

COVID-19 Vaccination Policy

1. Purpose

YYJ's highest priority is to provide a safe workplace for our employees, partners, and stakeholders. The Victoria Airport Authority (VAA) is further committed to protecting the health and safety of our passengers, and community by taking reasonable, preventative measures to reduce the risks associated with COVID-19. The purpose of this Policy is to outline VAA's requirement that all Included Individuals be Fully Vaccinated against COVID-19 following the Public Health Agency of Canada's (PHAC) standard, unless excluded or exempted. This Policy reflects orders from the Federal Government requiring all employees in the federally regulated air transportation sector to be Fully Vaccinated.

2. Scope and Application

This Policy applies to:

- all new and existing VAA employees (including, part-time, full-time and temporary) as a condition of employment or continued employment, unless accommodation is granted under this Policy; and
- all VAA Board of Directors;
- any person directly engaged to conduct work for, provide a service or act on the VAA's behalf as a consultant or independent contractor, volunteer or student taking part in operations at the terminal or any standalone facilities within the aerodrome property;
- any VAA lessee or employee of the lessee, if their place of work is on the aerodrome property; or
- a person permitted by VAA to access aerodrome property;
- (collectively, "**Included Individuals**");

The Policy applies to Included Individuals, more than 12 years and 4 months of age, regardless of how much time they are spending in their respective workplace at YYJ. For greater clarity, only active employees are Included Individuals – the Policy does not apply to employees while they are on leave (medical or otherwise). However, the Policy will apply upon their return to work and will be reviewed during planning for such return.

VAA expects all commercial partners, service providers, tenants, and other organizations and agencies working at YYJ to follow health and safety procedures set by this policy in line with Provincial and Federal guidelines.

Including:

- **The requirement for all non-passengers, unless excluded, to be fully vaccinated when entering a workplace (Air Terminal Building, Restricted Areas, other YYJ facilities and buildings, and any other workplace located on the airport property);**
- **The requirement for all organizations and businesses conducting activities on Airport Property to have and enforce a vaccine policy in line with the guidelines set in this document.**

3. Definitions

Aerodrome property means any air terminal buildings or restricted areas, or any facilities used for activities related to aircraft operations or aerodrome operations that are located at the aerodrome. Activities include:

- conducting or directly supporting activities that are related to aerodrome operations or commercial flight operations services — such as aircraft refueling, maintenance and repair, baggage handling. As well as other activities such as, supplying services to the aerodrome, an air carrier or NAV CANADA, and fire prevention runway and taxiway maintenance and de-icing services — and that take place on aerodrome property or at a location where NAV CANADA provides civil air navigation services;
- interacting in-person on aerodrome property with a person who intends to board an aircraft for a flight;
- engaging in tasks, on aerodrome property or at a location where NAV CANADA provides civil air navigation services, that are intended to reduce the risk of transmission of the virus that causes COVID-19; and,
- accessing a restricted area at the aerodrome.

COVID-19 means the medical condition known as COVID-19 or the Coronavirus disease 2019;

Designated Personnel means certain personnel from the Health and Safety, and Human Resources departments designated to administer parts of this Policy;

Fully Vaccinated means a person who, at least 14 days before the day on which they access aerodrome property has received a full COVID-19 vaccine dosage regimen;

Included Individuals has the meaning assigned to it in section 2 (Scope and Application) above;

Partially Vaccinated means having received the first dose of a two-dose set vaccine and having allowed the time recommended (14 days after having received their second dose) by public health authorities to produce an immune response to COVID-19 elapse;

Vaccination means the administration of a vaccine to protect individuals from COVID-19 and may include the administration of one or more doses of vaccine; and,

Vaccine means a vaccine against COVID-19 approved by the Public Health Agency of Canada for use in Canada.

4. Vaccination and face covering (mask)

Vaccination Hub. VAA employees may consult the COVID-19 Vaccination Hub on the YYJ Employee Intranet. It contains vaccine related information, including FAQs, provisional public health authority guidelines, etc. We recommend that anyone with questions contact their own healthcare professional.

Vaccination Requirement. VAA requires all Included Individuals unless exempted or excluded to be fully vaccinated.

Disclosure of Vaccination Status. Upon request, Included Individuals will need to disclose proof of their vaccination status to VAA, and may be subject to random verification of vaccination status.

