

Ontario Labour Relations Board

505 University Avenue
2nd Floor
Toronto, Ontario M5G 2P1
Telephone: 416-326-7500
Facsimile: 416-326-7531

Commission des relations de travail de l'Ontario

505, avenue University
2^e étage
Toronto (Ontario) M5G 2P1
Téléphone: 416-326-7500
Télécopieur: 416-326-7531

**ONTARIO LABOUR RELATIONS BOARD****NOTICE TO COMMUNITY – In-Person Hearings and Mediations**

Effective August 24, 2020, the Board will have arrangements in place to resume some in-person hearings and mediations at its 505 University Avenue location in Toronto. The resumption of hearings and mediations at this location will take place on a limited basis, and in a limited number of rooms. The Board will not, at this time, be resuming hearings or mediations at any of the regional centres.

The presumption will continue to be that matters will proceed by video hearing, unless an in-person hearing is specifically directed by the Board. Likewise, mediations will continue to be held by alternate means (video or teleconference), unless an in-person mediation is specifically directed by the Board. Proceeding by alternate means, not in-person, is the only available means of eliminating the risk of transmission of COVID-19.

The parties may consult with each other about any request for an in-person hearing/ mediation and, where possible, will make the request on consent of all parties. While the Board will consider requests made on consent, not all such requests will be granted. There are other factors to be considered including but not limited to the health and safety of the Board's staff and the availability of hearing/ mediation rooms. Parties may make submissions to the Board where they believe that an in-person proceeding is required, whether or not on consent. Generally, the holding of an in-person hearing or mediation will be determined by the Registrar's Office and communicated by way of Notice of Hearing or Notice of Mediation, and reasons will not be provided.

As part of the return to operations at 505 University, the Board is implementing health and safety measures. Site assessments of the Board's facilities and hearing/mediation rooms have been completed, including a risk assessment by the Public Services Health and Safety Association ("PSHSA"). The recommendations of the PSHSA have been implemented for the protection of participants in proceedings before the Board, Board staff and members of the public.

More information about the precautionary health and safety measures implemented by the Board can be found on the Board's website: **[COVID-19: Protocols for Reopening OLRB Facilities](#)**. Additional information can be found in the following Board documents: **[Policy for the Resumption of In-Person Hearings](#)** and **[Policy for the Resumption of In-Person Mediations](#)**.

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 your hearing or mediation room. Attend at your assigned hearing or meditation room directly and wait there for the start of the hearing or mediation. Do not wait in the reception area, hallways or other common areas.

Do not come to the Board's 505 University location if you are sick or have symptoms associated with COVID-19 or have been advised by public health officials, your doctor or the [Ontario Ministry of Health website](#) to self-isolate. If you are unable to come to a hearing because you have been told to self-isolate, please contact your lawyer, or if you do not have a lawyer, contact the Board directly care of the Registrar's Office.

The Board's protocols are subject to continuous review and as such they may be modified. We encourage you to provide your feedback so that we can consider your perspectives and experiences, and to refine Board policies going forward.