



GUIDANCE MATERIAL FOR AIR OPERATORS

Federal Vaccination Mandate

Guidance for Air Operators in managing travellers departing from a Canadian aerodrome

This guidance material is intended to provide recommendations and guidance on the operationalization of Transport Canada's Interim Order, [Interim Order Respecting Certain Requirements for Civil Aviation due to COVID-19, No 44](#).

Important Caveat: Nothing in this guidance document supersedes any requirement or obligation outlined in Transport Canada's Interim Order. It is meant to complement this legal document and provide recommendations and guidance on how to understand and carry out the requirements.

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Overview

This guidance material, dated November 12, 2021, replaces the November 5, 2021 version and addresses the specific air traveller requirements related to the Federal Vaccination Mandate.

SECTION 1 – GENERAL

Purpose

The purpose of this guidance document is to outline the requirements under the Transport Canada *Interim Order* related to Phase 1 of the Federal Vaccination Mandate as it pertains to the management of air travellers. These provisions came into force on October 30 at 03:01 EDT. Advice, guidance, and sample templates are included to support air operators in the implementation of this part of the Federal Vaccination Mandate as applicable. The information in this document concerns travellers departing a Canadian airport (domestic, transborder or international flight). The requirements for inbound international travellers under the Transport Canada *Interim Order* are not expected to change; note that entry eligibility, pre-departure testing, digital submission, and other border conditions must continue in accordance with Public Health Agency of Canada's *Orders in Council*.

This document complements the other guidance material that has been prepared to accompany the COVID-19 response measures. These are available here: [COVID-19 measures, updates, and guidance for aviation issued by Transport Canada](#).

With respect to Phase 2 (expected to come into force beginning on November 30, 2021), further guidance will be provided shortly.

What is the Federal Vaccination Mandate?

The pandemic has had a devastating impact on Canada's transportation sector, and public health measures have been critical to combatting the spread of the virus. However, 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 travellers and crew to be vaccinated in federally regulated air, rail, and marine sectors enhances the safety of the Canadian aviation system, and builds Canadians' confidence to resume travel, while still adhering to public health measures.

Application: Which travellers fall under the Federal Vaccination Mandate?

The Federal Vaccine mandate applies to all of the following travellers:

- All travellers 12 years and 4 months of age and older*, boarding any flight from a specified airport ([Annex A](#)) in Canada;
- **AND**
- All travellers flying on a commercial passenger aircraft (CAR Subparts 701 (outbound), 703, 704 and 705) operated as per the above, including both scheduled and charter flights.

***Note:** A 4 month grace period is allowed under the *Interim Order* in order to ensure that children turning 12 years of age have adequate time to become fully vaccinated. Travellers

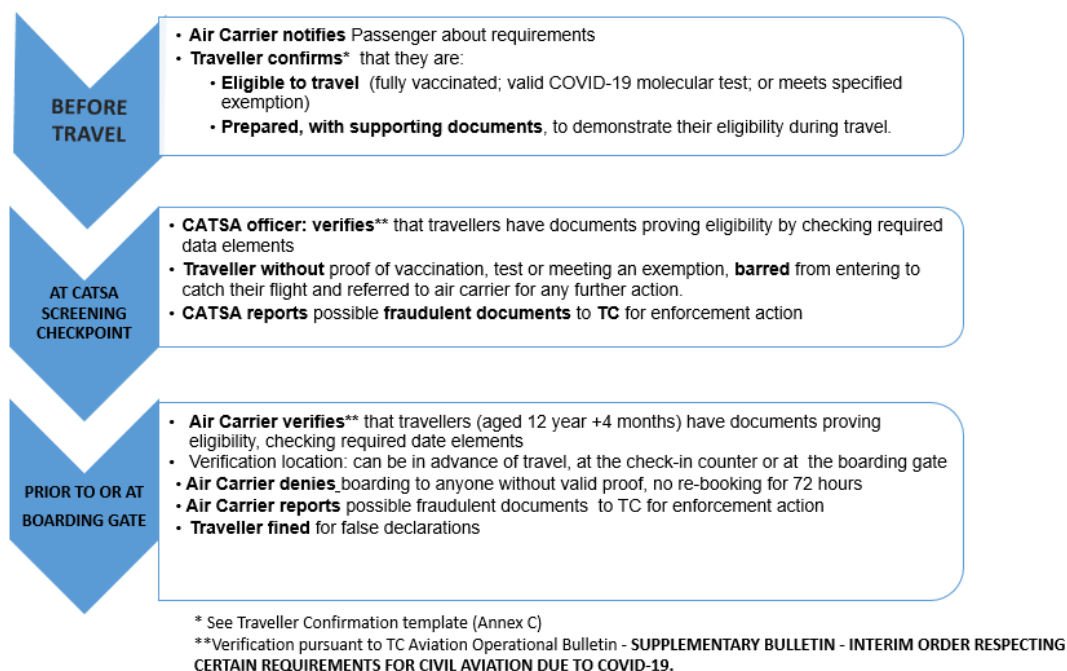
that are younger than 12 years and 4 months old do not fall within the regulatory scope of the *Interim Order* and should not be denied boarding if not fully vaccinated.

Non-applicability: Passengers on board military flights, medevac flights, those on private aircraft (Canadian Aviation Regulations – or CAR - subpart 604), or an aerial work flight operated under CAR 702, do not fall within the regulatory scope of the traveller provisions. Additionally, this does not apply to passengers coming inbound to Canada from an international last point of departure and travelling onward to another international location. Finally, this would not apply in the cases where an aircraft is diverted (for example due to adverse weather, mechanical issues, or others) to a specified airport. However, effective November 15, 2021, operators should note that Transport Canada will be prohibiting anyone from entering the restricted area of a specified airport ([Annex A](#)) unless they are fully vaccinated, or meet the exception criteria laid out in [Section 4](#).

