



Directive # 2020-D-012

Subject: Mandatory Workplace Contact Tracing for Airport Employers

From: Governance, Corporate Safety and Security

Contact: Dwayne MacIntosh, 416.776.3811, dwayne.macintosh@gtaa.com

Date of Issue: 2020-11-10

Effective Date: 2020-11-16

Expected Action:

The GTAA is committed to preventing the spread of COVID-19 to any employees who work at and passengers who fly through Toronto Pearson International Airport. Achieving this goal requires the combined effort from each and every employer/stakeholder. The GTAA continues to be proactive at enhancing measures and implementing new initiatives and processes that support a healthy airport environment.

As part of GTAA's Healthy Airport initiatives, effective Monday, November 16, 2020, every vendor, contractor, or employer operating at the Airport must:

1. Have in place a workplace contact tracing program that allows them to quickly identify, remove/self-isolate at home, educate, and support individuals who have had close contact with someone who has tested positive for COVID-19. This workplace tracing program must be designed and updated in accordance with the latest advice from federal and or provincial health agencies. At a minimum, this workplace tracing program should include logging the names, dates, and locations of all close contact interactions at the Airport of any vendor/contractor/employer, and either instructing identified close contacts to self-isolate or notifying the appropriate vendor/contractor/employer (see item 3 below).
2. Ensure that no employee who has tested positive for COVID-19 or has come into

close contact with a confirmed COVID-19 case continues to work at the Airport, unless they obtain a negative test result or are cleared by a medical professional or public health agency.

3. If workplace tracing identifies that a confirmed COVID-19 case had close contact with the employees of another Airport employer, then you must immediately notify that other employer of the names of *its* identified employees and the last date they had close contact with the confirmed case. If the names are not known, you must provide sufficient detail (specific locations and times) to enable the other employer to identify the impacted employees. This notification must be done without disclosing the name or other personally identifying information of the individual who has tested positive for COVID-19.

Workplace tracing does not replace your legal obligation to comply with the requirements of occupational health and safety laws, including the obligation to report COVID-19 cases to the Minister of Labour.

Background and Impact:

Workplace contact tracing is an important tool in the prevention of the spread of the COVID-19 at the Airport. It helps to limit further propagation of the virus by identifying individuals that may have come in close contact with a confirmed COVID-19 case and will need to self-isolate and remain away from the workplace.

Workplace contact tracing is not a substitute for full contact tracing, which is the responsibility of local public health agencies, however the large influx of cases these agencies are receiving may result in longer processing times for each case. Furthermore, the size and complexity of the Airport environment may prove challenging for contact tracing conducted by outside agencies. Therefore, the Airport community must come together to ensure the effective implementation of workplace contact tracing at the Airport in order to protect our workforce and the general public.

Thank you for your cooperation as we continue to navigate evolving health guidelines for a healthy airport experience and work to restore the public's confidence in air travel.

Toronto Pearson Directive

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A handwritten signature in blue ink, appearing to read "Kath Hammond".

Kath Hammond

Vice President, Governance, Corporate Safety and Security