MONTH DATE, 2021

[NAME] [ADDRESS] [ADDRESS]

**Delivered by Email: [EMAIL ADDRESS]**

**RE: VACCINATION REQUIRED FOR CONTRACTOR PERSONNEL PROVIDING CONTRACTED SERVICES**

Dear Xxx:

I am writing on behalf of the COMMUNITY, NATION, HSO to provide you with notice that COMMUNITY, NATION, HSO has revised its operational standards to require all staff and contractors working in community facing roles to be fully vaccinated against COVID-19, effective MONTH DATE, 2021.

The decision to revise our operational standards was made to ensure the services provided by COMMUNITY, NATION, HSO, and its contractors, are consistent with recent orders issued by the provincial Public Health Officer (“PHO”) pursuant to the *Public Health Act*. In particular, on October 6, 2021, the PHO issued the [*Residential Care* *COVID-19 Vaccination Status Information* under the *Public Health Act*](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-residential-care.pdf), which requires operators to take steps to ensure that all employees and contractors that work in health care facilities receive all doses of a COVID-19 vaccine. More recently, on October 14, 2021, the PHO issued the [*Hospital and Community (Health Care and Other Services) COVID-19 Vaccination Status Information and Preventative Measures*](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-hospital-and-community-vaccination-status-information-preventive-measures.pdf) Order which is directed to health care employers and funders, their employees, contractors, subcontractors and health professionals who work for them and requires staff to be vaccinated against COVID-19.

It is our expectation that each vendor, contractor and consultant will comply with all applicable laws, including but not limited to the PHO orders noted above and take the necessary steps to ensure that their staff entering any COMMUNITY, NATION, HSO facility are fully vaccinated against COVID-19.

Therefore, COMMUNITY, NATION, HSO now requires all contractors to complete and return the attached **Declaration of Compliance with COMMUNITY, NATION, HSO Vaccine Requirements** (“Declaration”) by MONTH DATE, 2021. In addition to the Declaration, all contractor personnel providing services set out in the Declaration must carry proof of vaccination and produce proof of vaccination upon request by a COMMUNITY, NATION, HSO representative.

If you are unable to provide the completed Declaration by MONTH DATE, 2021 or if you have any comments or questions please contact KEY CONTACT NAME, KEY CONTACT TITLE immediately at the email below.

COMMUNITY, NATION, HSO values the services provided by all of its contractors appreciates your continued partnership and commitment to the health and wellbeing of COMMUNITY, NATION, HSO clients and staff.

In wellness,

KEY CONTACT NAME  
KEY CONTACT TITLE

Email:  KEY CONTACT EMAIL