SECTION 2 – SUMMARY OPERATIONAL MODELS – PHASE 1

The following provides a summary of the different operational approaches that can be considered by air operations in the implementation of the Federal Vaccination Mandate requirements as it pertains to travellers. The following models outline, at a high level, various approaches that can be implemented to meet the requirements, specifically as they relate to the verification requirement of proof documentation. It should be noted that additional details related to the verification of proof documents is available in the [SUPPLEMENTARY BULLETIN - INTERIM ORDER RESPECTING CERTAIN REQUIREMENTS FOR CIVIL AVIATION DUE TO COVID-19](#).

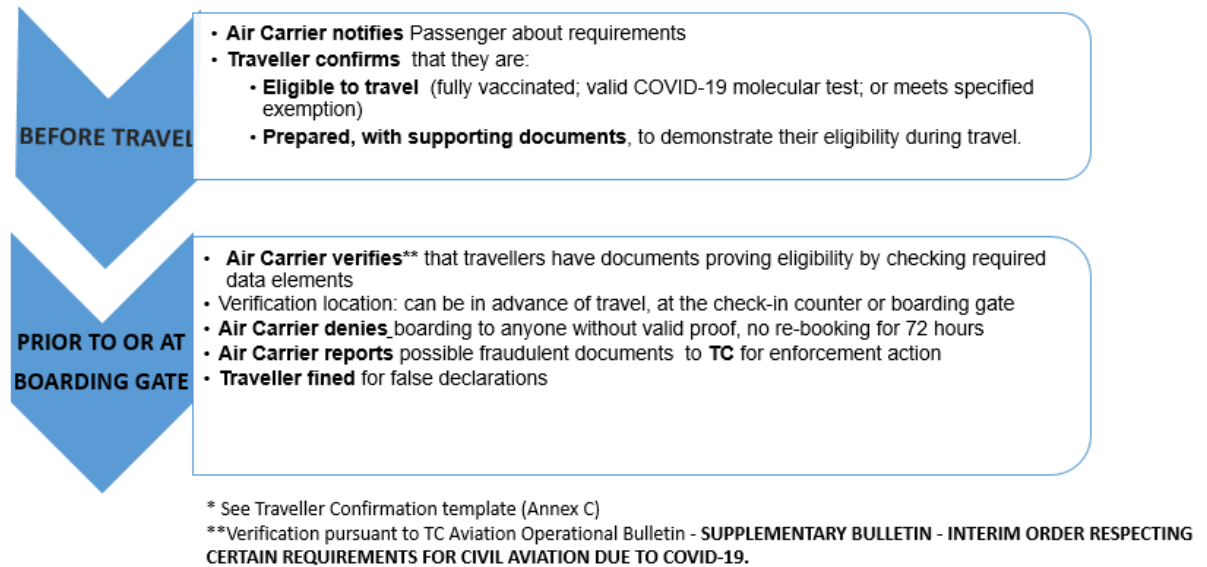
Air Passenger Flow – Model #1 October 31 to November 29



Air Passenger Flow – Model #2

Advanced notification, but no CATSA Screening

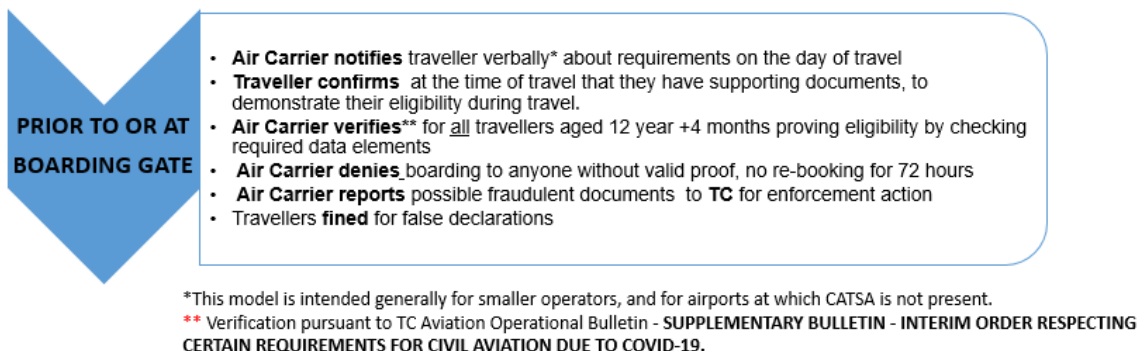
October 31 to November 29



Air Passenger Flow – Model #3

No advanced confirmation

October 31 to November 29



SECTION 3 - OBLIGATIONS OF AIR OPERATORS

Transport Canada is taking a performance-based approach to attain the ultimate objectives of the Federal Vaccination Mandate for air travellers. This will allow air operators – of all sizes - to decide how best to operationalize and achieve the requirements of the mandate, in accordance with their business model.

