

## **Principal Air Charter covid policy**

### **Passengers**

Any person who is 12 years and four months of age or older must be a fully vaccinated person before to enter Principal Air's building unless they

- a. Are a person who does not intend on boarding a Principal Air aircraft for the purpose of a charter flight.
- b. They are the holder of an employee identification document issued by a department or departmental corporation listed in Schedule 2 or a member identification document issued by the Canadian Forces, or
- c. who is delivering equipment or providing services within a restricted area that are urgently needed and critical to aerodrome operations and who has obtained an authorization from the operator of the aerodrome before doing so;

Fully vaccinated person must show proof of vaccination in the form of the Vaccine passport or their medical vaccine card and proof of ID in the form of a government issued photo ID.

Any person who is not fully vaccinated or has not completed a COVID-19 vaccine dosage regimen due to a medical contraindication or their sincerely held religious belief must provide in writing the temporary exemption request form religious belief.

Or

must provide a medical certificate from a medical doctor or nurse practitioner who is licensed to practise in Canada certifying that the person cannot complete a COVID-19 vaccination regimen due to a medical condition and specifying whether the condition is permanent or temporary.

This document must include the following:

- (a) the signature of a medical doctor or nurse practitioner who is licensed to practise in Canada,
- (b) the licence number issued by a professional medical licensing body to the medical doctor or nurse practitioner,
- (c) the date of the appointment for the essential medical service or treatment and the location of the appointment,
- (d) the date on which the document was signed, and
  - if the person needs to be accompanied by a person because the other person:
    - is under the age of 18 years,
    - has a disability, or
    - need assistance to communicate
- (e) the name and contact information of that person and the reason that the accompaniment is needed.

The temporary exemption request form medical exemption may used.

Any essential worker who is not vaccinated may request temporary exemption request form essential worker.

All unvaccinated passengers must provide a negative covid test within 72 hours of the flight or show proof of a positive covid test in the previous 180 days (natural immunity) and proof of ID in the form of a government issued photo ID.

All passengers may not enter Principal Air's property if they exhibit any of the following symptoms:

- (a) a fever;
- (b) a cough;

(c) breathing difficulties.

(d) or have a positive covid test within the previous 5 days.

And will be asked to verify this information before boarding any Principal Air's Aircraft.

All charter passengers except under the age of 2 years will wear face mask while on the property of Principal Air and while onboard the aircraft unless eating or drinking.

### Safe Use of Removable Masks

Masks SHOULD:	Masks SHOULD NOT:
<ul style="list-style-type: none"><li>• Be made of multiple layers of tightly woven fabric such as cotton or linen</li><li>• Be large enough to <b>completely and comfortably cover the mouth, nose and chin</b> without gaps</li><li>• Fit securely to the head with ties or ear loops (masks covering a person's beard or secured around a headwear (e.g., turban) are also considered acceptable)</li><li>• Be made of breathable materials</li><li>• Be comfortable and not require frequent adjustments</li><li>• Be changed as soon as possible if damp or dirty</li><li>• Be stored in a clean paper or cloth bag until you put it on again</li></ul>	<ul style="list-style-type: none"><li>• Be placed on children less than 2 years old</li><li>• Be placed on anyone who's unable to remove it without assistance</li><li>• Be placed on anyone with a medical certificate indicating they should not wear a mask</li><li>• Be made of materials that easily fall apart, like tissues</li><li>• Be shared with others</li><li>• Impair vision or interfere with tasks</li><li>• Be removed to talk to someone</li></ul>

## **Notification**

Principal Air will notify every person boarding an aircraft for a flight that the person may be denied permission to board the aircraft if

- (a) they exhibit a fever and a cough or a fever and breathing difficulties, unless they provide a medical certificate certifying that their symptoms are not related to COVID-19;
- (b) they have, or have reasonable grounds to suspect they have, COVID-19;
- (c) they have been denied permission to board an aircraft in the previous 10 days for a medical reason related to COVID-19; or
- (d) in the case of a flight departing in Canada, they are the subject of a mandatory quarantine order as a result of recent travel or as a result of a local or provincial public health order.

## **Employees**

All of Principal air's employees are fully vaccinated.

Any future employee that refuses the vaccine under medical condition or religious beliefs must have proof of a negative covid test or rapid test every 3 days at their own expense.

Any employee may not enter Principal Air's property if they exhibit any of the following symptoms:

- (a) a fever;
- (b) a cough;
- (c) breathing difficulties.
- (d) or have a positive covid test within the previous 5 days.

All employees will wear a face mask when conducting charter operations except when eating or drinking.

## **Company policies**

Operational flight plans which contain the name and contact information will have any unvaccinated passengers documentation attached to the operational flight plan (these contains the date, time and duration of the flight) and be retained in accordance with principal air's company operational manual but not less then 12 months.

Any person who is denied permission to board an aircraft will have the following attached to the operational flight plan of the flight they were to be on:

- the person's name and contact information, including the person's home address, telephone number and email address;
- the date and flight number;
- the reason why the person was denied permission to board the aircraft; and
- whether the person had been issued a medical exception or religious exemption

All staff will have the following information recorded and saved in the COVID 19 reporting form (Dropbox account):

- employee name,
- Vaccine status,
- dates of any illness related to covid,
- date of any covid test and the results from said test,
- number of days off work due to covid and

- any other relevant remarks.

### **False or misleading information**

- A person (passenger or employee) must not submit information that contains information that they know to be false or misleading.

### **Notice to Minister**

- If Principal Air has reason to believe that a person has submitted a request that contains information that is likely to be false or misleading, Principal Air will notify the Minister of the following not more than 72 hours after receiving the request:
  - (a) the person's name and contact information;
  - (b) the date and number of the person's flight; and
  - (c) the reason the air carrier believes that the information is likely to be false or misleading.

### **Appendix**

Schedual II agencies

Canada Border Services Agency

Canadian Security Intelligence Service

Correctional Service of Canada

Department of Agriculture and Agri-Food

Department of Employment and Social Development

Department of Fisheries and Oceans

Department of Health

Department of National Defence

Department of the Environment

Department of Public Safety and Emergency Preparedness

Department of Transport

Public Health Agency of Canada

Royal Canadian Mounted Police