



# GUIDANCE MATERIAL FOR CANADIAN AERODROME OPERATORS & THE CANADIAN AIR TRANSPORT SECURITY AUTHORITY (CATSA)

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## Federal Vaccination Mandate: Managing Non-Passenger Access to the Restricted Area of a Specified Canadian Airport

This guidance material is intended to provide recommendations and guidance on the operationalization of Transport Canada's *Interim Order for Civil Aviation Respecting Requirements Related to Vaccination Due to COVID-19*.

**Important Caveat:** Nothing in this guidance document supersedes any requirement or obligation outlined in Transport Canada's *Interim Order for Civil Aviation Respecting Requirements Related to Vaccination Due to COVID-19*. It is meant to complement these legal documents and provide recommendations and guidance on how to understand and carry out the requirements.



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## Overview

This guidance material, dated May 19, 2022 (V 3.1), replaces the January 28, 2022 version. This iteration includes an administrative update only to reflect that a new Interim Order has been established to house all the measures in place related to the Federal Vaccination Mandate: *Interim Order for Civil Aviation Respecting Requirements Related to Vaccination Due to COVID-19*. All other measures not related to the Federal Vaccination Mandate can be found in the *Interim Order Respecting Certain Requirements for Civil Aviation Due to COVID-19*.

**Note:** This is an administrative update only. As such, there are no changes to the requirements.

## Section 1 – General

### Purpose

The purpose of this guidance document is to outline the requirements under Transport Canada's *Interim Order for Civil Aviation Respecting Requirements Related to Vaccination Due to COVID-19* (Interim Order) as they pertain to vaccination of non-passengers in the air transportation sector as well as the management of non-passengers entering the restricted area of specified aerodromes in Canada (see [Annex A](#) for a list of aerodromes).

Given the need to protect workers in the aerodrome environment, all non-passengers are prohibited from entering the restricted area of specified aerodromes unless they are fully vaccinated.

Advice, guidance, and sample templates have been embedded within this document to help facilitate the implementation of the federal vaccination mandate.

### What is the Federal Vaccination Mandate?

The pandemic has had a devastating impact on Canada's transportation sector. While public health measures, including social distancing and masking, have been critical to combatting the spread of the virus, COVID-19 and its variants continue to pose a significant public health risk to Canadians. Additional measures are therefore needed to ensure the safety and security of Canada's transportation system and facilitate the resumption of safe travel.

To address this, the Government of Canada is requiring vaccination against COVID-19 for federally regulated employees in the transportation sector. Vaccination is one of the most effective tools to reduce the risk of COVID-19 for Canadians, to protect broader public health, and to prevent future outbreaks. A vaccination requirement for the federally regulated air sector enhances the safety of the Canadian aviation system and helps give Canadians the confidence to resume travel, while still adhering to public health measures.



## Section 2 – Application

### Which Non-Passengers Fall Under the Federal Vaccination Mandate?

The Federal Vaccination Mandate applies to the following non-passengers:

- A person entering a restricted area at an aerodrome listed in Schedule 1 of the *Interim Order* from a non-restricted area for a reason other than to board an aircraft for a flight;
- A crew member entering a restricted area at an aerodrome listed in Schedule 1 of the *Interim Order* from a non-restricted area to board an aircraft for a flight operated by an air carrier under Subpart 3, 4 or 5 of Part VII of the Regulations;
- A person entering a restricted area at an aerodrome listed in Schedule 1 of the *Interim Order* from a non-restricted area to board an aircraft for a flight only to become a crew member, after having been a crew member, or to participate in mandatory training required by an air carrier (for those operating under Subpart 3, 4 or 5 of Part VII of the Regulations);
- A screening authority at an aerodrome where persons other than passengers are screened or can be screened;
- The operator of an aerodrome listed in Schedule 1 of the *Interim Order*.

**Note:** As of January 15, 2022, **foreign flight crew are no longer excluded** from the Federal Vaccination Mandate and will be required to be fully vaccinated to access the restricted area.