Non-Compliance. Included Individuals who have not disclosed their vaccination status (fully vaccinated or exempted) will be deemed in violation of this Policy. VAA employees and other Included Individuals failing to comply with this policy will be subject to disciplinary measures up to termination of employment or see their access privileges to airport property removed.

Proof of Vaccination. Included Individuals are required to provide proof of vaccination by displaying electronic or printed proof of their vaccination status. This status may be verified on a random basis, including a person's official government ID by Designated Personnel or Security Personnel. In accordance with privacy protections set out below, Designated Personnel only capture this information along with the date the vaccination status was provided.

For clarity, the Designated Personnel maintains this record, for ease of administration so that proof of vaccination does not need to be provided on an ongoing basis.

Producing fraudulent proof of vaccination is illegal and may result in disciplinary action, including termination.

Face covering (Mask). Included individuals are required to wear masks when in common use areas on Airport Property. BC Public Health and Public Health Agency of Canada have issued directives which make wearing a mask in all indoor public spaces mandatory. VAA will randomly verify compliance with this requirement. Persons not wearing a face covering (mask) when working in common use areas will be subject to incremental violation notices which may result in a punctual RAIC suspension.

5. Privacy

Consent. Included Individuals who provide their personal information, including vaccination status and information related to exemption requests and accommodation, consent to the collection, use, disclosure, retention, and deletion of their information in accordance with this Policy and as otherwise permitted by applicable law.

Collection. VAA through its Designated Personnel will collect:

- the name and vaccination status (either no record found, Partially Vaccinated or Fully Vaccinated) of Included Individuals; and,
- as applicable the information related to exemption and accommodation requests.

Use. VAA will use personal information for the following purposes:

- to implement important and necessary health and safety prevention measures to ensure the safe return and operation of our workforce and support our efforts to protect and welcome travellers back;
- to make decisions about workplace staffing and modifications;
- to assess and administer the exemption and accommodation process with the assistance of any third party, as applicable; and
- to administer this Policy.

Disclosure. VAA may disclose personal information to a restricted and limited committee established to administer this Policy, comprised of individuals from the Human Resources and Health and Safety department who have a need to know or as required or authorized by applicable law, such as a court order. If Included Individuals request an exemption, information may be disclosed to third party service providers to assist VAA in determining whether the exemption is granted, to administer the accommodation process or to provide related services. VAA requires its third-party service providers to agree to use the personal information only for the purposes for which it is provided to them in a manner consistent with this Policy. Included Individual's managers may be provided information on whether an exemption has been granted (with limited details) in order to administer this Policy and the accommodation plan.

Retention, Deletion and Protection. VAA retains personal information for the period reasonably necessary for the purpose set forth in this Policy or a longer period required or permitted by applicable law and will thereafter delete or dispose of personal information. VAA employs reasonable safeguards – including limiting the information that is collected, retaining the information in a secure, segregated and confidential file separate from personnel files, limiting access to the information to authorized users, and other administrative, physical and technical security safeguarding measures appropriate to the sensitivity of the information to protect it from unauthorized access.

Accuracy. VAA relies on the person providing personal information to ensure that it is accurate and up to date. Included Individuals may access and correct their information as necessary and as required under applicable law.

BC Vaccine Card. The BC Services Card App and BC Vaccine Card Verifier App have their own privacy policy and terms of use, and VAA has no responsibility or liability for or control over those apps.

6. Exemption & Accommodation

VAA is committed to providing a work environment where everyone is treated with respect and is free from harassment and discrimination. VAA will provide an exemption to this Policy only for Included Individuals who are unable to be vaccinated for established health (i.e. medical) reasons or other protected grounds (i.e. sincerely held religious beliefs) under applicable human rights legislation up to the point of undue hardship.

For clarity, the only other exemption valid under this policy is a person who is delivering equipment or providing services within a restricted area that are urgently needed and critical to aerodrome operations and who has obtained advance authorization from either VAA's Director, Security & Terminal Operations, or Director, Airside Operations & Safety before doing so.

Accommodation for granted exemptions will be considered by VAA on a case-by-case basis. Accommodation will be reviewed and determined in accordance with standard accommodation practices and may include mandatory wearing of masks, regular rapid testing for COVID-19, personal leave (unpaid) or potential reassignment.

