

To: CLTO Staff
From: Brad Saunders, CEO
Date: February 9, 2021
Re: COVID-19 Vaccines at CLTO

After a year of battling the COVID-19 pandemic, I am very happy to inform you that we are beginning preparations to offer you access to safe, effective vaccines provided by our health sector partners.

Our position at CLTO is that the vaccines approved for use in Canada are the safest and surest way to prevent COVID-19 infection and keep both staff and the people we support safe. Vaccines are also the most likely way for all of us to return to many of the aspects of life that we miss most, like dinners with friends, celebrating holidays with family, and a night at the movies.

My commitment to you is that we will do everything we can to ensure you have access to both the vaccine and the most accurate, timely, and verified information you need to make your decision about receiving the shot. Building on our recent broadcast, we will host all-staff information sessions via Zoom to answer your questions. We will also ensure you have access to expert resources, like our Medical Director Dr. Marwah Younis Damani and our Occupational Health and Safety lead Jeanette Maclean. Both are standing by to answer any questions you may have.

In return, I ask that you give serious consideration and seek out the answers you need to say yes to the COVID-19 vaccine.

In addition to this cover letter, you will find the following documents included in this package:

1. Your Ministry of Health COVID-19 Vaccine Screening and Consent Form. This is the document you will use to provide consent to receive the vaccine.
2. A letter proving your employment at CLTO. This will ensure that you will have access to the vaccine when our turn as essential workers comes in the next couple of weeks and/or months.
3. A one-page information sheet addressing some of the most frequently asked questions about the vaccines.

Please take a careful look at these materials and complete the form by **February 22, 2021**.

As you read through the consent form, you may want to consult your doctor for further advice. This is especially true if you have an auto-immune disease, are pregnant or breastfeeding, or have had an allergic reaction to any previous vaccines. I encourage you to have these important discussions with the medical professionals in your life, as it will be the surest way to voice your personal concerns and support an informed decision.

Once you have made your decision regarding the vaccine please visit the following web address, our dedicated webpage <https://cltoronto.ca/covid-19-vaccine/> where you will be asked to complete a short series of questions including if you consent to receive the COVID-19 vaccine. The purpose of these questions is so we can tell our health care partners how many vaccines will be needed for CLTO staff and to provide them information to efficiently organize administration of the vaccine. In the meantime, please complete the form by **February 22, 2021** and store it safely. You do NOT need to return the form to CLTO, but you will need to show it to the health care professional administering the vaccine when your turn comes to receive your first shot.

There is a lot of information in the media and online about the COVID-19 vaccines. Much of it is useful, but some of it is inaccurate or misleading. Please do whatever research you feel is necessary to make your decision. To help, we have compiled the best and most accurate information available on our dedicated webpage <https://cltoronto.ca/covid-19-vaccine/>, which can also be accessed directly from the main page of our website. In addition to high-quality resources, you will also find video messages from CLTO colleagues, recordings of vaccine webinars, and much more. You will also find a digital version of this package.

I know this has been an incredibly difficult year. I also know that many of us have questions about the safety and efficacy of the vaccines we have available. These questions are perfectly reasonable and nothing to hide. All I ask is that you keep an open mind and take the time to learn about the vaccines. My family and I have decided to receive the vaccine when our turn comes. I have done my research, and I'm ready to visit friends, eat at restaurants, and travel again. I hope you will do the same.

When your turn comes, please join me in rolling up your sleeve for the COVID-19 vaccine.

