

**Subject:** Letter One – First Response to Failure to Submit Vaccination Status  
(Unauthorized to Work From Home)

**From:** Chelsey Heystee <cheystee@uwaterloo.ca>

**Date:** 10/15/21, 17:26

**To:** Richard Mann <mannr@uwaterloo.ca>

October 15, 2021

**BY EMAIL**

Richard Mann  
153 Castlegate Cres  
Waterloo, Ontario N2L5V1

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, you are 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. To date, 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.

**Accordingly, effective today, 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.**

You are being placed on a gratuitous paid three (3) day administrative leave, which will be taken on October 18, 19, 20, 2021, during which time you are expected to complete the LEARN module “[COVID-19 Vaccine: Make an Informed Decision \(SO2034\)](#)”.

Please be advised that you are required to be compliant with the University’s [vaccination requirement](#). As long as you remain non-compliant, 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 the status of your compliance. 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.

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/>



Looking for immediate help with general HR questions, how to access HR resources, or



Workday assistance? Visit our new HR [Chatbot!](#)

This communication (and any attachments) is directed in confidence to the addressee(s) listed above, and may not otherwise be distributed, copied or used. The contents of this communication may also be subject to privilege, and all rights to that privilege are expressly claimed and not waived. If you have received this communication in error, please notify us by reply e-mail or by telephone and delete this communication (and any attachments) without making a copy. Thank you.