

**COVID-19 Vaccination Policy
for Suppliers and Visitors of the
Laurentian Pilotage Authority**



**Administration de pilotage des Laurentides
Laurentian Pilotage Authority**

1. Effective Date of the Policy

This policy is effective October 29, 2021.

2. Definitions

Fully vaccinated: to be considered fully vaccinated, in accordance with the requirements of the Federal Vaccine Mandate, a person must have received the full series of an accepted COVID-19 vaccine or combination of accepted vaccines and the last dose must have been administered at least 14 full days in advance.

Currently, COVID-19 vaccine types accepted in Canada include either full doses or an acceptable combination of the following:

Comirnaty Pfizer-BioNTech (tozinameran, BNT162b2) – 2 doses	Moderna Spikevax (ARNm-1273) – 2 doses
AstraZeneca/COVISHIELD (ChAdOx1-S, Vaxzevria, AZD1222) – 2 doses	Janssen/Johnson & Johnson (Ad26.COV2.S) – 1 dose

Suppliers: individuals or corporations, and their employees (permanent, temporary, contract or student), who provide in-person services to the Authority at its facilities or on its vessels, or who, through their provision of services, come into contact with pilots, employees or customers of the Authority.

Pilots: any licensed marine pilot operating in waters under the Authority's jurisdiction.

Visitors: any customer or person accessing the Authority's facilities, including its vessels.

3. Objectives and Powers

- 3.1. This policy is established in response to a request from the Government of Canada and Transport Canada that Crown corporations involved in transportation, including marine transportation, implement a mandatory immunization policy similar to the one that came into effect on October 6, 2021, for Public Service (*Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police*).
- 3.2. This policy is established in response to Interim Order No. 7 issued by the Federal Government which, among other things, will require all pilots boarding a vessel to be fully vaccinated.
- 3.3. The objectives of this policy are:
 - 3.3.1. Take all reasonable precautions, under the circumstances, for the protection of the Authority's employees, suppliers and customers' health and safety. Vaccination is a key element in the protection against COVID-19.
 - 3.3.2. Improve the Canadian vaccination rate of marine transportation employees through vaccination against COVID-19, thereby enhancing safety and security of Canada's transportation system and facilitating the safe return to travel.
- 3.4. The Chief Executive Officer has the authority to make technical amendments to this policy and related instruments, to determine the effective dates of instruments related to this policy, and to issue, amend or repeal standards related to this policy.

4. Application

- 4.1. This policy applies to all suppliers of in-person services to the Authority, including pilots, and to visitors to its facilities and vessels, and all must comply with it.

5. Requirements and Limitation Periods

5.1. From October 29th to November 14th:

- 5.1.1. All suppliers shall provide the Authority with written confirmation that all of their employees involved in person in the provision of services for the Authority, either by being in the vicinity of a customer, employee or pilot or by being required to go to any of the Authority's facilities or vessels, are fully vaccinated.
- 5.1.2. Pilot corporations must, on behalf of all their pilots, provide written confirmation that all their pilots are fully vaccinated, provide a detailed list and implement a mandatory vaccination program in accordance with governmental instructions and Interim Order No. 7.
- 5.1.3. Suppliers, or their employees, who cannot be vaccinated because of medical considerations, religion or other prohibited grounds under the *Canadian Human Rights Act* must notify the Executive Director, Finance and Administration. At the same time, they must suggest accommodations so as not to affect the delivery of services to the Authority.
- 5.1.4. The Authority will assess accommodation requests from suppliers that invoke medical, religious or other grounds of discrimination under the *Canadian Human Rights Act* and will inform the supplier of its accommodation decision. The Authority may add or modify accommodations in response to operational requirements and evolving public health regulations at various levels of government.
- 5.1.5. Suppliers and visitors are allowed access to the Authority's establishments or any place where they perform their services for the benefit of the Authority, including pilot boats and pilot stations, while complying with the sanitary procedures and rules in place, particularly with respect to the wearing of masks and physical distancing.

