

Dear Elementary School Administrators,

As you are aware, the Windsor-Essex County Health Unit (WECHU) issued immunization notices in December 2022 and elementary suspension order notices in January, to parents/guardians of elementary school students with incomplete immunization records. These families received information specifying which required vaccine(s) are missing from their child's record and were provided information on how to report their child's immunization to the WECHU.

Students with incomplete immunization records as of **6 pm on Thursday, March 16<sup>th</sup>, 2023** will be suspended on March 20, for up to 20 days or until the required information is provided.

Please refer to the information below for key dates and information regarding the [Immunization of School Pupils Act](#) (ISPA) enforcement process.

### **Important Dates and Steps Regarding the Elementary School Suspension Process**

#### **March 16<sup>th</sup> at 6:00 pm**

- Deadline for parents/guardians to submit their child's immunization records to the WECHU. Students with outstanding records after this date and time will be considered non-compliant and will be suspended on March 20<sup>th</sup>.

#### **March 17<sup>th</sup>**

- WECHU staff will process all received immunization records and generate the suspension lists for each elementary school. These lists of suspended students will be faxed to all elementary schools in preparation for the Monday, March 20<sup>th</sup> start of school.
- Principals will receive **one sample OSR letter and a complete list of suspended students**. There will not be letters sent for each student (suspension orders have already been issued to students).

#### **March 20<sup>th</sup> Suspension Day**

Suspension lists will be provided to the schools by the start of the school day March 20. School administration staff will review the list provided by the WECHU and ensure any students that have attended school are excluded from class effective immediately and directed to follow-up on their outstanding immunization records. Visit the WECHU's [School Administrators](#) page for resources that can be shared with families. Once the student is suspended, their parents/guardians cannot update immunization records over the phone, they must bring the immunization record to the health unit, have the Health Care Provider fax their child's record to the WECHU or update the record at [immune.wechu.org](http://immune.wechu.org) (must upload proof).

- Once a student's immunization record is determined up-to-date, they will be issued an embossed 'rescind letter' in hard copy. The rescind letter and/or their name off the suspension list is proof that the suspension order has been removed and the student can return to school effective immediately.

### **March 21<sup>st</sup> (and up to 20 days after)**

- Updated lists of suspended students will be generated every evening and faxed to the school before school starts the next day.
- School administrator will exclude individual students on the list who attended and do not have a rescind letter.
- Once a student's immunization record is determined up-to-date, they will be issued an embossed 'rescind letter' in hard copy. The rescind letter is proof that the suspension order has been removed and the student can return to school effective immediately. Lists will only be updated once per day but schools can permit anyone with an official rescind letter to return upon presentation.

### Important Communication Messages:

- Once the school suspension is in effect, the WECHU cannot accept immunization information from the school (i.e., hard copy records or faxed records).
- Health Care Providers do not automatically send immunization records to the WECHU and it is up to the parents and guardians to ensure immunization records are updated.
- Visit our [School Administrators](#) page for parent resources are available for distribution to families, as needed:
  - Answers to Frequently Asked Questions that parents often have during this time.
  - Elementary Student Suspension Next Steps Info Sheet (letter for parents with next steps in the suspension process details; available in English, French, Arabic, Spanish)
  - Suspension Parent Resource (flow chart with next steps for families whose children received suspension orders)

School administrators with questions can contact the Healthy Schools Immunization Helpline at 519-258-2146, ext. 1555 (Parents and guardians can call ext. 1222).

Thank you for your continued commitment to the health and well-being of students in our community.