Summary of Air Operator Obligations in Phase 1 of the Federal Vaccination Mandate pertaining to travellers:

- 1) Notify travellers of the vaccination mandate requirements and what it means for them;
- 2) Implement a process for travellers to confirm their eligibility to board a flight from a specified airport;
- 3) Implement a process to verify eligibility documents consistent with Operational Bulletin - **SUPPLEMENTARY BULLETIN - INTERIM ORDER RESPECTING CERTAIN REQUIREMENTS FOR CIVIL AVIATION DUE TO COVID-19**. Operators will be required to provide details of their notification, confirmation and verification procedure to Transport Canada upon request;
- 4) Deny boarding to travellers who refuse to confirm eligibility or that do not provide documentation to support that eligibility;
- 5) Where relevant, establish a process to manage any traveller that CATSA has re-directed back to the air operator should the traveller fail to provide proof of eligibility at the screening check point and is denied entry into the restricted area; and
- 6) Notify Transport Canada if they believe a traveller is providing false or misleading information/documentation within 72 hours;
- 7) Maintain records of any denials of boarding and provide the information to Transport Canada within 72 hours.

The following outlines the **requirements for PHASE 1 that must be in place by October 30, 2021** pertaining to the management of outbound travellers from a Canadian aerodrome on the specified list in [Annex A](#).

✓ **Notification Requirement:** Air Operators are required to notify affected travellers departing a Canadian aerodrome on the list in [Annex A](#) that they:

- (1) are not allowed to board an aircraft unless they confirm the following:
 - they are fully vaccinated; or
 - they have a valid COVID-19 molecular test result; or
 - they meet an exception.
- (2) must have and carry with them proof of their eligibility, to be provided to the air operator, CATSA or Transport Canada upon request; and
- (3) may be liable to a monetary penalty if they knowingly provide false or misleading information.

Please refer to [Annex B](#), which provides a sample of a notification email that can be sent to travellers to inform them of the vaccination mandate.

- ✓ **Confirmation Process:** Air operators are required to implement a traveller confirmation process which would enable all travellers to confirm :
 - (1) that they have been fully vaccinated per Canada's standard; OR
 - (2) that they have a valid COVID-19 molecular test result; OR
 - (3) that they meet a limited exception.

Please see [Annex C](#) for a sample confirmation template that air operators can use to meet this requirement.

This confirmation process can be done in any manner that the air operator chooses, as long as the requirements noted in the Operational Bulletin - **SUPPLEMENTARY BULLETIN - INTERIM ORDER RESPECTING CERTAIN REQUIREMENTS FOR CIVIL AVIATION DUE TO COVID-19** are met. The various models were also proposed in [Section 2](#). However, Transport Canada strongly recommends that this confirmation be done digitally, well in advance of the traveller physically entering any of the specified airports. This will ensure a smoother travel journey and less logistical issues for the air operator (e.g. rebooking flights, baggage reconciliation, etc.). If this is not feasible, air operators can do the confirmation process verbally at the boarding gate. In all cases, whether done digitally or verbally at the gate, every passenger must make the confirmation (that they are fully vaccinated, **OR** have a valid COVID-19 molecular test result **OR** meet an exception).

Retention requirements: There is currently no regulatory requirement for retention of documented evidence of the passenger confirmation (e.g., retention of digital or paper template for each traveller). However, it will be up to each air operator to be able to demonstrate their confirmation process is being managed to account for all affected travellers. Where information is retained, it must be done so according to [The Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#).

- ✓ **Verification of Proof Documents:** Air operators are required to develop and implement a random verification process to verify the proof that the traveller:
 - (1) has been fully vaccinated per Canada's standard; OR
 - (2) has a valid COVID-19 molecular test result; OR
 - (3) meets a limited exception.

The proportion of traveller eligibility documents that operators must verify will vary in accordance with the selected operation model. In addition, operators should note that the percentage of random verification will be set according to the Operational Bulletin - **SUPPLEMENTARY BULLETIN - INTERIM ORDER RESPECTING CERTAIN REQUIREMENTS FOR CIVIL AVIATION DUE TO COVID-19**.

Air operators should note that over the course of Phase 1, the percentage of random verification will be rapidly increased. Air operators need to work rapidly towards automated verification ahead of the traveller journey where possible, leveraging the secure pan-Canadian, standardized proof of vaccination that will be available in all provinces and

territories shortly. CATSA random verification is being implemented as an interim measure only, and operators will be required to incorporate this into their operating models.

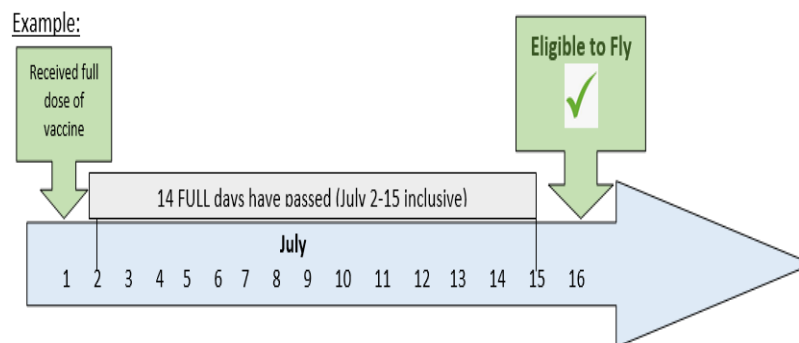
Verification - Elements for the proof of vaccination

Types of acceptable proof of vaccination include:

- Paper;
- Digital; and
- For travellers connecting from an international to domestic flight, an ArriveCAN receipt with immunization status denoted **or** their boarding pass (see [Section 5](#)).