The following individuals are excluded from the Federal Vaccination Mandate:

- A member of an emergency response provider personnel who is responding to an emergency;  
**Note:** includes all individuals aiding in the emergency.
- A peace officer who is responding to an emergency;
- A holder of an employee identification document issued by a department, agency or corporation listed in Schedule 2 of the *Interim Order* or a member identification document issued by the Canadian Forces (due to an equivalent vaccination policy regime applied to federal public servants);
- A person who is delivering equipment or providing services within the restricted area of the aerodrome that are critical to aerodrome operations;  
**Note:** It is the responsibility of the aerodrome operator to ensure that these individuals, if unvaccinated, limit their interactions with others while on aerodrome property.
- Those who have been granted an exemption (issued in accordance with the aerodrome operator's or company vaccination policy).

**Note:** The United States Customs Border Patrol and Transportation Security Administration officials will be exempt from the Federal Vaccination mandate policy given that they are covered by their equivalent U.S. National Vaccination Policy.



## Section 3 – Obligations of Aerodrome Operators & CATSA

Verification of proof of vaccination for non-passengers is currently in place. All non-passengers, including foreign flight crew, who do not meet the requirements are to be denied entry to the restricted area (unless an exemption applies).

At aerodromes with a Non-Passenger Screening (NPS) Program, in the majority of cases, the Canadian Air Transport Security Authority (CATSA) will perform a random verification of those entering the restricted area of the aerodrome. For those aerodromes without a NPS Program, aerodrome operators will be responsible for the verification process.

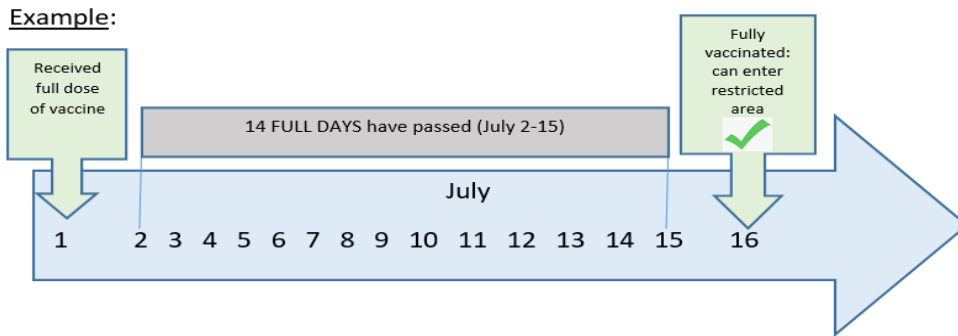
Until all Restricted Area Identity Card (RAIC) holders have had their proof of vaccination verified, CATSA and the aerodrome operators will randomly select non-passengers to verify their digital or paper proof of vaccination, or proof of exemption.

### Verification Obligations

#### Verification Elements for the Proof of Vaccination

CATSA and aerodrome operators must verify the following elements are included in the proof of vaccination document:

- Full name (family name and given name)
- Date of birth
- The type and manufacturer of the vaccine. It must be one of the following, or an acceptable combination of:
  - Pfizer-BioNTech (Comirnaty, tozinameran, BNT162b2) – 2 doses
  - Moderna (mRNA-1273) – 2 doses
  - AstraZeneca/COVISHIELD (ChAdOx1-S, Vaxzervria, AZD1222) – 2 doses
  - Janssen/Johnson & Johnson – 1 dose
  - Sinopharm BIBP (BBIBP-CorV) – 2 doses
  - Sinovac (CoronaVac, PiCoVacc) – 2 doses
  - Bharat Biotech (Covaxin, BBV152 A, B, C) – 2 doses
- The date of last dose  
**Note:** The last dose must have been received at least 14 days prior to the day they are entering the restricted area.



**Note:** The proof of vaccination must have been issued in English or French, otherwise a certified translation is required if it was issued in a language other than English or French.

