties

The geographical region and the Province of Ontario are experiencing increased rates of transmission of COVID-19, primarily as a result of high proportion of delta and omicron variants of concern. The delta variant is more than twice as transmissible than the original SARS-CoV-2 virus, which means it can spread rapidly when the recommended protective measures are not in place. More worrisome is that "spread of the new Omicron variant will likely drive COVID-19 cases above current projections." Cases continue to rise substantially, even without Omicron. To flatten the curve, we need to reduce transmission by increasing vaccination and public health measures." In jurisdictions in Ontario where omicron has been identified the speed of spread unprecedently quick. As of December 13th, a majority of cases of COVID-19 are caused by the omicron variant of concern. Therefore, precautionary measures are needed until a greater proportion of our region has received a 3rd dose of COVID-19 vaccination.

Peterborough Public Health is obligated to monitor trends both locally and provincially and make decisions accordingly to best protect our community. Looking at the data as of December 6th, 2021 it is clear this has become a pandemic of the unvaccinated:



However, fully vaccinated individuals are also at risk of acquiring and transmitting COVID-19, especially with waning immunity, which is why all Ontarians are encouraged to receive booster doses as soon as they become eligible. The virus can be transmitted through respiratory droplets and aerosols when breathing, coughing, singing, sneezing, etc.

These infectious droplets and aerosols can then reach someone through direct contact (droplet) or remain airborne and be inhaled (aerosol), especially in indoor spaces. The more time that is spent in indoor spaces allows for greater airborne spreading of aerosols. Limit the amount of time spent inside and close to non-household members.

Mobility indictors of high-risk settings continue to show transmission in workplaces across the province:



Transmission is happening in settings where mixed populations are gathering - including at workplaces as noted in the chart above. People that are older who are gathering with people that are younger, coupled with people who have been vaccinated that are gathering with people that have not been vaccinated, creates ideal grounds for transmission to occur.

Our situation could continue to get worse with the winter months when more people will be inside for longer periods of time, and there are further concerns about the Omicron variant and the socializing that occurs with the holiday season. With the emergence of the Omicron variant, it is clear that vaccinated individuals can also transmit the infection. Therefore, multiple strategies are important to prevent transmission.

For these reasons, effective at 12:01 a.m. on December 15, 2021, all persons responsible for a workplace shall ensure compliance with the following instructions:

- Part A: WORK FROM HOME EXCEPT WHERE ON-SITE PRESENCE IS REQUIRED;
- Part B: ON-SITE, LIMIT INTERACTIONS;
- Part C: LIMITING SEASONAL PARTIES; and
- PART D: GENERAL REQUIREMENTS

PART A: WORK FROM HOME EXCEPT WHERE ON-SITE PRESENCE IS REQUIRED

1. Any person who performs work for the workplace, business, or organization must conduct their work remotely, unless the nature of their work <u>requires</u> them to be on-site at the workplace.

Part B: ON-SITE, LIMIT INTERACTIONS

All onsite interactions must be limited. This includes conducting meetings virtually, when feasible to do so.

Any person who is <u>required</u> to perform work in-person, 'on site' must:

- 1. Ensure that workers are physically distanced by at least 2m when at their workstations, or separated by physical barriers;
- 2. If it is not possible to meet requirement number one (1) above, for example in vehicles or confined work spaces, ensure that workers wear tightly-fitting masks when not physically distanced, or when moving throughout the workplace;
- 3. Stagger lunches and breaks to maximize distance and minimize interactions; and
- 4. Ensure that lunchrooms and break areas are arranged and posted with a maximum occupancy to maintain physical distance between employees using the spaces while eating and drinking.

Part C: LIMITING SEASONAL PARTIES

Gatherings amongst staff, workers, volunteers, etc. are prohibited from occurring within the workplace.
 Celebrations for social purposes are highly discouraged at this time. If such gatherings are necessary, they must be hosted at a premise where there are additional public health measures in place, including proof of vaccine, active screening, and contact tracing requirements. Acceptable premises include meeting and event facilities and food premises.

