

October 20, 2021

**BY EMAIL**

Dear Richard:

**Re: Non-Compliance with the University of Waterloo's COVID-19 Vaccination Requirement**

As you are aware, the University has established a [Vaccination requirement](#) (the "requirement") for mandatory proof of COVID-19 vaccination pursuant to the Instructions of the Office of the Chief Medical Officer of Health issued on August 30, 2021 and the recommendations of the Council of Ontario Medical Officers of Health. The University is statutorily required to ensure compliance with this requirement.

Pursuant to this requirement and the prior letter you were sent on October 15, 2021, copy enclosed, you were required to submit by no later than end of day **on October 17, 2021** proof that you are either: (a) fully vaccinated within the meaning of the requirement; or (b) have obtained a permitted exemption to being fully vaccinated. You have failed to submit proof of either of the foregoing.

**If you are receiving this letter and you are compliant with the requirement, please contact your Human Resources (HR) Partner as soon as possible.**

In the specific circumstances of your position, the University has determined that you are not authorized to perform the duties and responsibilities of your position without being in-person.

On October 15, 2021, the University placed you on a gratuitous paid three (3) day administrative leave, which was taken on October 18, 19, 20, 2021, inclusively, during which time you were expected to complete the LEARN module "[COVID-19 Vaccine: Make an Informed Decision \(SO2034\)](#)".

**You are prohibited from accessing University property and in-person activities. Should you fail to abide by this direction, you may be disciplined, up to and including termination from employment.**

As a result of your continued non-compliance with the [vaccination requirement](#), you are being placed on a suspension, without pay, effective today until November 30, 2021. Your benefits will continue during this period, and you are responsible for paying for the employee portion of the benefits. If you wish to pause your participation and corresponding contributions, please contact our benefits team in Human Resources.

The University will be in contact on November 20, 2021 to follow up regarding the status of your compliance with the University's [vaccination requirement](#), and to confirm next steps.

Should you have any questions, please contact me.

Sincerely,

**Chelsey Heystee** | Human Resources Partner

Human Resources | 200 University Avenue West | Waterloo, Ontario | N2L 3G1

<https://uwaterloo.ca/human-resources/>