**Federal Proof of Identification and Provincial Proof of Vaccination**

There may be circumstances in which the name on the proof of identification does not match the name on the provincial or territorial proof of vaccination. For example, in the Province of Quebec a female’s name at birth may appear on the proof of vaccination, while their married name may appear on a federal identification document such as a passport. Other examples include those from remote or Indigenous communities where formal identification can be more challenging to obtain. Please note that CATSA and the aerodrome operator, in these cases, has flexibility to accept a proof of vaccination that does not perfectly match a non-passengers identification document, so long as the individual is able to establish their vaccination credential through other means (e.g., health card or letter from Indigenous community leader).

**Verification Elements for Exemption Documentation**

An exemption can be requested based on medical or religious reasons. The exemption documentation shows that the employer (i.e., aerodrome operator, air operator, or NAV CANADA) has approved the exemption request for a specific non-passenger. For a sample of the forms, see [Annex B](#) (Medical Exemption Request Form) or [Annex C](#) (Religious Exemption Request Form).

When a non-passenger presents their “Confirmation of Exemption by Employer” (issued by their employer) at the screening checkpoint as proof of an exemption (e.g., Part 2 of one of the Exemption Request Forms), CATSA or the aerodrome operator must verify that the document is complete and signed by the employer.

**Declaration Process**

Should a non-passenger forget their documentation, they can enter the restricted area; however, they must sign a declaration stating that they are fully vaccinated or that they have been granted an exemption (see [Annex D](#) for a copy of the declaration form; CATSA will also have copies). They must



show their proof of vaccination or proof of exemption to the aerodrome operator within 7 days of having signed the declaration.

Each time a declaration is signed prior to entering the restricted area, the aerodrome operator must be notified, as soon as feasible, of the person's name and the number or the identifier of the person's document of entitlement.

If a non-passenger does not show their proof of vaccination or proof of exemption to the aerodrome operator within 7 days after signing a declaration, the aerodrome operator must suspend their access to the restricted area until such time that the person provides the evidence.

Records must be kept of each time that the restricted area access of a non-passenger is suspended by recording the following information:

- The person's name;
- The number or identifier of the person's document of entitlement;
- The date of the suspension; and
- The reason for the suspension.

The aerodrome operator must also:

- a) Retain the records for a period of at least 12 months after the day on which the record was created; and
- b) Make the records available to the Minister on request.

If a non-passenger refuses to sign a declaration confirming they are fully vaccinated or that they have been granted an exemption, they must be denied entry to the restricted area.

## **Denial of Entry to the Restricted Area**

CATSA or the aerodrome operator must deny entry into the restricted area to non-passengers who do not provide proof of vaccination, proof of exemption, or to those who fail to sign a declaration in the event they do not have their proof on them at the time of verification.

Each time entry to the restricted area is denied, the aerodrome operator must be notified, as soon as feasible, of the person's name and the number or identifier of the person's document of entitlement.

Records must be kept of each time a non-passenger was denied entry to a restricted area by recording the following information:

- a) The person's name
- b) The number or identifier of the person's document of entitlement, if applicable;
- c) The date on which the person was denied entry and the location of the denial; and
- d) The reason why the person was denied entry to the restricted area.



CATSA or the aerodrome operator must also:

- a) Retain the records for a period of at least 12 months after the day on which the record was created; and
- b) Make the records available to the Minister on request.

## Section 4 – Oversight Mechanisms

### CATSA/Aerodrome Operator’s Oversight Obligations

Oversight mechanisms will be in place in order to ensure that all parties are adhering to the vaccination mandate requirements. CATSA or the aerodrome operator will be required to:

- Submit to Transport Canada upon request, their local operating procedures for random verifications to ensure only non-passengers with proof of vaccination access the restricted area, unless exempt;
- Notify the Minister within 72 hours should they have reason to believe that a non-passenger has provided evidence that is likely to be false or misleading. The person’s name, the number or identifier of the person’s document of entitlement (if applicable), and the reason the screening authority or the aerodrome operator believes that the evidence is likely to be false or misleading must be provided; and
- Ensure that a document of entitlement is only issued to a fully vaccinated person or a person who has been granted an exemption.

