

May 3, 2021

Dear Employer of Essential Frontline Workers Who Cannot Work from Home

You are receiving this letter as you have been identified as an employer of essential frontline workers who cannot work from home. Enclosed, you will find important information about COVID-19 vaccination for workers at your organization.

The Province of Ontario anticipates that essential front line workers **who cannot work from home** will be eligible to book an appointment for COVID-19 vaccination soon. This roll-out will occur in two groups: the first group will be eligible to book an appointment May 6th, followed by the second group as early as the week of May 10th. Please refer to the information on page 2-3 and the chart on pages 3-4, to identify which workers are eligible in each group. CK Public Health will announce when the 2nd group is officially able to book an appointment. Please note, available appointments will be a few weeks out from the time of booking.

Once eligible, encourage and direct your workers to book their vaccination by visiting [GetYourShotCK.ca](https://getyourshotck.ca) or calling 519.351.1010 and leaving a message.

To learn more about the COVID-19 vaccine, please visit <https://ckphu.com/covid-19-vaccines/>
Thank you for your cooperation and patience as we work to get everyone in Chatham-Kent vaccinated. We look forward to seeing you and your employees at a clinic soon.

Thank you,

CK Public Health



Who are frontline essential workers who cannot work from home?

Frontline essential workers who cannot work from home are described by the Province of Ontario as:

- Workers that hold public-facing roles and must work in-person with other workers in their workplace to deliver essential goods or services;
- Workers where protective measures such as maintaining a physical distance of 2 metres from others are not always possible; and
- Workers who provide response to time-critical service disruptions and preventive maintenance.

This also includes workers that may be:

- Working part-time or reduced hours; and
- Volunteers, learners and third-party workers regularly working in a setting (e.g. agency workers).

We know that employers are working their hardest to adhere to public health measures to protect workers; vaccination is one more tool that can help keep workers, and our community, safe from COVID-19.

Employers play an important role in vaccine uptake among workers.

Your actions matter to your employees.

You can take steps to help improve the protection of your workers and your workforce by encouraging all workers to get vaccinated. Some simple steps you can take include:

Building vaccine confidence

1. As an employer, your vaccination views matter. Clearly express your support for workers to get vaccinated. Vaccination of staff is necessary to ensure protection of your workforce and the essential services you provide.
2. Provide accurate, factual information about COVID-19 vaccines. Encourage workers to learn more about the vaccines and support them in getting their questions answered by a reliable source. Resources to help you do that are attached or if you would like more direct support please email covid19@chatham-kent.ca.
3. Continuously reinforce with employees that they are still eligible for the COVID-19 vaccine. Build this into existing touch-points with workers – team huddles, shift changes, bulletin posters, mailbox and pay slip inserts. Use the resources attached to help you keep the conversation going.

Make getting the vaccine easy for workers.

1. Support employees to get the vaccine. Show your workers that vaccination is important for your workplace by enabling them to get vaccinated on work time. Ways to support this include:

- Offering pay for the time it takes for vaccination, whether on work time or not.

Example: If the vaccine is received not on work time, offer 2-4 hours of pay (1-2 hours for each dose) when the employee provides proof of vaccination (proof can be as simple as having the employee show you the slip they receive after vaccination).

- Offer paid time off for recovery period, if needed. Some people may experience side effects that hinder their ability to work following the vaccination. Work with the employee to ensure they are receiving pay while taking the time to recover.
- If an employee has a vaccination appointment during work time, consider covering transportation costs (example reimbursing mileage to/from the vaccination clinic) and/or adjusting shift times and scheduling to accommodate their vaccine appointment.

Essential Workers Who Cannot Work from Home:

Group 1

Anticipate to be eligible to book as early as the week of May 3rd

Remaining elementary and secondary school workers (including educators, custodial staff, school bus drivers, administrative staff)

Workers responding to critical events (including police, fire, special constables, children's aid society workers, emergency management, critical infrastructure restoration workers)

Enforcement, inspection and compliance roles (including by-law enforcement, building inspectors, food inspectors, animal welfare inspectors, border inspection officers, labour inspectors/WSIB field workers)

Remaining licensed childcare workers (including all licensees, employees and students on an education placement who interact directly with children in licensed child care centres, authorized skill building programs, licensed home child care and in-home service providers)

Foster care agency workers (including customary care providers)

Food manufacturing and distribution workers

Agriculture and farm workers

Funeral, crematorium and cemetery workers

Group 2

Anticipate to be eligible to book an appointment as early as the week of May 10th

Essential and critical retail workers (grocery, foodbank, pharmacy, ServiceOntario, ServiceCanada, Passport Canada, wholesalers and general goods, restaurant, LCBO workers)

Workers in manufacturing industries directly involved in supporting the COVID-19 response, construction, and other essential businesses and services where facilities are at heightened risk for COVID-19 outbreaks and spread

Social workers and social services staff who provide in-person client services (including youth justice workers, Ontario Workers and Ontario Disability Support Program case workers)

Courts and justice system workers (including probation and parole workers)

Transportation, warehousing and distribution workers (including public transit workers, taxi drivers, truck drivers supporting essential services, marine and rail cargo and maintenance, highway maintenance)

Electricity (including system operations, generation, transmission, distribution and storage workers)

Communications infrastructure workers (including cellular, satellite, landline, internet, public safety radio)

Water and wastewater management workers

Financial services workers (bank branch staff)

Veterinarians and veterinary teams

Waste management workers

Oil and petroleum workers (including petroleum refineries, crude oil and petroleum storage, transmission and distribution, retail sale of fuel)

Natural gas and propane gas workers (including compression, storage, transmission and distribution or natural gas and propane)

Mine workers and Uranium processing workers