



DIRECTIVE	NUMBER: D096	PAGE: 1	OF: 3
EFFECTIVE: 11/08/2021	REPLACES: N/A		
APPROVED BY: Vice-President, Corporate Services, General Counsel and Corporate Secretary	APPROVED ON: 10/29/2021		
OWNER: Vice-President, Corporate Services, General Counsel and Corporate Secretary			
<b>DIRECTIVE ON COVID-19 MANDATORY VACCINATION FOR VISITOR IN THE WORK PLACE</b>			

## 1. General

**Objective(s)** CATSA has issued a COVID-19 Mandatory Vaccination Policy applicable to its employees. Further to the commitments outlined in that policy, this directive provides instructions and establishes controls for the verification of COVID-19 Mandatory Vaccination for Visitors entering a CATSA Work Place

**Definitions** **“Proof of Vaccination”** means a paper or electronic record issued by the government of the province, territory or country confirming administration of a COVID-19 vaccine.

**“Vaccinated”** are People vaccinated in Canada are considered fully vaccinated 14 days after they have either:

- Received both doses of a Health Canada authorized vaccine that requires 2 doses to complete the vaccination series (as of September 16, 2021): Pfizer-BioNTech Comirnaty COVID-19 vaccine, Moderna Spikevax COVID-19 vaccine, or AstraZeneca Vaxzevria COVID-19 vaccine.
- Received mixed dose vaccination series are accepted as long as it aligns with NACI Recommendations on the use of COVID-19 vaccines.
- Received 1 dose of a Health Canada authorized vaccine that only requires 1 dose to complete the vaccination series (as of September 16, 2021): Janssen (Johnson & Johnson) COVID-19 vaccine.

**“COVID-19 Vaccine”** or **“Vaccination(s)”** means one or more COVID-19 vaccines approved by Health Canada.

**“Visitor”** means any person other than a CATSA employee entering a CATSA Work Place for any purpose that is not of a purely transient nature (e.g. mail, courier, brief deliveries).

**“Work Place”** means any place where an employee is engaged in work for CATSA.

**Application** This directive applies to all Visitors and CATSA employees (indeterminate, Fixed-Term and Students) to the extent they must ensure Visitors under their escort or authority are in compliance with this directive.

## 2. Requirements

<b>Vaccination Requirement</b>	CATSA requires all Visitors to be Vaccinated against COVID-19, effective as of November 8, 2021.
<b>Exempted Visitors</b>	<p>Except as provided below, CATSA employees must ensure that any Visitor accessing a CATSA Work Place under their escort or request demonstrates their Proof of Vaccination to CATSA's Corporate Security, or a CATSA employee designated by Corporate Security for non-headquarters locations.</p> <p>Where a Visitor is also subject to a Vaccination requirement via regulatory measures applicable to non-passengers working in airport restricted areas (e.g. screening officers, equipment maintenance providers, etc.), CATSA deems the Visitor to have met the requirements of this directive for the purposes of accessing a CATSA Work Place.</p>
<b>Accommodation</b>	<p>CATSA acknowledges that there may be legitimate medical reasons why a Visitor may be unable to be Vaccinated. Any request for accommodation related to this directive will be assessed by CATSA on a case-by-case basis and in accordance with its obligations pursuant to the <i>CHRA</i>. CATSA reserves the right to request information as it deems necessary for such purpose.</p> <p>Visitors requesting accommodation in relation to this directive must, at the earliest opportunity in advance of the requirement to attend at a CATSA Work Place:</p> <ul style="list-style-type: none"> <li>(i) disclose to Corporate Security their need for accommodation via the email address provided below;</li> <li>(ii) if based on a medical reason, provide proof of a documented medical exemption, provided by a physician, that specifies: <ul style="list-style-type: none"> <li>a. there is a medical reason that the Visitor cannot become Vaccinated; and</li> <li>b. the effective time period for the medical reason (e.g. permanent or time-limited); and</li> </ul> </li> <li>(iii) cooperate and participate in CATSA's efforts to accommodate, including by accepting reasonable accommodation, as well as any reasonable additional protective measures as determined by CATSA from time to time.</li> </ul>
<b>Administrative Measures</b>	<p>Visitors who fail to comply with this directive or provide false information will be escorted off the premises and denied entry to any CATSA Workplace on such conditions, and for such duration as determined by CATSA, and otherwise subject to having their contractual or other arrangements and privileges at CATSA modified, suspended or terminated.</p> <p>CATSA employees who knowingly circumvent the requirements of this directive will be subject to progressive disciplinary measures as determined by CATSA.</p>
<b>Privacy Safeguards</b>	<p>CATSA shall ensure that all documents and information collected pursuant to this directive are used only for the purposes of this directive, shared on a need-to-know basis only, stored securely, and adequately disposed of when no longer required. Information gathered will be dealt with in compliance with <i>CATSA's Privacy Policy</i> and</p>

the *Privacy Act*. In the event of the loss or accidental release of information collected under this directive, CATSA will engage its *Breach Response Protocol*.

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### 3. Administration

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**Review and amendment**

The Vice-President responsible for Corporate Security shall review this directive at least once every six (6) months. Any substantive amendments to this directive must be approved by the Vice-President responsible for Corporate Security.

**Related documents**

CATSA documents:

- COVID19 Mandatory Vaccination Policy*
- Privacy Policy*
- Breach Response Protocol*
- Consent to collection COVID19 Vaccination Status Form*

Legislation:

- Canada Labour Code*
- Canadian Human Rights Act*
- Privacy Act*

Other:

- Interim Order Respecting Certain Requirements for Civil Aviation Due to COVID-19, No. 42*

**Enquiries**

Any questions related to the directive should be directed to [corporatesecurity@catsa.gc.ca](mailto:corporatesecurity@catsa.gc.ca).

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