### Transport Canada’s Oversight Obligations

Transport Canada will also oversee compliance by conducting inspections and applying enforcement tools, including Administrative Monetary Penalties.

Transport Canada could inspect records upon request and review processes under the *Interim Order*. Non-passengers could be fined up to \$5,000 per violation under the *Aeronautics Act*, and employers could be fined up to \$25,000 per violation.

In addition, issuers of temporary passes who keep records attesting to the vaccination status of temporary pass holders will be subject to Transport Canada inspection of records upon request.





## Annex A – List of Specified Aerodromes in Canada

Non-passengers accessing these aerodromes would be subject to the Federal Vaccination Mandate requirements.

#	Airport Name	ICAO / OACI
1	Abbotsford International	CYXX
2	Alma	CYTF
3	Bagotville	CYBG
4	Baie-Comeau	CYBC
5	Bathurst	CZBF
6	Brandon Municipal	CYBR
7	Calgary International	CYYC
8	Campbell River	CYBL
9	Castlegar (West Kootenay Regional)	CYCG
10	Charlo	CYCL
11	Charlottetown	CYYG
12	Chibougamau/Chapais	CYMT
13	Churchill Falls	CZUM
14	Comox	CYQQ
15	Cranbrook (Canadian Rockies International)	CYXC
16	Dawson Creek	CYDQ
17	Deer Lake	CYDF
18	Edmonton International	CYEG
19	Fort McMurray	CYMM
20	Fort St. John	CYXJ
21	Fredericton International	CYFC
22	Gander International	CYQX
23	Gaspé	CYGP
24	Goose Bay	CYYR
25	Grande Prairie	CYQU
26	Greater Moncton International	CYQM
27	Halifax (Robert L. Stanfield International)	CYHZ
28	Hamilton (John C. Munro International)	CYHM
29	Îles-de-la-Madeleine	CYGR
30	Iqaluit	CYFB
31	Kamloops	CYKA
32	Kelowna	CYLW
33	Kingston	CYGK
34	Kitchener/Waterloo Regional	CYKF
35	La Grande Rivière	CYGL



#	Airport Name	ICAO / OACI
36	Lethbridge	CYQL
37	Lloydminster	CYLL
38	London	CYXU
39	Lourdes-de-Blanc-Sablon	CYBX
40	Medicine Hat	CYXH
41	Montréal International (Mirabel)	CYMX
42	Mont-Joli	CYYY
43	Montréal (Montréal-Pierre Elliott Trudeau International)	CYUL
44	Montreal (St. Hubert)	CYHU
45	Nanaimo	CYCD
46	North Bay	CYYB
47	Ottawa (Macdonald-Cartier International)	CYOW
48	Penticton	CYYF
49	Prince Albert (Glass Field)	CYPA
50	Prince George	CYXS
51	Prince Rupert	CYPR
52	Québec (Jean Lesage International)	CYQB
53	Quesnel	CYQZ
54	Red Deer Regional	CYQF
55	Regina International	CYQR
56	Rivière-Rouge/Mont- Tremblant International	CYFJ
57	Rouyn-Noranda	CYUY
58	Saint John	CYSJ
59	Sarnia (Chris Hadfield)	CYZR
60	Saskatoon (John G. Diefenbaker International)	CYXE
61	Sault Ste. Marie	CYAM
62	Sept-Îles	CYZV
63	Smithers	CYYD
64	St. Anthony	CYAY
65	St. John's International	CYYT
66	Stephenville	CYJT
67	Sudbury	CYSB
68	Sydney (J.A. Douglas McCurdy)	CYQY
69	Terrace	CYXT
70	Thompson	CYTH
71	Thunder Bay	CYQT
72	Timmins (Victor M. Power)	CYTS
73	Toronto (Billy Bishop Toronto City)	CYTZ
74	Toronto (Lester B. Pearson International)	CYYZ



