

Airport COVID Vaccine Policy


AIPORT COVID VACCINATION POLICY			
Effective Date	17 December 2021	Version	#2
Responsibility	Airport Manager	Cross-Reference	1 Non-Passengers Working in Airport Restricted Areas Interim Order 2 Mandatory Vaccination Policy Interim Order
Approver	Director, Public Works	Appendices	None
Review Schedule	Every IO Revision		

1. Policy Statement

1.1 The Safety and Security of employees and travelers at YPA is of primary importance to Prince Albert Airport and critical to the continued function of Saskatchewan's regional commercial air transportation system. We are committed to conducting our business to ensure compliance with the applicable regulatory measures introduced by Transport Canada and public health authorities. To that end:

Any person who works within or has access to of the following areas of an aerodrome specified in Schedule 2, must be fully vaccinated (unless that person falls within one of the limited exceptions) in accordance with Transport Canadas Interim Order #49 Respecting Certain Requirements for Civil Aviation Due to COVID-19:

1. The air terminal building of an aerodrome;
2. The restricted area of the aerodrome; and
3. An aviation facility at the aerodrome, including but not limited to:
 - i. general aviation and private operator's buildings;
 - ii. flight schools;
 - iii. aviation hangars;
 - iv. aviation suppliers;
 - v. repair facilities;
 - vi. cargo operations and depots/sorting facilities;
 - vii. aerodrome/runway/taxiway maintenance buildings;
 - viii. snow removal and de-icing facilities; and
 - ix. fuel depots.



 Wes Hicks, Director of Public Works (Airport Accountable Executive)

 DEC 17, 2021
 Date

Airport COVID Vaccine Policy

2. Background

- 2.1 Prince Albert Airport has been identified by Transport Canada in Schedule 2 of IO 49 as requiring an airport vaccination policy. Transport Canada has identified Prince Albert Airport as a "Gateway Airport"; defined as gateways through which remote community travelers transit on their way to receive essential services, or from which they board to return home. As such, these gateways are where travelers who may not have a proof of vaccination or valid COVID-19 test result would most likely benefit from being provided with a self-test kit.
- 2.2 While the pandemic has had a devastating impact on Canada's transportation sector, public health measures have been critical to combatting the spread of the virus. Additional measures are needed to ensure the safety and security of Canada's transportation system and facilitate the resumption of safe travel. A requirement for relevant airport employers, employees to be vaccinated at airports will enhance the safety of the Canadian aviation system, and help give Canadians the confidence to resume travel, while still adhering to public health measures.
- 2.3 Given the critical nature of airport operations, airport operators are required to implement mandatory vaccination policy for any person who works within or has access to airport for aviation activities. Airport policies are needed to ensure the safe operation of the aviation system, recognizing that employees critical to support this function must be adequately protected, and that it is not possible to completely isolate operational employees from other employees who have access to the airport environment.
- 2.4 Transport Canada requires this policy to affect relevant aerodrome property such as the terminal building, restricted areas or other facilities used for aircraft operations applicable to IO 49. YPA restricted areas applicable to this policy are;
- Apron I aircraft parking stands 3, 4A & 4B designated for commercial passenger air operations.
 - Terminal boarding gate and airline operational areas.

Appendix A – Diagrams of YPA Restricted Areas (AKA Relevant Aerodrome Property)

- 2.5 Commercial passenger operations at YPA are controlled by the airline staff. All ground handling activities at YPA are done by the main base operations airline staff. All non-main base operations airlines use the main base operations staff for ground handling activities such as aircraft fueling in the restricted areas.
- 2.6 Prince Albert Airport does not provide security staff to control access of restricted areas. Access is controlled via provision of access codes to authorized airport operations. Control of access into the airport (non-sterile) restricted areas are the responsibility of the air operator or lessee tenant. Any incidents of unauthorized access must be reported to the airport operator.
- 2.7 All airport operator employees will comply with the City of Prince Albert Covid-19 Workplace Safety Policy COVID-19-3 that meets or exceeds IO #49. All airport operator contractor will provide COVID Contractor Acknowledgement forms in compliance with the City of Prince Albert Covid-19 Workplace Safety Policy COVID-19-3.

