



ALLENTOWN SYMPHONY ASSOCIATION

COVID-19 Vaccination Mandate for Employees

Updated 10/5/2022

This policy replaces the previous “COVID-19 Vaccination Mandate for Employees & Associated Personnel, Version 2 – Updated 8/31/2021”

The purpose of continuing this vaccine mandate is to decrease the likelihood of COVID-19 infections among employees, all of whom are essential to presenting concerts/programs of the Allentown Symphony Association.

Effective Monday, October 13, 2022, the following individuals will be required to be vaccinated¹ against COVID-19 (also known as SARS-CoV-2) in order to work for the ASA remotely, at Miller Symphony Hall, or at other locations as required by their position:

- All paid staff (full-time, hourly, contract), musicians (tenure, tenure-track, substitute, extra, appointed), chorus members, conductors, stagehands, and Lyric Society Usher Volunteers of the ASA [herein collectively referred to as “Employees”]

Current ASA Employees who are not vaccinated and do not qualify for an exemption will not be allowed to work for the ASA. The employee will forfeit any compensation and benefits until such time as they are vaccinated as defined in this policy. In the case of a tenure or tenure-track unionized employee, the ASA may hire a substitute to perform in place of the employee as long as the substitute is also a union member. The ASA reserves the right to terminate any other employee who is not vaccinated and does not qualify for an exemption.

Proof of vaccination

Employees will be required to provide proof of vaccination to the ASA in the form of an original vaccination card. Hard copies or digital copies/photos of the front are acceptable.

Instructions on submitting proof:

- Paid-Staff (non-Stagehands): Send proof to Al Jacobsen (ajacobsen@allentownsymphony.org)
- Stagehands: Send proof to Kevin Kiernan (kkiernan@allentownsymphony.org)
- Lyric Society Volunteer Ushers: Send proof to Jessica Booth (jbooth@allentownsymphony.org)
- Musicians and Conductors of the Allentown Symphony Orchestra: Send proof to Orchestra Personnel Manager Dave Tarantino (personnel@allentownsymphony.org)
- Chorus members: Send proof to the Chorus Manager Angela Mitchell (chorus@allentownsymphony.org)

¹ Vaccinated, for the purposes of this policy, is defined as having taken a vaccine authorized by the U.S. Food and Drug Administration (FDA) or by the World Health Organization (WHO) and:

- 2 weeks have passed since receiving the second dose in a 2-dose series (i.e. Pfizer, Moderna or Novavax vaccines), or
- 2 weeks have passed since receiving a single-dose vaccine (i.e. Johnson & Johnson’s Janseen vaccine).
- Evidence of subsequent “booster” dosages is not required to be considered vaccinated for the purpose of this policy. Though not required, boosters are strongly encouraged for employees.

Vaccination Exemptions & Testing

Following guidance from the U.S. Equal Employment Opportunity Commission (EEOC) and applying requirements from the Americans with Disabilities Act (ADA) and Title VII of the Civil Rights Act of 1964, employees will be exempted from the vaccine mandate if they provide acceptable proof of at least one of the following:

- Medical exemptions:
 - Person is at risk for an adverse reaction because of an allergy to one of the vaccine components or a medical condition.
 - ADA disability that prevents them from taking the COVID-19 vaccine.
 - Acceptable proof of a medical exemption shall be a letter signed by a licensed physician on its letterhead, dated current to the request for the exemption, stating that the applicant is exempt to the vaccine requirement because of one of the above conditions.
- Religious exemptions:
 - A religious belief that is supported by a signed letter from an authorized representative of the applicant's religious congregation, dated current to the request of the exemption, confirming that the applicant has a sincerely held religious belief, practice, or observance that prevents the applicant from receiving the vaccine.

Exempted individuals will need to adhere to COVID-19 testing as follows:

- Individuals with weekly or near-weekly hours: Proof of a negative COVID-19 test must be submitted weekly to a supervisor or ASA contact with no more than seven (7) days in-between tests.
- Individuals with specific call or service times: Proof of a negative COVID-19 test taken no more than 72 hours prior to the first day of work for a single day of work or a set number of days of work should be submitted to a supervisor, personnel manager, or ASA contact.
- Either a PCR or rapid test is acceptable.

Sources used to create/update this policy:

Workplace COVID-19 Vaccine Toolkit (no longer available at this link as of 10/13/2022):

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/toolkits/essential-workers.html>

Pandemic Preparedness in the Workplace and the Americans with Disabilities Act:

<https://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplace-and-americans-disabilities-act>

Vaccines for COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html>