

## Memorandum

**Date:** January 4, 2021  
**From:** Alan Veerman  
Chief Operations Officer  
**To:** All Vector Institute Researchers and Staff  
**RE:** Ongoing closure of Vector Institute offices and Province of Ontario shutdown

---

### Vector Institute Status

The Government of Ontario had previously announced a [Provincewide Shutdown](#) effective December 26, 2020.

As a result, **Vector Institute onsite operations in Suite 710, MaRS Centre West Tower will remain closed.**

This condition is expected to remain in place until the City of Toronto Public Health region changes its condition from grey ('Lockdown')

### Work from Home Arrangements

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](mailto:vanessa.dunne@vectorinstitute.ai).

The Vector Institute's community 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.

Researchers can always reach out to their respective faculty supervisors and through appropriate channels on Slack for advice and assistance.

The following resources remain available to support work from home.

*For Researchers and Members of Vector's Professional Staff:*

- **Instant messaging** via [Vector's Slack channels](#).
- Researchers can utilize the **Vector Wiki** via <https://support.vectorinstitute.ai/> (use the same username/password used for access to the VECTOR WiFi network).

*For Members of Vector's Professional Staff:*

- **Email & Calendar** via Gmail, Outlook, Apple's Mail app, etc. Email may also be accessible via smartphone, if access has already been configured (<https://sites.google.com/vectorinstitute.ai/vportal/home/technology/mobile-devices>).
- **Audioconferencing** via the conference bridge number 1-800-461-9616 (PINs assigned to senior staff).
- **Videoconferencing** via [Google Meet](#) or [Zoom](#).
- Staff can access **contact information for colleagues** via [BambooHR](#) and **VPortal** via <https://sites.google.com/vectorinstitute.ai/vportal/home> (when logged into your G Suite account).

Further Updates & Resources

Should you require remote scientific computing support please contact [ops@vectorinstitute.ai](mailto:ops@vectorinstitute.ai) or reach out to @Relu, @George, or @Maziar Hafezi on Slack.

If you have questions related to COVID-19, you can contact Telehealth Ontario, which is a free, confidential service that provides health advice and information. Call 1-866-797-0000 or visit <https://www.ontario.ca/page/get-medical-advice-telehealth-ontario> to learn more.

Should you require resources related to your personal or mental health, please contact the Vector Institute's Employee Assistance Plan (available to all staff and researchers) at [www.workhealthlife.com](http://www.workhealthlife.com) or at 1-800-238-8663. Please provide or select the company name "Victor Canada EAP Program".

Researchers may also contact their Student Services or Human Resources department at their respective institutions for additional support programs.

Anyone in crisis is encouraged to contact the Crisis Services Canada national line at 1-833-456-4566 or text 45645 (in Quebec, call: 1-866-277-3553) If the risk is immediate, call 9-1-1.

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/>