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Mandatory declaration for Exempted Temporary Foreign Workers prior to accessing our CAE facility

At CAE, we continue to closely monitor the evolution of the coronavirus (COVID-19). We are taking measures to prevent the spread of the COVID-19 in our facilities and to reduce risk of exposure for our employees, visitors and customers. **With this in mind, we now require that you get your temperature measured and, subject to confirmation that your temperature is not equal to or greater than 38°C/100.4°, that you complete this self-declaration form prior to accessing a CAE facility.**

The measurement of your temperature and the self-declaration form will be used solely to determine whether you are permitted to access our premises, as well as monitor your compliance with the following requirements:

- (i) CAE's protocols during your stay as these may be updated from time to time ("CAE Protocols"); and
- (ii) the requirements of the various Canadian (federal, provincial and municipal) levels of Governments and Canadian Public Health Authorities (the "Regulations").

For anyone coming from outside Canada (Exempted Temporary Foreign Workers (ETFWs)), please note that your access to Canada and to CAE's facilities is presently allowed under a special exemption approved by various levels of Canadian government. This access to our premises is conditional upon your compliance with the CAE Protocols and the Regulations. In addition, it is the responsibility of CAE to monitor your compliance during the applicable quarantine period of 14 days from your arrival in Canada ("Quarantine Period") and to advise Global Affairs Canada of any potential concerns regarding exposure of Canadians (CAE employees or members of the general public). You, your employer, and CAE may face heavy penalties from your non-compliance, including immediate expulsion from any CAE facilities, and from Canada. CAE will seek reimbursement from you of any penalties imposed to and paid by CAE for your non-compliance.

Please note that this process is one of several measures implemented by CAE to ensure compliance with the exemption received from the Governments to allow access to ETFWs, and in particular: to reduce the risks associated with COVID-19 for anyone authorized to access CAE's facilities, to ensure that health precautions are maintained in our amenities, as well as to prevent contamination in the community.

In a global pandemic situation, it is essential to make an honest and truthful declaration about your status to ensure the safety of the community.

Intentionally making a false declaration is a serious act that jeopardizes the health and safety of CAE's employees, customers and anyone else present in this facility. CAE reserves the right to take all appropriate measures, including suspending access to the facilities and training, and/or using any other recourse available against any person who has made a false declaration.

Prior to your departure to Canada, read, sign and return this declaration to your CAE's designated Point of Contact.

I hereby declare as follows:

- a. I agree to practice all COVID-19 safety measures for at least 7 days prior to arriving to Canada.
- b. I agree to remain compliant with **local quarantine requirements and preventive measures prior to and during the Quarantine Period** (14 days from my arrival in Canada), **and without limitation:**
 - I understand that my departure to Canada is conditional to providing:
 - a negative molecular (PCR¹ or RT-LAMP²) test result for COVID-19 obtained within 72 hours of my scheduled departure flight to Canada; OR
 - a positive molecular test result for COVID-19 obtained between 14 and 90 days before my departure.
 - It is my responsibility to ensure I have the test result in hand at the time of boarding to Canada and that includes the following elements:
 - My name (as written on my passport) and date of birth
 - Name and civic address of the laboratory/clinic/facility that administered the test
 - The date on which the test was conducted
 - The method of the test conducted (e.g. PCR or LAMP)
 - The test result
 - **While travelling to Canada and during my stay in Canada**, I agree to wear a mask during transport (e.g. [airplane](#), car, etc.), in closed public areas (e.g. airport, facility, etc.) and outdoors when it is not possible to consistently maintain a 2-metre physical distance from others, as it is mandatory, and in vehicles during travel. I will also practice all safety measures at all times (washing or disinfecting hands frequently, maintaining physical distancing at all times, follow hygiene rules when I cough or sneeze).
 - I will securely download the [ArriveCAN](#) app 48 hours before arriving in Canada (as requested by the Public Health Agency of Canada (PHAC)) to submit my contact and quarantine plan (including civic address of the place where I plan to quarantine myself) to border and public health officers.
 - I will get a test for COVID-19 7 days following the pre-departure test and I understand that CAE reserves the right to require a COVID-19 test within the 14-day quarantine period.
 - In the event of a positive test, the CAE Emergency Response Plan for clients will be launched by CAE medical. I will be advised and, as per protocol, my transportation will be arranged by CAE Global Security to the designated isolation location.
- c. **I will limit my outings only to CAE facilities. I agree that I will be in quarantine and that I will not access any public places**, including but not limited to restaurants (including the hotel restaurant), gym, pool, spa, shopping centres, grocery store, etc. during the Quarantine Period.
 - I agree that I will keep a registry of all people I meet during the 14 days Quarantine Period and should at any time become symptomatic, be

