

# Vaccination Policy of ASCO

October 1, 2021

## Purpose

ASCO<sup>1</sup> is committed to maintaining a safe and healthy workplace. The purpose of this policy is to help protect you, your coworkers, and your families from contracting and spreading COVID-19 and to help safeguard the public health of your communities. Our policy complies with applicable laws and regulations.

## ASCO's COVID-19 Vaccination Requirement

Every member of the ASCO workforce is required to be fully vaccinated against COVID-19 in order to perform any in-person work. Any individual who joins the ASCO workforce on or after October 1, 2021 is required to be fully vaccinated against COVID-19. Every member of the ASCO workforce is required to provide documentation of their vaccination status. This vaccination requirement is waived for documented medical or religious exemptions from COVID-19 vaccination if a reasonable accommodation is reached, as described below.

## Definitions

For purposes of this policy, the **ASCO workforce** means all full-time, part-time, and temporary employees and temporary agency personnel working for the Society, Association, Conquer Cancer, or CancerLinQ, regardless of their primary work location and regardless of where they reside. **In-person work** means coming to ASCO Headquarters or the San Francisco office, attending an ASCO event, traveling on ASCO business or for work-related purposes, attending any third-party meeting or event on behalf of ASCO or for work-related purposes, or meeting in person with anyone (including but not limited to co-workers, volunteers, donors, vendors, and business associates) on ASCO business or for work-related purposes. ASCO follows the current CDC definition of **fully vaccinated**, which presently means that at least two weeks have passed since you received either the second dose of a 2-dose series vaccine or one dose of a single-dose vaccine.

## Procedures for Confirming Vaccination

All ASCO employees must submit proof of full COVID-19 vaccination as soon as possible, and no later than November 1, 2021. Proof of vaccination should be uploaded to CLEAR Health Pass by following the instructions posted in the COVID-19 Teams channel. If you do not wish to utilize CLEAR Health Pass, you may provide Human Resources with a copy of a completed official vaccination card via email to [hrbenefits@asco.org](mailto:hrbenefits@asco.org) (please do not provide extraneous medical information to HR with the vaccine documentation). New members of the ASCO workforce are required to upload or provide proof of vaccination prior to their start date. Records relating to vaccination status will be maintained confidentially and separate from personnel files.

In the United States, COVID-19 vaccinations are typically administered free of charge. However, if an ASCO employee does incur an out-of-pocket charge to receive a COVID-19 vaccine, ASCO will reimburse the charge. Please submit an invoice to [hrbenefits@asco.org](mailto:hrbenefits@asco.org).

In the case of temporary agency personnel, ASCO Human Resources will coordinate with the agency to confirm vaccination status and compliance with this policy.

## Reasonable Accommodation

Members of the ASCO workforce are exempt from the COVID-19 vaccination requirement as described above, for the following reasons only: (i) in the judgment of a qualified medical professional, a medical condition prevents the individual from being fully vaccinated, or (ii) a sincerely held religious belief or practice of the individual prohibits the individual from being fully vaccinated.

To secure a medical or religious exemption, an individual must submit a completed Request for Exemption form, with supporting documentation as required, to the Human Resources benefits team at [hrbenefits@asco.org](mailto:hrbenefits@asco.org) to begin the interactive accommodation process as soon as possible. Any manager or supervisor who receives an accommodation request should immediately forward the information to Human Resources and inform the employee that only Human Resources can handle the accommodation request.

Upon receipt of a Request for Exemption, ASCO will engage in an interactive process to confirm that an exemption is warranted and determine if a reasonable accommodation can be provided under applicable standards. Accommodations will be granted where they do not cause ASCO undue hardship or pose a direct threat to the health and safety of others. If an exemption is confirmed, the individual must agree to follow any safety precautions required as part of the accommodation.

Requests for exemption, and information supplied in the exemption request process, will be treated with appropriate confidentiality. An employee may request an accommodation without fear of retaliation. If an employee believes they have been treated in a manner not in accordance with this policy or that constitutes retaliation for making a request for accommodation, please notify ASCO's Vice President of Human Resources immediately.

### **Guests and Contractors**

Volunteers, meeting attendees, and other guests at ASCO offices or ASCO events, or who travel on ASCO business, are required to be fully vaccinated for COVID-19. Independent contractors (whether engaged as individuals or through a company) are required to be fully vaccinated for COVID-19 if they enter an ASCO office, attend an ASCO event, or travel or hold meetings on ASCO business. Non-compliance may result in expulsion from, and/or prohibition of entry to, the office or event.

Delivery or repair personnel, vendors, and others who may be briefly admitted to an ASCO office or ASCO event are required to follow safety precautions dictated by ASCO.

Employees may be required to renew their exemption requests or update vaccination documentation, or ASCO may modify exemptions, safety precautions, or this vaccination policy in the future, based on changes in relevant circumstances, e.g., public health guidance or rates of COVID-19 infection in the area.

Any employee who has any questions or concerns about this policy should talk with Human Resources. Failure to comply with this policy will be treated as a performance issue and may result in disciplinary action up to and including termination of employment.

*Approved by the Office of the CEO September 30, 2021*

---

<sup>1</sup> Applies to American Society of Clinical Oncology, ASCO Association, Conquer Cancer, CancerLinQ, and all other affiliates. The term "ASCO" in this policy refers to these entities collectively.