

Ontario Labour Relations Board

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Commission des relations de travail de l'Ontario

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**ONTARIO LABOUR RELATIONS BOARD****Policy for the Resumption of In-Person Mediations**

The directions in this document are in addition to those found in the Board's document **COVID-19: Protocols for the Reopening OLRB Facilities**, which describes general measures in place to protect everyone who attends at the Board, including enhanced cleaning, hand sanitizer stations, barriers, physical distancing, personal protective equipment, masks and/or face coverings.

Arrival at 505 University

Pay attention to the start time of the mediation. Efforts will be made to stagger the commencement of mediations in order to reduce congestion. Start times may deviate from start times which are normal at the Board.

Arrive early. Additional time may be needed as a result of elevator restrictions and screening measures.

When arriving at 505 University, attend at the 2nd floor reception area to submit a screening questionnaire. After screening, check the monitor on the 2nd floor which will direct you to the main mediation room. A notice will be posted on the door of this room, indicating separate room assignments for each of the parties. Wait in your assigned room for the start of the mediation. Do not wait in the reception area, hallways or other common areas. Physically distanced seating is marked in each room.

In your mediation room, the Mediator's seat will be marked. Do not sit in the Mediator's seat. Sit in one of the other seats and do not circulate. Continue to practice physical distancing, practice frequent and proper hand hygiene and wear a mask or face covering.

Start of the Mediation

The Board's Mediator will visit your assigned room, and will review the mediation process with you. The Mediator will visit each of the parties in their assigned rooms, and will relay messages as the mediation progresses. Given the need for social distancing, the parties will stay in separate rooms given the need for physical distancing.

The practice of completing appearance sheets is discontinued until further notice. At the start of the mediation, the Mediator will record the names of all participants.

Participants

Parties are expected to keep the number of representatives/ advisors to a minimum and not to bring individuals to the mediation who are not essential to the proceeding. Any party who anticipates having more than three persons in attendance must bring this to the attention of the Mediator in advance of the mediation.

Settlement and Other Documents

Parties are encouraged to bring a laptop with WIFI capability to the mediation, and to exchange any documents electronically in the course of the mediation.

If paper documents are exchanged, hand hygiene should be practised before and after handling such documents.

Breaks and End of Hearing

At break times and the close of the mediation, the Mediator will direct participants to exit the mediation rooms in a manner that respects physical distancing.

A Mediator may end a mediation where there is any concern about health and safety.