Air Operators are required to verify the following elements, for all travellers 12 years and 4 months of age and older:

- Full name (family name and given names) of the person who received the vaccine;
- The name of the government / non-government entity who issued the proof document;
- 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 Spikevax (mRNA-1273) – 2 doses
 - AstraZeneca Vaxzevria/COVISHIELD (ChAdOx1-S, AZD – 2 doses
 - Janssen/Johnson & Johnson (Ad26.COV2.S) – 1 dose
- The date the traveller received their last dose. This date must be at least 14 full days prior to their date of travel. For example, if the last dose was administered on Thursday July 1, then Friday July 16 would be the first day that the traveller would meet the 14 day condition)



Note: the proof of vaccination must have been issued in English or French or 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 the air operator, in these cases, has flexibility to accept a proof of vaccination that does not perfectly match a traveller's identification documents, so long as the traveller is able to establish their vaccination credential through other means (e.g., health card or letter from Indigenous community leader).

Verification Elements for the COVID-19 molecular test (in lieu of proof of vaccination)

A COVID-19 molecular test is defined within Transport Canada's Interim Order as a COVID-19 screening or diagnostic test carried out by an accredited laboratory, including a test carried out by the method of polymerase chain reaction (PCR) or reverse transcription loop-mediated isothermal amplification (RT-LAMP). For a list of tests that are considered molecular tests, please consult the "Accepted Types of Tests" section that can be found on the following webpage: <https://travel.gc.ca/travel-covid/travel-restrictions/flying/covid-19-testing-travellers-coming-into-canada>.

Air operators would need to verify that the following elements are included in the COVID-19 molecular test result for unvaccinated travellers age 12 (and 4 months) and older:

- If the test result is **negative**, it must be dated within 72 hours of the traveller's scheduled departure time at a specified Canadian aerodrome;
- If the test result is **positive**, it must be dated at least 14 days before but not more than 180 days prior to the traveller's scheduled departure at a specified Canadian aerodrome (e.g., the traveller would be eligible to travel on day 15 after their test was administered, since 14 days have passed). This accounts for those that had contracted COVID-19, have recovered, but may still be testing positive due to lingering amounts of the virus in their system.

Reporting to Transport Canada: False or Misleading Information

If the air operator suspects that the traveller has provided false or misleading information as it relates to either the proof of vaccination document or the COVID-19 molecular test result, the operator is to notify Transport Canada within 72 hours. The following information is to be included:

- the person's name
- contact information (home address, telephone number, email address)
- date and flight number
- description of the potential non-compliance issue

Please see [Annex D](#) for a summary of air operator reporting requirements related to a **traveller providing false or misleading information.**

- ✓ **Providing proof of Eligibility Process to Transport Canada** – Air operators must select an operational verification model in accordance with Operational Bulletin - **SUPPLEMENTARY BULLETIN - INTERIM ORDER RESPECTING CERTAIN REQUIREMENTS FOR CIVIL AVIATION DUE TO COVID-19**. Upon request, operators will be required to indicate the model selected and demonstrate how their process is meeting the minimum threshold for verifying travellers' proof of eligibility documents.
- ✓ **Liaise with CATSA** – Air operators must establish a process for CATSA to be able to re-direct travellers back to the air operator should they fail to meet the requirements at the screening check point and are denied access to the restricted area of an airport.
- ✓ **Denial of Boarding** – Air operators are required to deny boarding to any traveller who:
 - (1) refuses to confirm that they are fully vaccinated, have a valid COVID-19 molecular test result or that they meet an exception; or
 - (2) who fails to provide their proof of vaccination, evidence of a valid COVID-19 molecular test result, or proof that they meet an exception, when requested.

Notification of 72 hour window: Should a traveller be denied boarding due to failure to comply to a requirement under the *Interim Order* pertaining to the Federal Vaccination Mandate, the air operator is to inform the traveller that they are not able to board another flight from any of the specified Canadian aerodromes for 72 hours, and that Transport Canada will be notified. Please see [Annex E](#) for a sample letter that can be issued to the traveller to make this notification.

Air operators must also keep a record of any denials of boarding due to lack of proof of vaccination or valid COVID-19 molecular test result. Records are to be made available to Transport Canada on request and retained for at least 12 months.

The records must include:

- Person's name;
- Contact Information (home address, telephone number and email address);
- Date and flight number; and
- Circumstances related to the refusal to comply.

Please see [Annex D](#) for a summary of air operator reporting requirements related to denial of boarding or denying access to a restricted area.

SECTION 4 - EXCEPTIONS/ACCOMMODATIONS TO THE FEDERAL VACCINATION MANDATE

During Phase 1 (October 30, 2021 to November 29, 2021), there are a few limited exceptions to the requirement for a traveller to be either fully vaccinated or have a valid COVID-19 molecular test. These exceptions are noted directly with the *Interim Order*:

- 1) **Foreign Flight Crew:** during phase 1 (from October 30, 2021 to November 29, 2021), foreign flight crew are exempt from having to be fully vaccinated, when deadheading or repositioning on a different airline. Additionally, if foreign flight crew are travelling to take mandatory training they are also part of this exception. To be considered for this exception foreign crew must show their airline ID, be in uniform, or have documentation from their employer (i.e. air operator) confirming that they are in fact foreign flight crew or travelling to become crew. Please see [Annex F](#) or a letter that can be used to identify foreign crew members in these specific cases.
- 2) **International to Domestic Travel:** In some cases, travellers who arrive in Canada from an international or transborder last point of departure may have pre-departure tests that have expired or may not have proof of vaccination based on the Public Health Agency of Canada entry requirements, as outlined in the Orders in Council. For these travellers, both vaccinated and unvaccinated, if their itinerary can demonstrate continuous travel (same 24 hour period as their international inbound flight), they will be allowed to use: (1) their boarding pass (from their inbound journey); or (2) their ArriveCAN receipt as an alternative form of proof on the domestic leg of their journey in lieu of proof of vaccination or a COVID-19 molecular test result that meets the required criteria.