5.2. **As of November 15th:**

- 5.2.1. Any pilot whose name does not appear on the corporate confirmation as a fully vaccinated pilot will be removed from the roster list.
- 5.2.2. Any pilot who has received his or her 1st dose may be put back on the roster list after the Authority has received written confirmation to that effect, but must, prior to boarding, show proof to the Authority or the shipowner's representative that he or she has received a negative COVID-19 result within 72 hours prior to boarding or a positive test result at least 14 days prior to and not more than 180 days prior to boarding, all as required by the Interim Order No. 7 imposing certain restrictions on passenger vessels due to coronavirus 2019 (COVID-19) issued by Transport Canada on October 30, 2021.
- 5.2.3. Any crew member of a pilot transfer service supplier who is not fully vaccinated will not be allowed to be assigned to a vessel or tug transferring pilots by the supplier.
- 5.2.4. Any supplier who refuses to confirm that its employees assigned in person to the Authority's service and in proximity to pilots, customers or employees are fully vaccinated will be denied access to the Authority's facilities and vessels.
- 5.2.5. Any visitor seeking access to the Authority's facilities and vessels will be required to present to an Authority representative proof of immunization with COVID-19.
- 5.3. Individuals who have received a 1st dose of the vaccine will have until January 24, 2022, to receive their 2nd dose. An updated written confirmation, as required in 5.1.1, shall be provided to the Administration.
- 5.4. The Authority may request at any time to obtain from any employee of a supplier, pilot or visitor providing services on our behalf or accessing the Authority's facilities or vessels a copy of his or her proof of immunization in a federally or provincially recognized form, such as through the VaxiCode application.

- 5.5. All suppliers retained after the effective date of this policy must submit written confirmation that all its employees assigned in person to the Authority's service and in proximity to pilots, customers or employees are fully vaccinated prior to commencing their duties, unless they are subject to a management-approved accommodation based on medical considerations, religion or other grounds under the *Canadian Human Rights Act*.

6. Accommodations

- 6.1. Requests for accommodation are processed on a case-by-case basis, in a timely manner, and up to the point of undue hardship, for those who cannot be fully vaccinated due to a certified medical contraindication, religion or other prohibited ground of discrimination under the *Canadian Human Rights Act*, which may also include partially vaccinated individuals.
- 6.2. Given public health considerations, the choice of accommodation must also ensure that workplace safety and privacy obligations are met.
- 6.3. Accommodations, including the provision of screening test results at a frequency established by the Authority, may be implemented for partially vaccinated pilots, vendors and visitors during the period between the 1st dose and the 2nd dose, with the understanding that January 24, 2022, is the deadline for receiving the 2nd dose.
- 6.4. In the event of a medical emergency or to assist people in distress, including assistance to first responders, people who are not fully immunized may have access to the Authority's pilot boat facilities or services.
- 6.5. A supplier's employee, pilot or visitor who refuses an accommodation, including refusing to submit to a mandatory screening test or to provide the test result, will be considered to be refusing to comply with the policy.

7. Non-Compliance Consequences

- 7.1. For **suppliers or pilots who refuse to provide confirmation that their employees are fully immunized and for visitors who refuse to submit proof of immunization** in accordance with Section 6, the Authority may implement the following measures, among others, beginning **November 15**:
- 7.1.1. Restrict access to its establishments, vessels or service locations;
 - 7.1.2. Suspend supplier services ;
 - 7.1.3. Remove non-compliant pilots from the roster list;
- 7.2. The Authority may direct that appropriate action be taken to address issues of non-compliance or impose any other action deemed appropriate to assess whether the requirements of this policy or its related instruments and mandatory procedures have been met.

8. References

Additional Information

- [Statements from the National Advisory Committee on Immunization \(NACI\): Recommendations on the use of COVID-19 vaccines](#)
- [Approved COVID-19 Vaccines – Canada.ca](#)

9. Inquiries

Vendors, pilots or visitors should direct their inquiries to the Executive Director, Finance and Administration.