#	Airport Name	ICAO / OACI
75	Toronto/Buttonville Municipal	CYKZ
76	Val-d'Or	CYVO
77	Vancouver (Coal Harbour)	CYHC
78	Vancouver International	CYVR
79	Victoria International	CYYJ
80	Wabush	CYWK
81	Whitehorse (Erik Nielsen International)	CYXY
82	Williams Lake	CYWL
83	Windsor	CYQG
84	Winnipeg (James Armstrong Richardson International)	CYWG
85	Yellowknife	CYZF



## Annex B – Medical Exemption Request Form

### MEDICAL EXEMPTION REQUEST FORM

The person requesting a medical exemption must submit a completed copy of this form in its entirety. All pages must be reviewed and completed by the person to be exempted and/or requester, as well as the required medical doctor or nurse practitioner.

#### **PART I OF MEDICAL EXEMPTION**

##### **Person To Be Exempted**

*Please provide the following concerning the person for which a medical exemption is requested:*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

##### **Requester's Information**

*If the requester is different than the person to be exempted, please complete the following:*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

##### **Provincial / Territorial Government**

*In some cases, a provincial or territorial government may issue a credential to the effect that an individual cannot be vaccinated. The employer can accept this credential code instead of a medical doctor or nurse practitioner attestation. If this situation applies, the person requesting the exemption must select the check box below and present their provincial or territorial credential to their employer for verification.*

- The person requesting a medical exemption is in possession of a provincial or territorial government issued QR code confirming that the person cannot be vaccinated. The employer must verify the QR code prior to granting a medical exemption.



Medical Doctor Or Nurse Practitioner

Medical Statement

I, \_\_\_\_\_ (full name of doctor or nurse practitioner), hereby confirm that the person to be exempted above is unable to be vaccinated due to one of the following reasons:

- Medical contraindications to full vaccination against COVID-19 with mRNA vaccine...
(i) A History of anaphylaxis after previous administration of an mRNA COVID-19 vaccine; and/or
(ii) A confirmed allergy to polyethylene glycol (PEG) which is found in the Pfizer-BioNTech and Moderna COVID-19 vaccines...
Medical reasons for delay of full vaccination against COVID-19 as described by the National Advisory Committee on Immunization. As of September 10, 2021, this may include:
(i) A History of myocarditis/pericarditis following the first dose of an mRNA vaccine; and/or
(ii) An immunocompromising condition or medication that requires waiting to vaccinate when immune response can be maximized...
A medical reason precluding full vaccination against COVID-19 (not covered above), as briefly described. For privacy reasons, please only include information related to why the medical reason precludes full vaccination.

Four horizontal lines for additional information or notes.

Signature: \_\_\_\_\_ Full Name: \_\_\_\_\_



Date: \_\_\_\_\_ Location: \_\_\_\_\_

**Requester's Attestation**

*The following is to be completed by or on behalf of the person requesting a medical exemption:*

I hereby certify that I am/or the person for which a request is made is unable to be vaccinated due to a medical condition:

Signature: \_\_\_\_\_ Full Name: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

**False Or Misleading Information**

It is an offence under section 366 of the [Criminal Code](#) to make a false document, knowing it to be false.

As per the applicable **Interim Order for Civil Aviation Respecting Requirements Related to Vaccination Due to COVID-19**, a person who provides information to a carrier that is known to be false or misleading may also be subject to an administrative monetary penalty or other enforcement action, including prosecution.

**Personal Information**

Personal information you provide in this form will be used for the purposes of determining the qualification of the person identified on this form for medical exemption from the requirements of the applicable **Interim Order for Civil Aviation Respecting Requirements Related to Vaccination Due to COVID-19**. This information may also be shared with Transport Canada for the sole purpose of audit or enforcement.



**PART 2 OF EXEMPTION**

*Important Notice: Only Part 2 of this exemption is to be provided by the employee, upon request, to the Airport Authority, the Canadian Air Transport Security Authority (CATSA) or Transport Canada. Should additional information be required by Transport Canada, a government official will contact the Employer\* directly.*



**Confirmation of Exemption by Employer\***

Employer\* Record Number: \_\_\_\_\_

This is to confirm that \_\_\_\_\_ (full name of the exempted person),  
RAIC/RAP/Temp pass #: \_\_\_\_\_, has an exemption from the mandatory vaccination requirements under the Transport Canada *Interim Order for Civil Aviation Respecting Requirements Related to Vaccination Due to COVID-19*.