Proof documents that can be used:

- 1) **ArriveCAN receipt:** For those travellers with an ArriveCAN receipt, air operators can verify that the traveller has a receipt as their proof since their vaccination status is indicated on the receipt. Additionally, they will have already shown their valid COVID-19 molecular test result in order to fly to Canada, as well as on arrival, and undergone testing upon arrival as determined by Border Officials. See [Annex F](#) for sample ArriveCAN receipts.
- OR**
- 2) **Boarding Pass:** Air operators can verify that the traveller's boarding pass indicates that the last leg of their flight inbound to Canada is within 24 hours of their scheduled departure time of their domestic flight.

For example: a traveller flying from London, England at 06:00 arriving in Toronto at 12:00, and then connecting to a flight from Toronto to Ottawa at 17:00, would be allowed onward travel and would simply need to show their boarding pass as proof since their inbound flight was at 06:00, and their connecting domestic flight is at 17:00 (within 24 hours).

In addition to the exceptions noted within the Interim Order, Transport Canada is also issuing the following **exemptions** (e.g., outside of the *Interim Order*). Please note that official details are available in each specific exemption document that is available in Transport Canada's Secure Supply Chain Information Management System (SSCIMS). Should you require access to SSCIMS, please contact the Aviation Security inbox: TC.AviationSecurity-Sureteaerienne.TC@tc.gc.ca.

- 1. Inmates / Deportations / Extraditions** – In the case where an inmate or person subject to an extradition or deportation order needs to board a flight at a specified airport (see [Annex A](#) for the list of specified airports), they could be exempted from the requirement to be fully vaccinated or to present a COVID-19 molecular test result as a last resort, after they refused to confirm that they are fully vaccinated or have done a molecular COVID-19 test. They must follow all other COVID-19 measures that are in place such as: must be asymptomatic; wearing a facemask, and confirming that they: do not have or suspect they have COVID-19; have not been denied boarding in the past 14 days for a medical reason related to COVID-19; and are not currently supposed to be quarantining based on the direction of local or provincial health orders. If they refuse to provide the confirmation themselves, their escort will provide the information to the air operator that they are an inmate/subject to an extradition or deportation order, have refused vaccination and/or a COVID-19 molecular test result, and confirmed to the air operator what they are refusing to confirm to be allowed on board. For specific details please refer to **Aviation Security exemption No. C2021-138 - Boarding of persons in Canadian Correctional Service, Canadian Border Services or Law Enforcement Agency/ police force custody, including inmates and those subject to an extradition or deportation order, who have not been vaccinated and who refuse to submit to molecular COVID-19.**
- 2. Other exemptions** – the following cohorts of travellers are considered exempt from the requirement to be fully vaccinated or provide a COVID-19 molecular test result, due to the contextual circumstances. These include:
 - Child custody arrangements - where children are travelling and are unvaccinated, without a COVID-19 test result, per the arrangement set out in a custody agreement.
 - Medical emergencies for remote communities – in the event of a life threatening situation, a traveller from a remote community will be exempt from the requirement to be fully vaccinated or to provide a pre-departure COVID-19 test result. A medical document outlining the situation will be required from a licensed medical practitioner.
 - Exemption for 14 day directed quarantine – in the instance where a traveller must adhere to a 14 day quarantine prior to entering a specific province or territory (e.g., Nunavut), they are exempt from the requirement to be fully vaccinated or having to present a COVID-19 molecular test result since they will have quarantined for a sufficient period of time to significantly reduce the possibility of exposing others to COVID-19.

- Exemption when passengers do not disembark the aircraft (for remote communities) – if travellers from a remote community are on a flight that makes stops at specified airports, but the travellers do not disembark from the plane, they are not required to show proof of vaccination or have a valid COVID-19 molecular test result to board their flight.

For more details, please see **Aviation Security Exemption C2021-128 - Specific cohorts of individuals who have not been vaccinated and who do not have a COVID-19 molecular test result.**

3. **Remote Communities (self – administered testing procedure)** – During Phase 1 (October 30, 2021 to November 29, 2021), an exemption will be provided to those travelling to and from remote communities that are unvaccinated and not able to present a valid COVID-19 molecular test result in order to obtain essential services, obtain medical care, or for social welfare reasons. These travellers will be authorized to take a rapid self-administered COVID-19 molecular test at the airport, prior to any onward domestic travel, or when they are returning to their remote community. The air operators will be required to attest that they have seen the negative COVID-19 molecular test result and they will provide the traveller with a document that indicates the test result will be valid for 72 hours. If the test result is positive, they are to be denied boarding. For more details, please see **Aviation Security Exemption C2021-129 – Individuals from a remote community in Canada who have not been vaccinated and who do not have a COVID-19 molecular test result when boarding a flight operated within Canada – When using COVID-19 rapid self-administered molecular tests** and the Guidance for Industry regarding COVID-19 self-test kits for passengers travelling to and from remote locations, that is available on SSCIMS.
4. **Remote Communities (lack of availability of test kits)** – in the instance where a traveller is travelling to or from a remote community, and is not fully vaccinated or in possession of a COVID-19 molecular test result, and no rapid test kits are available at the airport, they are exempt and can continue their journey. For more details, please see **Aviation Security Exemption C2021 – 131 Individuals from a remote community in Canada who have not been vaccinated and who do not have a COVID-19 molecular test result when boarding a flight operated within Canada – When no COVID-19 rapid self-administered molecular tests are available** and the Guidance for Industry regarding COVID-19 self-test kits for passengers travelling to and from remote locations, that is available on SSCIMS.
5. **Data Elements for Proof of Vaccination** an exemption is in place to November 30, 2021 (subject to change) to allow air operators to board travellers if they show proof of vaccination from their respective province or territory (or designated entity who issued the proof of vaccination), even if their proof of vaccination does not contain all of the necessary data elements as required by the Interim Order (i.e. name, issuing body, type of vaccine, and date the final dose of the regimen was administered). This is to allow for travellers adjusting to the new vaccination mandate and for a transition period as provinces and territories make the new Canadian proof of vaccination available. In the event that traveller presents a proof of vaccination, but without all the required data elements, the air operator is not required to

