

**From:** [Jody Woods](#)  
**To:** [All Users](#)  
**Subject:** Mandatory Vaccine Policy for In-Person Attendance at UBCIC Offices and Vancouver and Kamloops  
**Date:** September 9, 2021 9:57:00 AM

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Dear UBCIC Staff And Executive,

I would like to begin this email by thanking you all for your patience and flexibility over the last year and a half as we have navigated the numerous challenges associated with the COVID-19 pandemic. I know it has been hard and I am so grateful and fortunate to work with such dedicated and caring people.

### **Vaccine Policy for In-Person Attendance**

The safety of our employees, members, and guests continues to be a key priority for UBCIC. Now that we are beginning to reopen our office, we want to keep each other safe while at work. Throughout the duration of the pandemic we have taken numerous safety precautions including working from home, social distancing, and mask wearing. While all of these measures are helpful in responding to COVID-19, we know from the provincial health officer as well as scientists, doctors, and epidemiologists worldwide that the best way to protect ourselves and each other is by getting vaccinated with an approved COVID-19 vaccine. For this reason and after careful consideration, UBCIC is making it mandatory for all employees and contractors attending in-person at our offices (Kamloops and Vancouver to be fully vaccinated against COVID-19. We are also in the process of developing a similar policy for members and guests.

We set out below the specific information we require each of you to provide and the process that will be followed.

### **Providing proof of COVID-19 vaccination**

We are requesting that staff and Executive share with UBCIC whether or not they are partially or fully vaccinated no later than Monday, **September 13, 2021**. In addition, we will ask to see your BC Vaccine Card or your new BC Vaccine digital passport (instructions to sign up for this will be sent under separate cover) as proof and UBCIC will not require or retain a copy of your BC Vaccine Card. Employees and contractors hired after the BC Vaccine “passport” comes into effect will be required to show this.

For now, please email me (and only me) and indicate which of the following applies to you:

1. I am not vaccinated against COVID-19
2. I have received one dose of an approved COVID-19 vaccine (please indicate if you intend to get your second dose).
3. I have received 2 doses of an approved COVID-19 vaccine (fully vaccinated).

Do **NOT** include/attach a photo or copy of your vaccination proof. I will ask for in-person

proof when we are next in the office or arrange individual virtual meetings so that you can show me your card over Zoom.

### **Unvaccinated employees**

Individuals who choose to not disclose their vaccination status will be treated the same as employees who disclose they are unvaccinated. Meetings will be scheduled with each unvaccinated employee to discuss their reason for not being vaccinated and the mitigation steps that will be taken to ensure workplace safety (e.g. requiring the individual to work from home). UBCIC will conduct a case-by-case assessment for each employee who is not vaccinated and will provide all reasonable accommodations required pursuant to human rights legislation. Each situation will depend on an employee's individual circumstances and role, so a flexible approach will be taken as to the consequences of being unvaccinated. In no case will an unvaccinated person be permitted to attend the office in-person, at least until the state of the pandemic has improved.

We thank all of you for your tireless commitment to keeping each other safe during this pandemic and we are hopeful that this additional safety measure will make all of us feel safer coming to work at UBCIC.

### **Staff Meeting to discuss**

We will be holding a staff meeting via zoom tomorrow (Friday -details to follow) to address any questions you may have. Allison will reach out to all staff next week to schedule individual zoom "vaccine verification" meetings with me. In addition, at the end of tomorrow's staff meeting, you will have the option to be placed into the zoom waiting room and individually join the meeting to verify your vaccination status with me.

Please feel free to reach out with any questions or comments.

Warmest wishes for your health and safety.  
Jody

### **Jody Woods**

*Research Director*

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### **Union of B.C. Indian Chiefs**

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## OUR LAND IS OUR FUTURE

*We acknowledge our place of work is within the ancestral, traditional and unceded territories of the X<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Skwxwú7mesh(Squamish) and səlilwətaʔ (Tseil-Waututh).*