

To all employees,

In the Middlesex-London Region, new updates are happening almost daily with regards to the vaccines available in this region. As more of our employees become eligible to receive COVID-19 vaccinations, we are encouraging leaders to be flexible if employees request time off during regular business hours to get their vaccine. Information regarding the vaccines as well as vaccination leave information is provided below.

### **Vaccination appointments:**

In the Middlesex-London Region, registration for COVID-19 vaccines is available for eligible groups, currently including those aged 55 and over, and those with high-risk health conditions. Find out more about eligibility and registration on the [MLHU COVID-19 Vaccine Eligibility website](#).

In Huron-Perth County, eligibility information and booking for the COVID-19 vaccine for those eligible can be found on the [HPPH COVID-19 Vaccine Information website](#).

In Ontario, anyone aged 40 and older is now eligible for the AstraZeneca COVID-19 vaccination. If you're eligible, information on finding and making an appointment at a primary care office or pharmacy can be found by visiting the [Ontario COVID-19 Pharmacy Vaccine Locations website](#).

If you live in another area or are looking for all of the vaccine options based on your postal code, this information can be found at the [Ontario COVID-19 Vaccine Appointment Information website](#).

### **COVID-19 Vaccination Leave:**

As more vaccine appointments are made, many employees are signing up for vaccine waitlists that invite people for last-minute appointments. We want to support our employees in receiving their vaccines as soon as the opportunity is presented to them, for their health and wellbeing and for that of their families and communities.

If you have a vaccination appointment during your regular work hours, you will be paid your regular wages for the time away. **You will not be required to use sick time, personal time or vacation time.** If you have already used sick or personal time for a vaccination appointment, please amend in your [ESS account](#) or contact [brescia.payroll@uwo.ca](mailto:brescia.payroll@uwo.ca) to request an adjustment.

Flexibility will be provided for staff to attend their appointments. We recognize the importance of this time in our world, and we recognize that appointments are being made available on short notice. Please speak with your manager if you need to take time away from work for your appointment. It is anticipated that time needed for an appointment could range from 1-3 hours, and there may be some mild side effects that impact work just following the vaccine.



### **Health and safety after receiving the vaccine:**

Most COVID-19 vaccine side effects are reported to be mild, however, if you do have side effects from your vaccine, you may need to submit sick time for the day or so after receiving the vaccine.

The health and safety of our students and colleagues remains our priority. We ask everyone to keep following all COVID-19 measures and protocols, including completing the screening questionnaire, wearing provided masks, practicing physical distancing, wearing shields (if unable to social distance), and staying home if you or anyone in your household has symptoms. [Stay-at home restrictions](#) are still in place currently as announced by the Government of Ontario a few weeks ago to deal with rising COVID-19 cases, as such we are still asking all employees to stay home if your presence is not absolutely required in the workplace.

If you need additional support, please speak with your manager or reach out to me or anyone on the [pandemic planning committee](#) for more information. You can also find Brescia's employee COVID-19 response framework by visiting our [Faculty/Staff COVID-19](#) page. This framework aligns with the provincial framework colours and will remain in place until further notice.

### **Forms**

[Campus Access Form](#) - If you absolutely require access to campus, you must complete a [campus access form](#). You will receive a reply within 24 hours. Please submit requests in advance as card key access will be processed once per day.

[Employee Questionnaire](#) – You are still required to complete the employee [questionnaire](#) on the day of your visit to campus. This is a document required under current legislation for all employers.

Thank you for maintaining your vigilance and doing your part in keeping our entire community safe!

Ingrid Christensen  
Acting Director of Human Resources