deny boarding of the individual on any flight leaving Canada for the 72-hour period. The air operators will be required to record these instances and provide this information to Transport Canada, as per the specifications in the exemption document. For more details, please refer to **Aviation Security Exemption C2021-130 - Individuals with a Proof of Vaccination that does not have all of the necessary data elements**.

SECTION 5 - AIR OPERATOR ASSISTANCE

The following are different ways to seek assistance from Transport Canada as the requirements under the federal vaccination mandate are being operationalized.

Circumstance	Contact Information
General air operator questions (non-urgent)	Aviation Security inbox: TC.AviationSecurity-Sureteaerienne.TC@tc.gc.ca
Urgent issue happening on the ground and your Air Operator's HQ/Support Center doesn't have an answer	Contact the Transport Canada Situation Centre: 1-888-857-4003
Where to direct your travellers for information or to ask questions	Service Canada: 1-800-O-CANADA (1-800-622-6232) This link can also be provided to direct travellers to Service Canada: https://www.canada.ca/en/contact/contact-1-800-o-canada.html

ANNEX A – LIST OF SPECIFIED AIRPORTS IN CANADA

List of Specified Airports		
#	Airport Name	ICAO
1	Abbotsford	CYXX
2	Alma	CYTF
3	Bagotville	CYBG
4	Baie-Comeau	CYBC
5	Bathurst	CZBF
6	Brandon	CYBR
7	Calgary International	CYYC
8	Campbell River	CYBL
9	Castlegar	CYCG
10	Charlo	CYCL
11	Charlottetown	CYYG
12	Chibougamau / Chapis	CYMT
13	Churchill Falls	CZUM
14	Comox	CYQQ
15	Cranbrook	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	Grand Prairie	CYQU
26	Greater Moncton International	CYQM
27	Halifax (Robert L. Stanfield International)	CYHZ
28	Hamilton	CYHM
29	Iles-de-la-Madeleine	CYGR
30	Iqaluit	CYFB
31	Kamloops	CYKA
32	Kelowna	CYLW
33	Kingston	CYBK
34	Kitchener / Waterloo Regional	CYKF
35	La Grande Rivière	CYGL
36	Lethbridge	CYQL
37	Lloydminster	CYLL
38	London	CYXU
39	Lourdes-de-Blanc-Sablon	CYBX

40	Medicine Hat	CYXH
41	Mont-Joli	CYYY
42	Montreal-Pierre Elliott Trudeau International Airport	CYUL
43	Nanaimo	CYCD
44	North Bay	CYYB
45	Ottawa (Macdonald-Cartier International)	CYOW
46	Penticton	CYFF
47	Prince Albert	CYPA
48	Prince George	CYXS
49	Prince Rupert	CYPR
50	Québec International (Jean Lesage International)	CYQB
51	Quesnel	CYQZ
52	Red Deer Regional	CYQF
53	Regina	CYQR
54	Rivière-Rouge (Mont-Tremblant International)	CYFJ
55	Rouyn-Noranda	CYUY
56	Saint John	CYSJ
57	Sarnia (Chris Hadfield)	CYZR
58	Saskatoon (John G. Diefenbaker International)	CYXE
59	Sault Ste. Marie	CYAM
60	Sept-Îles	CYZV
61	Smithers	CYYD
62	St. Anthony	CYAY
63	St. John's International	CYYT
64	Stephenville	CYJT
65	Sudbury	CYSB
66	Sydney	CYQY
67	Terrace	CYXT
68	Thompson	CYTH
69	Thunder Bay	CYQT
70	Timmins	CYTS
71	Toronto (City Centre)	CYTZ
72	Toronto (Lester B/ Pearson International)	CYYZ
73	Toronto/Buttonville Municipal	CYKZ
74	Val-d'Or	CYVO
75	Vancouver International	CYVR
76	Victoria International	CYYJ
77	Wabush	CYWK
78	Whitehorse International	CYXY
79	Williams Lake	CYWL
80	Windsor	CYQG
81	Winnipeg (James Armstrong Richardson International)	CYWG
82	Yellowknife	CYZF

ANNEX B – SAMPLE EMAIL TO TRAVELLERS

Subject: Federal Vaccine Mandate – all travellers must be vaccinated to board a plane at Canadian airports

Hello,

Thank you for booking your flight with [insert name of air operator].

As announced by the Government of Canada, as of October 30, 2021 all travellers 12 years and 4 months of age and older that are departing a Canadian Airport, for travel within Canada or abroad, must be fully vaccinated in order to enter the restricted area of an airport and subsequently to board their flight, with limited exceptions.

To be considered fully vaccinated, you must have been vaccinated with one of the Public Health Agency of Canada's approved vaccine regimens. Please refer to the following link: [COVID-19 Vaccines: Authorized vaccines - Canada.ca](#) for more information.

