

Office of the Medical Officer of Health  
City of Ottawa  
100 Constellation Drive  
Ottawa, Ontario  
K2G 6J8

Date: October 6, 2021

To: All Owners, Operators and Persons Responsible for indoor facilities in the City of Ottawa where Organized Sports are played and/or practiced.

Re: Ottawa Public Health Instructions Regarding Proof of Vaccination Requirements for Volunteers, Coaches and Officials.

Following consultation with the Office of the Chief Medical Officer of Health, these instructions are being provided pursuant to subsection 2(2.1) of Schedule 1 to [Ontario Regulation 364/20: Rules for Areas in Step 3 And at the Roadmap Exit Step](#) made under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020, S.O. 2020, c. 17](#). Where these instructions impose an additional requirement not set out in the Reopening Ontario Act, the requirement under these instructions must be followed.

I want to thank you for all your continued efforts in protecting the health and safety of participants, volunteers, and patrons. With the arrival of the fourth wave and the increase in COVID-19 transmission locally, it is important to implement measures to continue to keep our communities safe. A crucial element to mitigating the risk COVID-19 poses to our community is high vaccination rates. Vaccination is the single most effective measure to prevent COVID-19.

Key risk factors for COVID-19 transmission include close contact, closed spaces, crowded places, prolonged exposure, and forceful exhalation, all of which are prevalent with indoor organized sport activities. The new [provincial proof of vaccination requirement under Ontario Regulation 364/20](#) has increased vaccination requirements in certain settings; however the requirement does not apply to certain participants of indoor Organized Sports, such as volunteers, coaches and officials, who are instrumental in the operation of Organized Sport. With the current regulation, participants are left vulnerable to COVID-19, as they are often youth, may be unvaccinated, and often not wearing a mask or maintaining physical distance when engaging in physical activity.

**Effective October 9, 2021 at 12:01 a.m., I am instructing all operators, owners, and Persons Responsible for indoor facilities in the City of Ottawa where Organized Sports are played and/or practiced to implement the following measures:**

1. Upon entry of the facility, require proof of Identification and Proof of Being Fully Vaccinated (or proof of being entitled to a Medical Exemption) for all individuals, 12 years of age and older, who support indoor Organized Sports, in the same manner as if prescribed by [O. Reg. 364/20, Schedule 1, section 2.1](#), and the Ministry of Health's [Proof of Vaccination Guidance for Businesses and Organizations under the Reopening Ontario Act](#). For greater certainty, persons who support indoor Organized Sports includes but is not limited to volunteers, coaches, and officials.
2. Continue to comply with 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 outlined in [O. Reg. 364/20](#).
3. Develop a proof of vaccination plan that describes the measures and procedures which have been implemented or will be implemented in the facility, to ensure compliance with the proof of vaccination requirements listed above or as otherwise required by [O. Reg. 364/20](#).

## DEFINITIONS

For the purpose of these Instructions:

**“Identification”** means a form of identification with the name of the identification holder and the holder’s date of birth. Photo identification is not required. Additional details can be found in the [Proof of Vaccination Guidance for Businesses and Organizations under the Reopening Ontario Act](#).

**“Medical Exemption”** means an exemption confirmed by a written document, completed and supplied by a physician (designated as “MD”) or by a registered nurse in the extended class (designated as “Registered Nurse (Extended Class)”, “RN(EC)”, “Nurse Practitioner” or “NP”) stating that the individual is exempt for a medical reason from being fully vaccinated against COVID-19 and the effective time-period for the medical reason. Additional details can be found in the [Proof of Vaccination Guidance for Businesses and Organizations under the Reopening Ontario Act](#)

**“Organized Sport(s)”** means sports and recreational fitness activities including, but not limited to, sports leagues, organized pick-up sports, dance classes, gymnastics, martial arts and swimming classes, or as otherwise described in the Ministry of Health’s [Proof of Vaccination Guidance for Businesses and Organizations under the Reopening Ontario Act](#).

**“Persons Responsible”** means the holder of a permit/rental agreement to use the facility or designated individual which may include, but is not limited to, a coach, volunteer, official and anyone directly supporting an organized team sport.

**“Proof of Being Fully Vaccinated”** means proof that an individual is considered fully vaccinated by receiving either:

- The full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines, or
- One or two doses of a COVID-19 vaccine not authorized by Health Canada, followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada, or
- Three doses of a COVID-19 vaccine not authorized by Health Canada; and
  - They received their final dose of the COVID-19 vaccine at least 14 days before providing the proof of being fully vaccinated.

## **ENFORCEMENT AND FURTHER INFORMATION**

You are required to comply with the additional measures above, pursuant to regulations under the *Reopening Ontario Act* including any successor legislation or regulations.

As per the *Reopening Ontario Act*, individuals who do not comply with the above noted requirements may be liable for a fine up to a maximum of \$100,000 and for a term of imprisonment of not more than one year; directors or officers of a corporation who do not comply with the above noted requirements may be liable for a fine up to a maximum of \$500,000 and for a term of imprisonment of not more than one year; and in the case of the corporation, a fine up to a maximum of \$10,000,000.

Inquiries about these Instructions should be directed to:

- Ottawa Public Health: 613-580-6744 or [healthsante@ottawa.ca](mailto:healthsante@ottawa.ca)
- Municipal Law Enforcement: 3-1-1

These instructions, including any revisions to these instructions, are available on Ottawa Public Health’s website at: [www.OttawaPublicHealth.ca/Coronavirus](http://www.OttawaPublicHealth.ca/Coronavirus). Ottawa Public Health also posts information on its website regarding how to protect yourself and others from COVID-19 that can assist local businesses and organizations in operating safely.

Sincerely,



Dr. Vera Etches, Medical Officer of Health