Date Ref:

Contractor name:

Contract or CSA number:

Contractor manager:

BC Public Service workplace location:

Dear *<name>,*

Thank you for providing <*ministry name*> notification you have employees you are providing COVID-19 vaccination accommodation for.

As discussed, after reviewing your proposed safety measures, it has been determined

<*company name*> can assign a fully vaccinated employee to complete the work in an employee-only area of our workplace.

A reminder, all contractor employees entering BC Public Service workplaces must follow the workplace’s Communicable Disease Prevention Plan. They must also provide a copy of their QR code and identification for entrance to the employee-only area if requested.

Please keep me informed of any staff assignment changes requiring further consideration for access to an employee-only area of a BC Public Service workplace.

Thank you for helping keep our BC Public Service workplaces safe and healthy for everyone. Please confirm receipt of this email.

Sincerely,

<*name and title*>