Proof of vaccination will be required during your travel journey, so be sure to have your documentation readily available. The documentation can be digital or in a paper form; however, you are encouraged to have a paper copy as a back-up to your digital proof. If you do not have proof of vaccination you risk being denied boarding.

Please note that for the brief transition period, between October 30, 2021 and November 29, 2021, travellers are permitted to provide proof of a valid COVID-19 molecular test result in lieu of proof of vaccination.

In all cases, travellers must either confirm that they are either a) fully vaccinated; b) have a valid COVID-19 molecular test result; or c) meet a limited exception.

Travellers who knowingly provide false or misleading information may be subject to a monetary penalty.

[Note: air operators to determine how they will ask travellers to confirm they are eligible to travel, in accordance with the models set out in Operational Bulletin - [SUPPLEMENTARY BULLETIN - INTERIM ORDER RESPECTING CERTAIN REQUIREMENTS FOR CIVIL AVIATION DUE TO COVID-19](#)]

Please visit the travel.gc.ca website for more details.

ANNEX C – SAMPLE CONFIRMATION TEMPLATE

<<Insert Company Logo here>>

PROTECTED A (when complete)

<<Insert Air Operator Address here>>

Federal Vaccine Mandate – Passenger Confirmation Template

Under Transport Canada requirements, travellers must confirm their eligibility to board a flight from a specified airport in Canada (*Interim Order Respecting Certain Requirements for Civil Aviation Due to COVID-19*). **Travellers must have the appropriate documents to prove this eligibility prior to entering the secure area of the airport and/or boarding a flight.**

Section 1: Routing/Traveller Details

Flight number	Date of departure
---------------	-------------------

Complete the table below with the names of all travelers, aged 12 (+ 4 months) and older, travelling under the same reservation and flight number:

Name of Traveller:	Name of Traveller:
Name of Traveller:	Name of Traveller:
Name of Traveller:	Name of Traveller:
Name of Traveller:	Name of Traveller:

Section 2: Privacy and Information Sharing

Your privacy is important to us. Please note that [*name of air operator/company name*] will handle your personal information in accordance with applicable privacy legislation. The personal information in this form may be provided to and used by Transport Canada for the purpose of audit and enforcement. The Minister of Transport may collect this personal information pursuant to the *Aeronautics Act* and the *Interim Order Respecting Certain Requirements for Civil Aviation Due to COVID-19*. In the event that any personal information is provided to Transport Canada, it will only be used and disclosed by Transport Canada in accordance with the *Privacy Act*. The personal information collected, as well as its

use, disclosure and retention is described in the personal information bank entitled TC PPU 015 and other applicable personal information banks which are published on Transport Canada's [Info Source page](#). Given that the applicable Personal Information Banks are currently being modified and/or developed, please visit the following website for more information: [X]. Under the provisions of the *Privacy Act*, individuals have the right of access to, correction of and protection of their personal information. Instructions for obtaining personal information are provided in Info Source, a copy of which is available in major public and academic libraries or online at <http://infosource.gc.ca>. Individuals who wish to exercise their right to complaint under the *Privacy Act* about the handling of their personal information may do so by filing a complaint with the [Office of the Privacy Commissioner](#). For more detailed information on how [name of air operator/company name] processes your personal information, please visit [name of air operator/company name's] privacy policy at [link to air operator/company name's privacy policy].

Section 3: Confirmation and Acknowledgement by a Traveller 16 years of age and older.

I, _____, hereby confirm the information contained in Section 1 is accurate, and acknowledge that:

- (1) The traveller(s) listed in Section 1 are fully vaccinated in accordance with the *Interim Order*, and will carry valid proof **or**
- (2) The traveller(s) listed in Section 1 have evidence of valid¹ COVID-19 molecular test results prior to their initial scheduled aircraft departure time; **or**
- (3) The traveller(s) fall under one of the exempt categories:
 - a. international traveller authorized to enter Canada under an order made under section 58 of the *Quarantine Act* and who boards an aircraft for a flight in Canada within 24 hours of the time of departure of their inbound flight to Canada; or
 - b. an individual who is a foreign crew member of a commercial passenger aircraft and who is boarding a flight only to become such a crew member, repositioning or to conduct mandatory training required by their employer.

¹ A valid test can be either a: a) a negative result for a COVID-19 molecular test that was performed on a specimen collected no more than 72 hours before the aircraft's initial scheduled departure time; or b) a positive result for such a test that was performed on a specimen collected at least 14 days and no more than 180 days before the aircraft's initial scheduled departure time.

IMPORTANT NOTICE:

A person who provides information to an air operator that is known to be false or misleading may be subject to an administrative monetary penalty or other enforcement action, including prosecution under the *Criminal Code*.