PART D: GENERAL REQUIREMENTS

The instructions above are in addition to the regulatory requirements outlined in <u>O. Reg. 364/20</u>: Rules for Areas at Step <u>3 and at the Roadmap Exit Step</u>. You also have requirements under the <u>Occupational Health and Safety Act</u>, <u>1990</u> to protect your employees while at work, this includes from infectious disease: <u>COVID-19 and the Occupational Health and Safety Act</u>

Be reminded that you must also implement the following public health measures within your workplace:

- 1. All staff and volunteers must be must be <u>actively screened</u> before the start of their shift. A recorded attestation that the person passed the screening must be stored for 30 days.
- 2. <u>Passive screening posters</u> must be posted at all entrances to your building.
- 3. All areas must be <u>cleaned and disinfected</u> as frequently as necessary to maintain a sanitary condition.
- 4. Review your COVID-19 safety plan with your leadership team and share it with your staff. Make any updates as is necessary, and ensure a copy of the plan is posted for both staff and patrons to access.

The following recommendations should be implemented jointly with the requirements noted above:

- 1. Meeting/working in well ventilated spaces, while wearing tight fitting masks are two ways to reduce the spread of COVID-19. Where possible, open the windows to increase ventilation. Ensure your HVAC system is operating per manufactures standards and is inspected regularly.
 - a. Core Recommendations for Reducing Airborne Infectious Aerosol Exposure
- 2. Consider enrolling your workplace in the <u>Rapid Antigen Screening Program</u>. Businesses (including non-chamber members) with 150 employees or less can access free screening kits.
- 3. Peterborough Public Health as issued a <u>formal recommendation</u> urging workplaces to have COVID-19 vaccination policies. To put it simply, all staff should be vaccinated.

Additional Resources for Workplaces:

- COVID-19 public health measures and advice: For businesses, organizations and facilities
- COVID-19 Recommendations for Office Staff
- Workplace Physical Distancing Poster
- COVID-19 and workplace health and safety

These instructions are enforceable in accordance with the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 ("the ROA), and will be monitored and enforced by Public Health Inspectors. Failure to comply may result in charges being laid in accordance with the ROA and the Provincial Offences Act, 1990. (the POA). If charged under Part I of the POA, set fine amounts are \$750 for individuals and \$1000 for corporations. Maximum penalties based on prosecution under Part I or Part III of the POA include fines of up to \$100,000 and up to a year in jail for an individual, up to \$500,000 and up to a year in jail for an individual who is a director or officer of a corporation, and up to \$10 million for a corporation.

If you have questions or concerns about these Instructions or the associated implementation, please contact our office at (705) 743-1000 to speak with a Public Health Inspector (PHI). Be prepared to provide the location of your workplace to be referred to the designated inspector for the area. Please note that this Letter of Instruction will be posted on PPH's website at: www.peterboroughpublichealth.ca/public-health-orders

Sincerely,

Original signed by

Dr. Thomas Piggott, MD MSc CCFP FRCPC Medical Officer of Health and Chief Executive Officer

¹ Science Advisory and Modelling Consensus Tables December 7, 2021. Retrieved December 9, 2021 from https://covid19-sciencetable.ca/wp-content/uploads/2021/12/Update-on-COVID-19-Projections 2021.12.07 English-2.pdf

² Ibid.

³ Ibid.

⁴ Ibid.

⁵ Jüni P, Maltsev A, Katz GM, Perkhun A, Yan S, Bodmer NS. Ontario dashboard. (2021) *Science Briefs of the Ontario COVID-19 Science Advisory Table*. Retrieved December 9, 2021 from https://covid19-sciencetable.ca/ontario-dashboard/

⁶ Government of Ontario. Ontario Taking Action to Protect Against Omicron Variant. December 10. 2021. Retrieved from: https://news.ontario.ca/en/release/1001327/ontario-taking-action-to-protect-against-omicron-variant

⁷ Jüni P, Maltsev A, Katz GM, Perkhun A, Yan S, Bodmer NS. Ontario dashboard. (2021) *Science Briefs of the Ontario COVID-19 Science Advisory Table*. Retrieved December 9, 2021 from https://covid19-sciencetable.ca/ontario-dashboard/