Airport COVID Vaccine Policy

3. Policy Objective

3.1 The objectives of this policy are to:

- Ensure airport safety, and operational continuity of commercial passenger flights
- Ensure regulatory compliance
- Clearly defined expectations and deliverables from relevant employers operating at YPA
- Clearly define the relevant aerodrome properties applicable to this policy
- Define the responsible entities for controlling access of persons into the relevant aerodrome properties (Restricted Areas)
- Define vaccination requirements
- Define the exemption review process
- Define measures for unvaccinated persons; and
- Define proof of vaccination and consequences of non-compliance with the policy

4. Scope

4.1 This Airport policy applies to any persons who works within or has access to aerodrome properties:

1. The air terminal building of an aerodrome;
2. The restricted area of the aerodrome; and
3. An aviation facility at the aerodrome, including but not limited to:
 - I. general aviation and private operator's buildings;
 - II. flight schools;
 - III. aviation hangars;
 - IV. aviation suppliers;
 - V. repair facilities;
 - VI. cargo operations and depots/sorting facilities;
 - VII. aerodrome/runway/taxiway maintenance buildings;
 - VIII. snow removal and de-icing facilities; and
 - IX. fuel depots.

4.2 The following persons are not subject to this policy:

1. Any passengers on a commercial aircraft;
2. Any person who is picking-up or dropping-off individuals at the airport;
3. Any person of the general public visiting the aerodrome property for the purpose of leisure;
4. Any person employed by a federal organization identified in Schedule 3 of IO 49;
5. Any person providing general delivery services to the aerodrome outside of the restricted area; and
6. Any person who is required to make an urgent delivery of supplies, within the restricted area, which is critical for the continuance of normal aviation operations.

Airport COVID Vaccine Policy

5. Adherence to COVID-19 prevention measures and local public health guidelines

- 5.1 This policy in no way overrides the requirement to adhere to prevention measures and local public health orders and guidelines. Prevention measures may be adjusted from time to time as communicated by federal and/or provincial health agencies. Public health orders and guidelines will be adhered to at all times.

6. Employer or Aircraft Operators Responsibilities

- 6.1 All employers providing commercial air service, identified in IO 49, at the Prince Albert Airport must affirm that they have a mandatory vaccine policy in place and that their employees are complying with the policy.
- 6.2 All employers, other than commercial air service providers, that provide services in the restricted area of the airport must affirm they have a mandatory vaccine policy in place and that their employees are complying with the policy.
- 6.3 All employers that are providing services to the flying public in the airport terminal building must affirm they have a mandatory vaccine policy in place and that their employees are complying with the policy. (Food Services, etc.)
- 6.4 Any employer sponsoring an employee for work in the restricted areas, they must ensure that the employee is fully vaccinated.
- 6.5 Any Aircraft Operator based at YPA must ensure that they and their entourage is fully vaccinated.
- 6.5 Employers and Aircraft Operators are to ensure that their employee or entourage is prepared to provide proof of full vaccination to their employer anytime upon request by the airport operator.
- 6.6 If an person is eligible for exemption the employer or aircraft operator must provide this information and must provide verification that testing is occurring twice weekly to the airport operator upon request.

7. Vaccination Requirements

7.1 A person is considered fully vaccinated when:

- have received the full series of an accepted COVID-19 vaccine or a full series of a combination of accepted vaccines; and
- have received their last dose at least 14 full days prior to the day they enter the airport site.

7.2 Accepted COVID-19 vaccines in Canada are:

- Pfizer-BioNTech (Comirnaty, tozinameran, BNT162b2)
- Moderna (Spikevax, mRNA-1273)
- AstraZeneca/COVISHIELD (ChAdOx1-S, Vaxzevria, AZD1222)
- Janssen/Johnson & Johnson (Ad26.COV2.S)

Airport COVID Vaccine Policy

8. Exemption Review Process

- 8.1 In accordance with federal guidance, Prince Albert Airport has the authority to and hereby delegates the exemption review process to employers or aircraft operators at YPA.