During travel, each traveller must carry with them the necessary proof to demonstrate, upon request, compliance with the above-noted *Interim Order*

Signature of Traveller

Date

Annex D – AIR OPERATOR REPORTING REQUIREMENTS

As per Interim Order 44, Transport Canada must be notified in the following instances:

	SCENARIO 1	SCENARIO 2
	False or misleading confirmation or evidence related to a COVID-19 test result or proof of vaccination	<p>Traveller is denied boarding / denied access to the restricted area</p> <p>PART A</p> <p>- To be made available to the Minister on REQUEST as per 17.16(3)</p> <p>PART B</p> <p>- To be made available to the Minister on REQUEST as per 17.17(3)</p>
By Whom?	Air Operator	Air Operator
Contact Information/To Whom?	<p>Transport Canada</p> <p><u>tc.sitcenhq-centredinterventionac.tc@tc.gc.ca</u></p>	<p>Part A & B</p> <p>Transport Canada</p> <p><u>tc.sitcenhq-centredinterventionac.tc@tc.gc.ca</u></p>
Details Required	<ul style="list-style-type: none"> - Name - Contact information - Person's flight number and date - Details of the false/misleading information 	<p>Part A</p> <ul style="list-style-type: none"> - Number of incidences of denial in a 72 hr period - Reason for denial (No proof provided or Incomplete (showing only partial vax or wrong test)) <p>Part B</p> <p>For each of the incidences reported in Part A, should be able to provide a detailed record including:</p> <ul style="list-style-type: none"> - person's name - contact information (home address, telephone number and email address) - flight date and number

		- Grounds for denial
Time Limit	Within 72 hours of the occurrence	Part A Upon request ONLY Part B Upon request ONLY
Retention	None	12 months after the date of the flight
Notes	<p>The air operator is to make every effort to obtain the required information.</p> <p>If the traveller is not able/unwilling to provide required information, the air operator is to make note in their report that this information was requested but the traveller refused to provide the required information.</p>	<p>The air operator is to make every effort to obtain the required information.</p> <p>If the traveller is not able/unwilling to provide required information, the air operator is to make note in their report that this information was requested but the traveller refused to provide the required information.</p>

ANNEX E – SAMPLE LETTER TO TRAVELLER

The following can be used to notify the traveller that they are not able to board a plane / enter the restricted area of an airport within Canada for 72 hours since they have failed to comply with one or more provisions under the Transport Canada *Interim Order* related to Federal Vaccination Mandate.

[Letterhead of Air Operator]

[Insert Date of Letter]

RE: Note for Traveller – unable to board a flight from a Canadian Airport for 72 hours

To [insert traveller's name],

Please be advised that since you have failed to comply with one or more of the following provisions under the Transport Canada *Interim Order*, you are not allowed to board a flight or to enter the restricted area of an airport in Canada for the next 72 hours from the time of your originally scheduled flight:

- 1) Failure to confirm eligibility to board;
- 2) Failure to show proof documents for one of the following:
 - Proof of being fully vaccinated; OR
 - Proof of a valid COVID-19 molecular test result; OR
 - Proof that an exception applies.

Transport Canada has been notified of your failure to comply with one or more of the requirements.

Should you have any further questions, please consult travel.gc.ca for more information on the requirements to board a flight at a Canadian airport, or for general information on travel restrictions related to COVID-19.

Thank you,

[Appropriate contact info for Air Operator]

ANNEX F – TEMPLATE LETTER FOR FOREIGN CREW

The following letter can be used to identify foreign crew in the instances that they are repositioning or travelling to attend training. Alternatively other means such as air operator ID will also be accepted.

[Letterhead of Air Operator]

[Insert Date of Letter]

Re: Confirmation of Air Crew Members

To Whom It May Concern,

This letter is to confirm that [Name on Crew Identification] is a member of the air crew of [Name of Air Operator] by virtue of their position as [Crew Member's Title]. The person is travelling on active duty, or is traveling to or within Canada to begin active duty (i.e. repositioning to become crew or are travelling to attend training).

Please process them under any relevant exceptions related to the Federal Vaccination Mandate for air crew during Phase 1 (October 30, 2021 to November 29, 2021):

- Being exempt from the requirement to present proof of vaccination; and
- Being exempt from the requirement to provide a COVID-19 molecular test result;

They are considered an essential worker, crucial to the movement of goods and people and their travel is associated with this work.

Should you require any additional information, please do not hesitate to contact me at the coordinates listed below.

Thank you,

[Name of Supervisor/Manager]

[Telephone Number of Supervisor/Manager]

[Email of Supervisor/Manager]

ANNEX G – SAMPLE ARRIVECAN RECEIPT

Mobile Receipt:

The screenshot shows the ArriveCAN mobile app interface. At the top, it says "ArriveCAN Receipt" with a close button. Below that, it instructs the user to show the receipt prior to boarding their flight. The receipt is for Vancouver International Airport (YVR) on 2021-07-29 at 9:41 AM. The main receipt code is RB1234, valid until 2021-07-29 at 10:26:01. Below this, it lists four travellers: Joseph Smith (RB1234-1) with an 'I' icon, Stephanie Smith (RB1234-2) with 'S', 'Q', and 'V' icons, Maggie Smith (RB1234-3) with a 'V' icon, and William Smith (RB1234-4).

Printed from the website:

The screenshot shows the ArriveCAN receipt printed from the website. It features the Government of Canada logo and the text "ArriveCAN Receipt". It explains that the receipt is a confirmation of successful submission and provides instructions on how to use it. It lists two travellers: J Smith (DEXHWT-1) who is immunized, and M Smith (DEXHWT-2) who has a vaccination document. The receipt reference code is DEXHWT and the date/time is 2021-06-23T06:36:00-04:00. It also provides a link for more information: <http://Canada.ca/ArriveCAN>.

Printed Receipt:

Your ArriveCAN receipt

Show your receipt prior to boarding your flight, and to the Border Services Officer upon entry. Your receipt will also be emailed to you.

The screenshot shows the printed ArriveCAN receipt. It features a large receipt code E0MMCC, valid until 2021-08-15 at 10:36 AM. Below this, it lists one traveller: Joseph Smith (E0MMCC-1) with 'S', 'Q', and 'V' icons. At the bottom, there are "Done" and "Print" buttons, and a note: "Please print this page and bring it with you when you travel."