



London
CANADA

Date:

Dear _____
(Contract or Consultant Owner)

Re: Requirements for contractors and consultants acting on behalf of the Corporation and performing work in City facilities and/or buildings

Effective September 15, 2021, the City of London will require all contractors and consultants acting on behalf of the Corporation and performing work in City facilities and/or buildings to comply with the City's 'Mandatory Proof of COVID-19 Vaccination Administrative Policy'. Since COVID-19 first emerged as a risk to the community, the City of London has taken every measure to prevent the spread of this virus, and to protect the health and wellbeing of employees and residents. Implementing this policy is in keeping with those efforts and is aligned with Provincial requirements for proof of vaccination as well as with guidance from the Middlesex-London Health Unit.

We have attached the full policy for your information with this letter. Under this policy, all contractors and consultants are required to comply with this policy.

We are asking that you review the policy in detail to ensure that any individuals working on behalf of the City of London can comply with this policy. We also ask that you respond to this letter before September 29, 2021, acknowledging that you are in receipt of the policy.

As a contractor or consultant who is required to follow this policy, you may be subject to review and audit by City of London staff to ensure compliance.

If you have any questions about this policy, please contact the undersigned.

Sincerely,