

**Report to / Rapport au:**

**OTTAWA POLICE SERVICES BOARD  
LA COMMISSION DE SERVICES POLICIERS D'OTTAWA**

**27 April 2020 / 27 avril 2020**

**Submitted by / Soumis par:**

**Executive Director, Ottawa Police Services Board / Directrice exécutive,  
Commission de services policiers d'Ottawa**

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**SUBJECT: BOARD POLICY CR-19 : DISCLOSURE OF COVID-19 STATUS  
INFORMATION**

**OBJET: POLITIQUE DE LA COMMISSION CR-19 : DIVULGATION  
D'INFORMATION SUR L'ÉTAT DE LA COVID-19**

**REPORT RECOMMENDATIONS**

**That the Ottawa Police Services Board approve the Disclosure of COVID-19  
Status Information Policy attached as Document 1.**

**RECOMMANDATIONS DU RAPPORT**

**Que la Commission de services policiers d'Ottawa approuve la Politique de  
divulgence de renseignements sur l'état de la COVID-19, annexée à titre de  
document 1.**

**BACKGROUND**

On April 13, the Ministry of the Solicitor General (Ministry) launched the First Responders COVID-19 Risk Look-Up web portal. The Portal includes information about the COVID-19 status of specific individuals and is accessible only to authorized users identified by police services who are involved in communication and dispatch centres.

The look-up solution is intended to enable authorized users in communication and dispatch centres to query COVID-19 status information. Further, the authorized users

will be able to provide notice of COVID-19 status information to first responders (*e.g., if there is a known risk of COVID-19 for an individual and/or location they may be attending or have attended*).

The restrictive access to the portal is to protect personal health information from unauthorized access and use, and to promote compliance with the *Emergency Management and Civil Protection Act* (EMCPA). The EMCPA requires that information shared pursuant to the emergency order *only* be used to prevent, respond to or alleviate the effects of the emergency. The EMCPA also requires that any information-sharing authorized under the emergency order occur in a manner that limits its intrusiveness.

The Ministry recommended police services boards and chiefs of police institute policies and procedures to ensure this information is secured appropriately at communication and dispatch centres. Information should only be disclosed when needed to support frontline policing personnel in making informed decisions about whether to take additional precautions to prevent the spread of COVID-19 when responding to calls for service while the emergency order is in effect.

## **DISCUSSION**

A Board policy that meets the direction provided by the Ministry is attached to this report as Document 1. This policy was drafted following consultation with the Board's Police Advisor; staff of the Big 12 Police Services Boards; and members of the OPS.

## **CONSULTATION**

The Board's Police Advisor at the Ministry was consulted, as were staff at the Big 12 Police Services Boards and the OPS.

## **FINANCIAL IMPLICATIONS**

There are no financial implications anticipated as a result of implementing this policy.

## **SUPPORTING DOCUMENTATION**

Document 1 - Board Policy CR-19 : Disclosure of Covid-19 Status Information

## **CONCLUSION**

The Ministry of the Solicitor General launched the First Responders COVID-19 Risk Look-Up web portal in mid April and has recommended police services boards and chiefs of police institute policies and procedures to ensure this information is secured appropriately at communication and dispatch centres and is only disclosed when needed to support frontline policing personnel in making informed decisions about whether to take additional precautions to prevent the spread of COVID-19 when

responding to calls for service while the emergency order is in effect. The attached Board policy addresses the direction from the Ministry.

Document 1

**CR-19 Disclosure of COVID-19 Status Information**

LEGISLATIVE REFERENCE / AUTHORITY	Ont. Reg. 120/20: Order under Subsection 7.0.2 (4) of the Emergency Management and Civil Protection Act, “Access to Covid-19 Status Information by Specified Persons” (the “Regulation”), All Chief’s Memos – 20-0041 Disclosure of COVID 19 Status Information and 20-0044 Authorized Users for Disclosure of Positive COVID-19 and 20-0048 Launch of the First Responders COVID-19 Risk Look-Up Web Portal
DATE APPROVED	
DATE REVIEWED	
DATES AMENDED	
DATE TO BE REVIEWED	
REPORTING REQUIREMENT	Compliance reporting upon the termination of the Emergency Order.

**LEGISLATIVE REFERENCE / AUTHORITY**

The following is the policy of the Ottawa Police Services Board with respect to Ont. Reg. 120/20: Order under Subsection 7.0.2 (4) of the Emergency Management and Civil Protection Act, “Access to Covid-19 Status Information by Specified Persons” (the “Regulation”), All Chief’s Memos – 20-0041 Disclosure of COVID 19 Status Information, 20-0044 Authorized Users for Disclosure of Positive COVID-19 and 20-0048 Launch of the First Responders COVID-19 Risk Look-Up Web Portal.

This policy shall automatically be repealed upon termination of the Emergency Order, Ontario Regulation 120/20.

**DEFINITIONS**

For the purpose of this Policy, the following definition applies:

“COVID-19 status information”- means, in relation to an individual, the individual’s name, address and date of birth and whether the individual has had a positive test for the COVID-19 corona virus;

**POLICY REQUIREMENTS**

1. The Chief shall ensure that access to COVID-19 status information is centralized through the OPS Communications Centre; and,

- a. Communications Centre Supervisors implement internal control measures and oversight to ensure that COVID-19 status information is only disclosed when needed to support frontline policing personnel.
2. The Chief shall by General Order provide direction to ensure:
    - a. the collection, access, use, disclosure and destruction of COVID-19 status information is consistent with the Ministry of the Solicitor General directions under the *Emergency Management and Civil Protection Act* as well as this Policy, the *Police Services Act*, the *Municipal Freedom of Information and the Protection of the Privacy Act*, and section 255 of the *Municipal Act, 2001* (regarding retention and destruction of records directly related to any law enforcement activity).
    - b. provision to the Ministry of the authorized user's list and that the list is limited to:
      1. only individuals who perform communication and dispatch functions and are directly involved in communicating COVID-19 status information to frontline personnel; and
      2. information obtained from the Ministry's COVID -19 portal is not intended for any other police personnel.
    - c. COVID-19 Status Information obtained through the Ministry's portal shall not be added to CPIC; OPS records management system, or any other databases, including intelligence databases.
    - d. any database created for the purpose of containing COVID-19 status information shall be created on a secure drive with access limited to the Chief of Police (or designate) and Communication Centre Supervisors.
    - e. policing personnel do not contact specified custodians (i.e., licensed laboratories and Medical Officers of Health (public health units)) for COVID-19 status information.
    - f. at the conclusion of the provincial emergency:
      1. prohibit access to all COVID-19 (positive) status information including any flagged information in computer-aided dispatch (CAD) systems; and,
      2. ensure destruction of the information as soon as permitted by law.

**MONITORING REQUIREMENTS:**

The Chief of Police shall ensure measures are in place to ensure compliance with this Policy.

**REPORTING**

Upon the termination of the Emergency Order, the Chief of Police shall provide a report to the Board detailing compliance with this policy.