



## Frequently Asked Questions

### Letter of Instruction Requiring Proof of Vaccination for Coaches, Volunteers and Officials for Indoor Organized Sport

#### 1. What is a Letter of Instruction (LOI)?

A Letter of Instruction is used to make additional requirements not set out in the [Reopening Ontario Act \(ROA\)](#). Requirements within the Letter of Instructions are considered mandatory and legally enforceable under the ROA.

#### 2. What gives Ottawa Public Health the authority to mandate this in addition to what the Province has already implemented?

On August 24, 2021, amendments were made to both Step 3 and the Roadmap Exit Step in [O.Reg 364/20](#), under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act \(ROA\)](#), to require businesses or organizations to comply with any advice, recommendations and **instructions related to COVID-19 vaccination policies** that are **issued** by the Ontario Chief Medical Officer of Health or **by a medical officer of health** after consultation with the OCMOH.

The instructions specified within the Letter of Instruction are being provided pursuant to Section 2(2.1) of Schedule 1 to [Ontario Regulation 364/20](#): Rules for Areas at Step 3 And At The Roadmap Exit made under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020, S.O. 2020, c. 17 \(the "Reopening Ontario Act"\)](#), formerly a regulation made under the [Emergency Management and Civil Protection Act](#) and now a continued section 7.0.2 order under the [Reopening Ontario Act](#).

#### 3. Who requires vaccination under this Letter of Instruction?

Volunteers, Coaches and Officials who enter indoor facilities in the City of Ottawa where Organized Sports are played and/or practiced are required to provide proof of being fully vaccinated. These requirements are in addition to the regulations provided by the Province under the Reopening Ontario Act, 2020 and existing requirements for vaccination, as outlined in [Proof of Vaccination Guidance for Businesses and Organizations under the Reopening Ontario Act](#).

#### 4. Who is exempt from this Letter of Instruction?

Individuals aged 12-17 years who are actively participating in an organized sport in the indoor area of a facility. A facility means a facility located in the City of Ottawa where organized sports are played and/or practiced.

At this time, the LOI does **not apply to school-related organized sports**. Indoor organized sports associated with schools will continue to follow provincial school guidance, and the schools' own internal policies.

It is strongly encouraged that anyone aged 12 and older is vaccinated against COVID-19 as soon as possible.

#### 5. When does this take effect?

The requirements outlined in this Letter of Instruction takes effect on Saturday October 9, 2021 at 12:01 a.m.

## 6. Where does this Letter of Instruction apply?

The Letter of Instruction applies to facilities that are used for indoor Organized Sports activities. These facilities include gyms, recreation facilities, dance studios, gymnastics centres, dojos/martial arts studios, tennis clubs, pools, waterparks, and other indoor premises where sporting events are played or spectated or where Organized Sports activities occur.

## 7. How does this apply to outdoor sports, specifically for coaches and volunteers for outdoor sports?

The instructions apply to indoor areas of the facility. This aligns with the requirement under the regulation that patrons provide proof of vaccination at the point of entry to indoor areas of facilities used for sports and recreational fitness activities.

## 8. With the increased requirement of vaccination of Coaches, Volunteers and Officials, do we still need to follow all other public health measures?

All other public health measures related to screening, physical distancing, use of personal protective equipment, and maintaining a log with contact information of every member of the public who enters the facility, as outlines in [O. Reg. 364/20](#). Physical distancing must be maintained when not actively engaged in play but when in the facility.

## 9. How do operators, owners, and persons responsible for indoor facilities used for organized team sport in the City of Ottawa implement this?

Currently, the [Provincial regulations](#) require that all spectators and persons 18 years of age and older entering an indoor facility used for sports and recreation provide proof of vaccination, with some exceptions. This Letter of Instruction expands on who is required to show proof of vaccination. In order to implement the letter of instruction, organized sports operators and/or facility operators will need to work collaboratively to extend the proof of vaccination requirements that apply to patrons to apply also to coaches, volunteers, and officials and develop the required plan that describes the measures and procedures which have been implemented. The process to confirm proof of vaccination is detailed on [the Provincial Proof of Covid-19 Vaccination webpage](#).

## 10. Does vaccination status need to be confirmed for each visit?

By-law and Regulatory Services has taken the approach that proof of vaccination at facilities with regular clients/members would be permitted to verify proof of vaccination one time and mark on the clients file that they have been fully vaccinated, with the date and name of the employee that confirmed the status, eliminating the need to verify vaccination status every visit.

## 11. Why is this being introduced in Ottawa?

The new [provincial proof of vaccination](#) requirement has increased vaccination requirements in certain settings; however, there are exemptions within this policy for certain participants of indoor organized sports. These exemptions include volunteers, coaches and officials who are instrumental in the operation of organized sport. With the current exemption, participants are left vulnerable to COVID-19, as they are often youth and may be unvaccinated, and often not wearing a mask or maintaining physical distance when engaging in physical activity. Ottawa Public Health is one of several health units in Ontario to implement these instructions to further protect our communities.

## 12. What if a facility experiences concerns with patron compliance?

- Individuals who have any trouble with patrons could, if the situation permits, inform the patron of the requirements of the LOI under [O. Reg. 364/20](#) and advise that they are unable to enter the premise without proof of full vaccination or medical exemption and identification.
- Should an individual persist entry without meeting requirements, or if a situation escalates, law enforcement, such as local police, can be contacted. In an emergency, if a situation becomes unsafe, call 9-1-1.
- All Provincial offences officers, including by-law, police, public health inspectors and regulatory officers from several ministries and agencies may provide education and enforcement of all the requirements under the ROA, including the new proof of vaccination requirement.

### **13. How will this be enforced?**

Police and Provincial Officers (such as City of Ottawa By-law Officers) have authority to enforce the regulations under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#).

### **14. What are the consequences for not complying?**

Failure to comply with the said Regulation under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#) is an offence for which either the patron or the business or organization may be liable, on conviction, to a fine of \$750 for individuals and \$1,000.00 for corporations, for every day or part of each day on which the offence occurs or continues. Maximum penalties based on prosecution under Part I or Part III of the [Provincial Offences Act, R.S.O. 1990, c.P.33](#) (POA), includes fines of up to \$100,000 and up to one year in jail for an individual; up to \$500,000 and up to one year in jail for an individual who is a director or officer of a corporation; and up to \$10 million for a corporation.

### **Ottawa Public Health Business Resources**

- Visit our website: [ottawapublichealth.ca/workplaceCOVID19](http://ottawapublichealth.ca/workplaceCOVID19)
- [Sign-up](#) to receive newsletters from Ottawa Public Health
- COVID-19 Information Phone Line: 613-580-6744

### **Guidance Documents to Support Businesses and Organizations with Proof of Vaccination**

- [Proof of Vaccination Guidance for Businesses and Organizations](#) under the Reopening Ontario Act.
- Proof of Vaccination [Questions and Answers](#) for Businesses and Organizations.