

September 10, 2021

BY EMAIL

Dear _____:

Re: Non-Compliance with the University of Waterloo's COVID-19 Mandatory Vaccination Requirements Policy

As you are aware, the University has established a COVID-19 Mandatory Vaccination Requirements Policy (the "Policy") 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 Policy.

Pursuant to this Policy, you were required to submit by no later than end of day on September 7, 2021 proof that you are either: (a) Fully Vaccinated within the meaning of the Policy; or (b) have obtained a permitted exemption to being fully vaccinated. You have failed to submit proof of either, as required by the Policy.

Accordingly, as you were advised, effective Wednesday, September 8, 2021, you were prohibited from accessing University property and in-person activities. Should you fail to abide by this requirement, you may be disciplined, up to and including termination from employment. You are being placed on a gratuitous paid four (4) day administrative leave, which will be taken on September 8, 9, 10, and 13 2021, during which time you are expected to review the website outlining the benefits of being vaccinated, available here: [COVID-19 vaccines for Ontario](#).

By end of day on September 13, 2021, please provide proof that you have received your first dose of a vaccine, or have booked an appointment to do so as soon as reasonably practicable, or confirm your decision to not be vaccinated. If you require an exemption on the basis a medical condition or other ground protected by the Ontario Human Rights Code you may fill out the accommodation form one of the forms, which can be found when you log in to the campus check-in form.

Please be advised that should you continue to fail to provide proof of your vaccination status you will continue to be prohibited from accessing University property and in-person activities and may be placed on suspension without pay as the University will not have information regarding proof of vaccination status. 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.