9. Measures for Unvaccinated Persons

9.1 Unvaccinated person will not be permitted into the airport restricted area unless:

- They are first responders responding to an emergency.
- There is an emergency repair required in the restricted area and the responder to the repair is unvaccinated. In this case the individual(s) must be escorted by airport staff and all health measures will be adhered to including but not limited to masks and physical distancing.
- They have a valid exemption for an approved medical or religious reason and they have provided their employer with, on a twice weekly basis, either a negative COVID-19 molecular or rapid antigen test result.

10 Positive Test Results

10.1 In the event of a positive test, the non-passenger being tested via rapid antigen must confirm that positive result using a COVID-19 molecular test given the possibility of a false positive. During this confirmation period, the non-passenger would be prevented from entering the restricted area.

10.2 If the COVID-19 molecular test result is positive, the employee may not return to work until 15 days after the test was administered.

11. Proof of Vaccination

11.1 The following documents will be considered proof of vaccination in either digital or paper format:

- Pan-Canadian Proof of Vaccine Certificate
- SK Vaccination Card
- Other Provincial or Territorial Vaccination Card
- The COVID-19 Immunization documentation issued by the health authority at time of vaccination.

12. Consequences of Non-compliance with the Policy

12.1 Non-compliance to this policy will result in immediate removal of restricted area access privileges or removal from the terminal environment.

12.2 Failure to provide proof of vaccination policy when requested by airport operations will result in removal from the airport restricted area and terminal until such time as proof is provided.

12.3 Providing a false or forged vaccination document will result in the removal from the airport restricted area and terminal. These occurrences will also be reported to Transport Canada and could result in an individual fine of up to \$5,000 per violation under the Aeronautics Act, and operators could be fined up to \$25,000 per violation.

Airport COVID Vaccine Policy

13. Privacy of Information

13.1 Prince Albert Airport will not require any personal documentation relating to an individual's vaccination status, only proof that their employer / aircraft operator complies with the vaccination policy.

14. Policy Implementation Milestones

14.1 October 30, 2021

- This policy comes into force
- Employers to provide attestation letter confirming their employees subject to this policy are fully vaccinated or are exempted in line with the regulation.

14.2 November 15, 2021

- Employers approve exceptions on medical or religious grounds and ensure employees conduct two COVID tests per week.
- Employers approve interim exceptions and ensure employees conduct two COVID tests per week. This exception expires no later than 28 January 2022

15. Inquiries

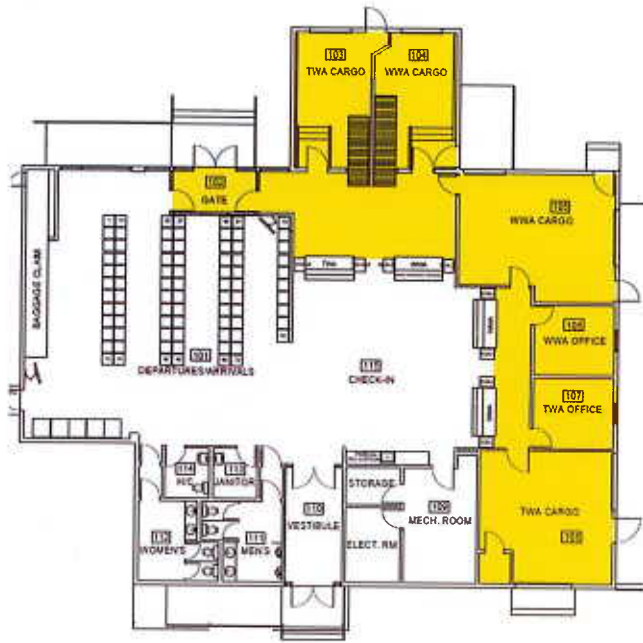
15.1 Inquiries regarding this policy can be directed to the Airport Manager.

16. Amendments (Revision History)

16.1 Amendments to this policy will be published from time to time and circulated to the parties that have responsibility under this policy.

Airport COVID Vaccine Policy

APPENDIX A



AIRPORT TERMINAL RESTRICTED AREAS

Airport COVID Vaccine Policy

