



COVID-19 vaccinations

Background

At CCS we are committed to the health and safety of all our employees and volunteers as well as people living with cancer and all other stakeholders with whom we interact.

The COVID-19 vaccine is a critical part of keeping people healthy and safe through the pandemic. Reducing the spread of COVID-19 is also essential to helping people with cancer. The fewer COVID-19 cases we have, the more likely it is that cancer care will not be impacted and those with cancer will have a better chance of surviving.

Scope

This policy applies to all CCS employees, as well as volunteers who volunteer in CCS offices, lodges and with clients as part of the transportation program (“Covered Persons”).

Policy

All Covered Persons are required to be fully vaccinated against COVID-19. Covered Persons will be considered to be fully vaccinated 14 days after the date of their second vaccination. Vaccinations must be ones authorized by [Health Canada](#) for use against COVID-19.

This policy will be effective November 8, 2021. To meet this date, all Covered Persons must be vaccinated by October 25.

Employees

All employees are required to provide an attestation to confirm their vaccination status (process document to follow). CCS reserves the right to verify the accuracy of attestations.

All employees requiring time off from work to be vaccinated will be granted 3 hours of paid time off for each vaccination (first and second dose). Requests for time off for vaccination should be submitted to the employee’s People Leader.

Employees who are unable to be vaccinated for medical or religious reasons should reach out to their HR business partner. Employees requesting an accommodation will be required to provide a description of the accommodation request. Where necessary, CCS reserves the right to request additional documentation or information to assess the request for accommodation, including, for example, medical documentation from a physician.

Any employee making an accommodation request must cooperate in good faith in the accommodation process.

CCS will make an assessment, on a case-by-case basis, of each accommodation request in accordance with applicable human rights legislation, based on the documentation and



information provided, and will determine whether an accommodation is required and/or possible without undue hardship.

If an employee chooses not to be vaccinated due to personal reasons or chooses not to attest to their vaccination status, until such time as the employee provides proof of full vaccination, CCS will allow that employee to work remotely if possible. If this is not possible, then CCS will work with that employee to reassign them to another role where it is possible for them to work remotely. If it is not possible to allow the employee to work remotely or reassign them to another role where they can work remotely, CCS reserves the right to place the employee on an unpaid leave of absence. CCS also reserves the right to impose any other conditions as may be appropriate or necessary in the circumstances to achieve the health and safety purpose of this policy.

The making of a false statement (including but not limited to a false attestation or screening questionnaire) or the submission of false information or documentation for any purpose under this policy may result in disciplinary actions up to and including termination of employment.

Volunteers

All volunteers who volunteer in the CCS offices, lodges and with clients as part of the transportation program are required to provide an attestation to confirm their vaccination status. CCS reserves the right to verify the accuracy of attestations. Any misrepresentation of information may result in the termination of a volunteer's relationship with CCS.

Volunteers who are unable to be vaccinated for medical or religious reasons or who choose not to be vaccinated for personal reasons should declare that through the attestation process.

The Volunteer Experience team will review individual situations and develop a plan for the impacted volunteer to continue volunteering remotely where possible. If this is not possible, the impacted individual will not be able to volunteer at the lodges, the offices or the transportation programs until such a time that it is deemed safe to return to the workplace.

Additional health and safety measures for Covered Persons

Covered Persons may also be required to disclose their vaccination status from time to time by law or to otherwise give effect to this Policy or CCS's other COVID-19 health and safety policies and protocols, including, but not limited to, situations where the Covered Person is directed to stay home as a result of the daily screening tool in order to comply with the clearance criteria to return to work (e.g., after experiencing symptoms, a COVID-19 exposure).

Covered Persons must continue to observe all other COVID-19 policies and protocols, as well as all other health and safety policies and protocols, in effect from time to time at CCS premises and in-person business-related events as well as in the course of business travel on behalf of CCS, regardless of vaccination status and/or accommodation.

CCS will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health situation and reserves all rights to implement additional or other COVID-19



related health and safety measures, and/or amend this policy as may be necessary to effect the health and safety purpose identified above.

Privacy

Any personal and/or personal health information collected by CCS pursuant to this policy will be held in strict confidence, used only for the specific purposes described in this policy, stored (where retained) in a secure manner with appropriate data security measures and/or destroyed, deleted, or made anonymous by CCS once the information is no longer required to fulfill the purpose for which it was collected and no longer required or permitted to be retained for legal or business purposes, all in accordance with and as permitted by the [CCS.1 - Privacy Policy](#) and applicable privacy laws.

Resources

[Public Health Agency of Canada](#)

[Government of Canada COVID-19 website](#)

[World Health Organization \(WHO\) The National Advisory Committee on Immunization \(NACI\) COVID-19 Vaccines and Cancer: What You Need to Know \(uhn.ca\)](#)

[Canadian Cancer Society statement on vaccine prioritization for people with cancer Canadian Cancer Society](#)

[COVID-19 Resource page on MyCCS](#)

Each province also has their own provincial health websites. Please refer to your local health unit for regional guidelines.

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