

Action required: You are not permitted on campus without proof of vaccination

University of Waterloo <msc-communications@uwaterloo.ca>

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To: Edward Vrscay <ervrscay@uwaterloo.ca>



To: Special list; in-person employees who have not yet submitted vaccination proof

From: University Communications

Date: Thursday, October 14, 2021

Subject: Action required: You are not permitted on campus without proof of vaccination

Note: This email is for action

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- **You are not permitted on campus and are not able to partake in your upcoming in-person activities until you complete the Campus Check-in proof of vaccination form.**
 - **Time is running out to complete a full course of vaccinations before the October 17 deadline.**
 - **If you do not provide proof of vaccination, you will be subject to progressive remedial action up to and including termination**

SUBMIT YOUR PROOF

This is your weekly reminder that our records indicate that you have not yet completed the Campus Check-In vaccination form. You are not permitted to partake in your scheduled in-person activities on campus until this is completed.

Please note that if you have not provided proof of vaccination or applied for an accommodation by Sunday, October 17, you will be subject to progressive remedial action consistent with University of Waterloo policies as follows:

1. As of **Tuesday, October 12**, the University began informing managers, supervisors, and department heads about their direct reports who are not in compliance with the University's vaccination policy so that they can plan how to enact progressive discipline activity in their areas.
2. If you are not in compliance, **you will receive a letter on Monday, October 18** outlining that you will not be permitted on campus and that you have been placed on a three-day paid suspension while you attend a mandatory training module and schedule your first dose of vaccine.
3. If you do not attend the webinar and don't meet the dose schedule requirement, you will be subject to **a 42-day unpaid suspension** with benefits.
4. If your vaccine status is not updated by **November 15**, you will receive a letter indicating that **your pay and benefits will cease as of November 30**.

PLEASE NOTE: All employees will be required to be fully vaccinated by the start of the Winter term in January 2022.

Employees who are on sabbaticals or leaves will receive a letter two months before their scheduled date of return that outlines the University's vaccination proof requirements that must be satisfied before they can return to campus.

The vaccination form is quick and easy to complete. Your personal information will be kept confidential in compliance with statutory privacy requirements and will only be shared with individuals for the purpose of program administration.

Be advised that the Comirnaty (formerly Pfizer- BioNTech) or Spikevax (formerly Moderna) vaccines require two shots spaced between 21 and 28 days apart, and October 17 is less than 4 days away.

We will provide accommodations for unique cases where individuals cannot be vaccinated for medical reasons or protected human rights grounds. To apply for an accommodation, please follow the prompts in the proof of vaccination form.

You can submit your proof of vaccination or start the process for accommodation today by visiting [Campus Check-In](#).

To submit your proof of vaccination, you can upload your vaccination record or receipt. If you were vaccinated in Ontario, copies of your receipts are available on the [Government of Ontario website](#).

If you were vaccinated elsewhere in Canada copies of your receipts are available on the relevant provincial website that you can find links to on the [Government of Canada website](#).

If you were vaccinated outside of Canada, proof can include vaccination receipts or letters from physicians, hospitals, or government agencies that include the date you received the vaccine, the name of the vaccine and the number of valid doses you have received.

To apply for an accommodation, you can follow the prompts in the [proof of vaccination form](#).

SUBMIT YOUR PROOF

More information is available on the [COVID-19 information website](#).

COVID-19 [testing](#), [rapid screening](#) and [vaccination](#) is available through Campus Wellness for all University of Waterloo students, employees, postdocs and their family members.

If you are struggling with your mental health during these changing times, reach out for support through [Human Resources](#), [Occupational Health](#), [Here247](#) and [Wellness Together Canada](#). Ongoing employees can access supports through [Homewood Health](#), the University's [Employee and Family Assistance Program](#) partner or at 1-800-663-1142.

This internal memo was sent by the University of Waterloo. You received this message because you are a student or employee of the University. You are unable to unsubscribe from these messages.

Our mailing address is:

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For more information, contact us at:

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