

# COVID-19 Protocol for Training Centres

This protocol describes how to manage the interactions between CAE Instructors, Customer Trainees and CAE Simulator Maintenance Technicians.



## At all times



Apply social distancing rules (2-metres/6 feet distance with training crew & maintenance crew).



Comply with CAE COVID-19 Personal Equipment policy



Wash/sanitize your hands frequently



If you develop warning signs of COVID-19 (fever, shortness of breath, coughing), contact your manager as soon as possible so the situation can be evaluated and appropriate measures taken.



If you need to sneeze or cough and do not wear a mask/face covering, you must bend your elbow and sneeze/cough into it or cover your mouth and nose with tissues or a face cover.



Ensure adequate cleaning supplies are available to the training crew.



CAE Instructor



Customer Trainees



Simulator maintenance technician

## 1. Arrival at CAE



- Follow declaration guidelines.
- Wash your hands (hand sanitizer and/or soap & water) upon entering the facility & apply social distancing rules.
- Greet with 2-metres/6 feet distance without shaking hands.
- Put your face covering/mask as you enter CAE facilities



- Sign declaration form and place it in the box.
- Familiarize yourself with CAE's COVID19 safety recommendations
- Greet with 2-metres/6 feet distance without shaking hands.
- Wash your hands (hand sanitizer and/or soap & water) upon entering the facility & apply social distancing rules.



- Wash your hands (hand sanitizer and/or soap & water), clean desk area and personal belongings upon entering CAE.
- Put your face covering/mask as you enter CAE facilities

## 2. Health & Safety

### COVID19 Protocol Briefing



- While maximizing distance with customer trainees/students, review health and safety protocol for the current training session.
- Identify location of cleaning supplies.
- Use laser pointer or stick to interact with the training aids such as posters and mock-ups.
- Should you be assigned to seat support function, please refer to the seat support protocol.



- While maximizing distance with instructor and other training crew members, pay attention to health and safety protocol for the current training session.

## 4. Entering the simulator



- Ensure you wear your surgical mask\*\* (ASTM Level 1/EN 14683 Type 1) and eye protection before entering the full flight simulator
- Strictly follow the entrance sequence\*: Captain first, when seated, First Officer walks in, when seated, Instructor walks in.



- If a call needs to be taken, the technician waits until the entire crew exits the simulator before entering the cockpit for investigation of the problem.
- The crew can re-enter the cockpit only upon the exit of the technician. If any questions need to be answered, the technician and the crew shall maintain a distance of 2m/6ft from each other.
- No more than 1 technician per call

\* Not applicable for training devices with Off-board IOS (e.g. remote Tactical Control Center)

\*\* If at this point you are wearing a face covering please remove and store it then don on your surgical mask

## 5. Inside simulator



- Clean the entire instructor workspace using cleaning supplies provided and confirm training crews have cleaned their workspace areas.
- Avoid social chat when in simulator



- Clean workspace with supplies provided.
- Ensure shared throttles/controls and panels are well disinfected.
- Avoid social chat when in simulator

## 6. During session in the simulator



- Maximize distance with training crew (ex.: stick pointer to highlight areas of the cockpit to training crews).



- Maximize distance with other trainees & instructor.
- Minimize oxygen masks usage while following local training authorities' directives.
- It is recommended that each individual bring their own headset (if applicable).

**Reminder: You must remain seated with your seatbelt fastened at all times in a FFS with motion engaged.**

## 7. After session



- Clean the entire instructor workspace using cleaning supplies provided and make sure customer trainees/students have cleaned their areas of the cockpit.
- Instructor will ask the crew to stow the oxygen masks at the end of the session (if applicable).



- Clean workspace with supplies provided.
- Ensure shared throttles/controls and panels are well disinfected.

## 8. Exiting the simulator



Strictly follow the exit sequence\*:



- Instructor first,
- Followed by First Officer,
- Followed by Captain.

\* Not applicable for training devices with Off-board IOS (e.g. remote Tactical Control Center)



- Ensure that any simulator parts that have been touched are sanitized prior to exiting simulator.

## 11. Leaving CAE



- Sanitize desk and personal belongings.

## 10. Debriefing



- Use laser pointer or stick to interact with the training aids such as posters and mock-ups.
- Apply social distancing rules, (2m/6ft separation) during briefing and debriefing sessions.
- Comply with the CAE COVID-19 personal equipment policy.

## 9. Before debriefing



- Wash your hands (hand sanitizer and/or soap & water) and apply social distancing rules.