

Memorandum

Date: November 20, 2020
From: Alan Veerman
Chief Operations Officer
To: All Vector Institute Researchers and Staff
RE: Closure of Vector Institute offices and City of Toronto under Lockdown condition

Vector Institute Status

The Government of Ontario has announced that the City of Toronto and Peel Region will be moving into a Lockdown condition effective 11:59 p.m. Sunday November 22.

As a result, **the Vector Institute is closing all onsite operations in Suite 710, MaRS Centre West Tower effective Monday, November 23.**

Beginning 12:01am on Monday, the Vector office will no longer be accessible to staff or researchers.

Access cards that had been re-activated as part of the limited reopening will be deactivated effective 12:01am on Monday. Weekend access to collect personal belongings for those whose cards are not otherwise activated for Saturday or Sunday will not be possible.

Access to the office in order to retrieve business-critical items or equipment will be reviewed on a case-by-case basis. To request such access please contact the Office Services Manager, Vanessa Dunne, at vanessa.dunne@vectorinstitute.ai.

We expect these conditions to continue for a minimum of 28 days.

Work from Home Arrangements

While legal arguments could be made that Vector can continue all in-person operations as an essential business during the Lockdown condition, we think it is difficult to take a position that we should do so and still expect to be seen as operating in a safe and responsible manner.

The Vector Institute's professional staff and researchers will continue work-from-home arrangements throughout this period. Researchers may access the facilities of their affiliated institutions if able to do so based on the respective policies of each hospital and university.

Please contact your primary institution for more information on what facilities and resources may be available to you.

We expect that some researchers may not have fully tested effective working conditions from home, and this change may cause some concern. If so, please reach out to your faculty supervisors and through appropriate channels on Slack for advice and assistance.

The full details of the Government of Ontario's Lockdown condition order are included here:

<https://news.ontario.ca/en/release/59305/ontario-taking-further-action-to-stop-the-spread-of-covid-19>

The Vector Institute continues to monitor government directives and public health advice related to COVID-19. Vector will continue to provide additional updates about events, operations, and office space via email and on our dedicated public web page: <https://vectorinstitute.ai/covid-19-updates/>