Included Individuals who seek an exemption for either medical or religious reasons will need to contact the Director, Human Resources (humanresources@victoriaairport.com) informing them of their need for an exemption. Upon receipt of the request, the Director, Human Resources will provide the required

Transport Canada Exemption Request (“Exemption Request”) forms to the Included Individual for completion.

Included Individuals will be required to participate in the exemption process, including establishing a basis for declining vaccination on protected grounds, providing corroborating documents and participating in the development of appropriate accommodation plans if their exemption is granted.

Once the completed Exemption Request forms are received, the Director, Human Resources will initiate an assessment and may use relevant third parties to assist with the exemption and accommodation process in accordance with the privacy protections set out above.

Included Individuals who are under review for accommodation may be subject to such health and safety measures as determined by VAA, including mandatory wearing of masks, regular rapid testing for COVID-19, suspension, or potential reassignment.

Approved Exemptions

Included Individuals who are granted an exemption will receive their approved Exemption Request form along with instructions to ensure they are always in possession of Part 2 of the Exemption Request form when passing through a screening checkpoint or present in the Restricted Area.

Testing Protocols for Exempt Individuals

Included Individuals who are granted an exemption must follow prescribed testing protocols. At present, this involves being tested at least twice per week (or showing proof of a valid positive test result that is at least 10 days but not more than 180 days old). Tests will be provided to exempt Included Individuals by the Director, Human Resources and must be administered in the designated testing location within the airport terminal building, airport property or under administered under medical supervision.

If an exempt Included Individual tests positive for COVID-19 using any test other than a COVID-19 molecular test (e.g., if a rapid antigen test was used) they must then obtain, at their cost, a COVID-19 molecular test from either Island Health (or another Provincial or Federal accredited facility) to confirm the diagnosis. Molecular tests have been proven to be the most accurate at diagnosing COVID-19.

An exempt Included Individual who obtains a positive COVID-19 molecular test result is not allowed on aerodrome property (any air terminal buildings, restricted areas or facilities used for activities related to aircraft operations that are located at the aerodrome) for 10 days (unless they are still exhibiting symptoms, which means they are not allowed on aerodrome property until the symptoms are gone even if this is beyond 10 days since testing positive).

Exemption following positive test result: Once any exempt Included Individual tests positive for COVID-19 using a molecular test, has waited 10 days and is no longer symptomatic, they will be exempt from the at least twice a week testing requirements until they get to day 180 following their initial positive molecular test result (as their positive test is valid until that time as lingering amounts of the virus may remain in their system despite having recovered and not being contagious).

7. General Provisions

VAA follows the guidance of Public Health Agency of Canada, British Columbia Ministry of Health, Transport Canada, WorkSafeBC and Government of Canada and is subject to the relevant requirements of the collective agreement and applicable labour and employment, aviation, security, privacy, occupational health and safety, and human rights legislation. VAA is committed to complying with all applicable laws.

VAA has worked alongside the Union to respond to COVID-19 pandemic swiftly, with balance, inclusivity, and respect for fundamental human rights and privacy.

This Policy is not intended as a replacement of the *Healthy Workplace Policy* or *COVID-19 Safety Plan* and other preventative measures. Regardless of VAA's vaccination levels, the preventative measures will remain in effect until no longer required or recommended by the applicable public health authorities. VAA will closely monitor any developments in connection with this Policy and update it accordingly to reflect the changes to applicable government or public health guidance and law for the safe operation of YYJ. This Policy will remain in place so long as required. Please refer to the "last updated" date of this Policy to ensure you review any changes since the last version.

8. Questions

If you have any questions about this Policy, please contact the Director, Human Resources.

Reference Document/s

Minister of Transport - Interim Order Respecting Certain Requirements for Civil Aviation Due to COVID-19, No. 54.

ORDER OF THE PROVINCIAL HEALTH OFFICER (Pursuant to Sections 30, 31, 32, 39 (3), 53, 54 (1) (h), 67 (2) and 69 Public Health Act, S.B.C. 2008) FACE COVERINGS (COVID-19) – December 3, 2021

Policy Developed or Amended by

Michelle Cooper
Director, Human Resources

October 6, 2021
Date



Geoff Dickson, VAA President & CEO

October 6, 2021
Date

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