Signature: \_\_\_\_\_ Full Name: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone number (day): \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

\* Part 2 is to be completed by the employer or an organization responsible to validate the exemption request in accordance with the applicable airport-wide mandatory vaccination policy.



## Annex C – Religious Exemption Request Form

### RELIGIOUS EXEMPTION REQUEST FORM

The person requesting a religious exemption must submit a completed copy of this form in its entirety. All pages must be reviewed and completed by the person to be exempted and/or requester, as well as by the required commissioner for taking oaths.

#### **PART I OF RELIGIOUS EXEMPTION**

##### **Person To Be Exempted**

*Please provide the following concerning the person for which a religious exemption is requested:*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

##### **Requester's Information**

*If the requester is different than the person to be exempted, please complete the following:*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

##### **Religious Belief(s)**

*Please provide the requested information concerning your religious belief. Note, leaders and members of a number of religions (e.g., Islam, Roman Catholicism, Judaism, Greek Orthodox, Mennonites, Jehovah's Witnesses, Christian Science) have released public statements indicating their support for the COVID-19 vaccine specifically in the interest of public health.*

Name of Religion (if applicable): \_\_\_\_\_





Detailed explanation within the text box of how your religious belief precludes an ability to be vaccinated:

Multiple horizontal lines for text entry.

Requester's Oath or Solemn Affirmation

I hereby make oath or solemnly affirm and say that I am/or the person for which the exemption is requested is unable to be vaccinated because of a sincere religious belief(s).

I hereby make oath or solemnly affirm that all information included in this form is true and accurate.

Signature: \_\_\_\_\_ Full Name: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Signature of Commissioner Of Oaths

The following is to be completed by a commissioner of oaths:

SWORN OR SOLEMNLY AFFIRMED before me at: \_\_\_\_\_ (Municipality)

in \_\_\_\_\_ (Province, State, or Country) on \_\_\_\_\_ (Date)

Signature: \_\_\_\_\_ Full Name: \_\_\_\_\_



**False Or Misleading Information**

It is an offence under section 131 of the [Criminal Code](#) to make a false statement under oath or solemn affirmation, by affidavit, solemn declaration or deposition or orally, knowing that the statement is false. It is further an offence under section 366 of the *Criminal Code* to make a false document, knowing it to be false.

As per the applicable [Interim Order for Civil Aviation Respecting Requirements Related to Vaccination Due to COVID-19](#), a person who provides information to a carrier that is known to be false or misleading may also be subject to an administrative monetary penalty or other enforcement action, including prosecution.

**Personal Information**

Personal information you provide in this form will be used for the purposes of determining the qualification of the person identified on this form for religious exemption from the requirements of the applicable [Interim Order for Civil Aviation Respecting Requirements Related to Vaccination Due to COVID-19](#). This information may also be shared with Transport Canada for the sole purpose of audit or enforcement.



**PART 2 OF EXEMPTION**

*Important Notice: Only Part 2 of this exemption is to be provided by the employee, upon request, to the Airport Authority, the Canadian Air Transport Security Authority (CATSA) or Transport Canada. Should additional information be required by Transport Canada, a government official will contact the Employer\* directly.*

**Confirmation of Exemption by Employer\***

Employer\* Record Number: \_\_\_\_\_

This is to confirm that \_\_\_\_\_ (full name of the exempted person),  
RAIC/RAP/Temp pass #: \_\_\_\_\_, has an exemption from the mandatory  
vaccination requirements under the Transport Canada [Interim Order for Civil Aviation Respecting Requirements Related to Vaccination Due to COVID-19](#).

Signature: \_\_\_\_\_ Full Name: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_



Phone number (day): \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

\* Part 2 is to be completed by the employer or an organization responsible to validate the exemption request in accordance with the applicable airport-wide mandatory vaccination policy.

