

## Memorandum

**Date:** January 5, 2022

**From:** Alan Veerman  
Chief Operations Officer

**To:** All Vector Institute Researchers and Staff

**RE:** Closure of Vector Institute offices

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Further to Monday's communication on new provincial health orders, the Vector Institute is now requiring that its researchers and staff work remotely unless the nature of their work requires them to be on-site.

This requirement will be in effect for a minimum of 21 days; however, the Vector Institute community should plan that this period may be extended, or modified orders may be in place beyond January 2022.

If anyone has any belongings, documents, and equipment required for remote work, and you were not able to retrieve these items before access to the MaRS Centre was restricted, please contact the Office Services team at [services@vectorinstitute.ai](mailto:services@vectorinstitute.ai)

If you are experiencing difficulty and productivity challenges with work-from-home conditions, please contact either Julie Semak, Manager, Human Resources ([Julie.Semak@vectorinstitute.ai](mailto:Julie.Semak@vectorinstitute.ai)) or Erin Yoxall, Manager, Office Services ([Erin.Yoxall@vectorinstitute.ai](mailto:Erin.Yoxall@vectorinstitute.ai)).

The Vector Institute will address extraordinary access requests as soon as operating conditions allow; however, no firm timeline is available yet given the rapidly changing conditions associated with restrictions related to the Omicron variant.

For professional staff that need to access 700 University Ave., please check-in with work stream leaders.

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/>