¹ Polymerase chain reaction

² Reverse transcription loop-mediated isothermal amplification

identified as being exposed, or be tested positive, I will make this registry available to CAE and the Governments to trace anyone I have been in contact with.

- I agree that, during the Quarantine Period, CAE, at its option, may have security personnel and compliance and accountability officers survey my whereabouts.
- d. I have **not** been in direct contact in the last 14 days with any person I am aware to be carrying the COVID-19;
- e. **I have not been tested positive with COVID-19 or been identified as possibly being exposed to the COVID-19 virus, or in such a case, I have obtained medical confirmation of the completion of isolation (where applicable);**
- f. **I do not** exhibit any of the following symptoms commonly associated with the COVID-19:
 - Fever (oral temperature 38.1°C/100.6°F or over)
 - Sudden loss of sense of smell (anosmia) without nasal congestion, with or without loss of taste
 - Recent cough or worsening of a chronic cough
 - Shortness of breath
 - Trouble breathing
 - Sore throat
 - Runny nose or congestion (of unknown cause)

And/or two of the following symptoms:

- Stomach ache
- Nausea or vomiting
- Diarrhea
- Major fatigue
- Significant loss of appetite
- Generalize muscle pain (not related to physical exertion)
- Headaches
- g. Prior to my arrival in Canada and prior to my departure from Canada, I am responsible to schedule my transportation from the airport, to CAE facilities and to CAE-designated hotel by using the following only:
 - Transportation arranged by CAE Global Head of Security. Contact: CAESECADMIN@cae.com **(48-hour notice required)**.

During my stay, I am responsible to schedule my transportation from CAE facilities to CAE-designated hotel with:

- Transportation arranged by CAE Global Head of Security. Contact: CAESECADMIN@cae.com **(48-hour notice required)**.

Under no circumstances should I rent a car, take a taxi/uber or public transportation upon arrival to Canada and for the 14-day quarantine period.

- h. I will **comply with all measures in place and all requirements** as outlined in the [Risk Mitigation Plan for Exempted Temporary Foreign Workers](#), the [Visitors' guide](#), the [Protocol for Training Centres](#), which I have received copies of.

I am carrying and will continue to carry during my stay medical insurance that covers COVID-19 expenses.

If your situation does not allow you to make this declaration, you will be denied access to CAE's facilities. If you experience at any times during your stay in Canada COVID-19 symptoms or if you get tested positive to COVID-19, you agree to notify immediately your CAE contact person as well as CAE Security to [follow directives required to be complied with by the Governments](#). It is also recommended that you contact your employer and medical insurance in this respect.

I confirm the truth of my declaration and I accept that my signature below confirms my consent to disclose, share and communicate this self-declaration form with any relevant authority.

Name in print letters

Signature

Date

Privacy:

Any data you provide in connection with this declaration will be kept secure and confidential. The data you provide will exclusively be used to determine whether you are permitted to access the company premises, monitor your compliance to CAE Protocols and the Regulations and mitigate health and safety risks associated with the COVID-19 outbreak. Your data will be kept for as long as required to mitigate health and safety risks in the context of the COVID-19 outbreak, and securely deleted afterwards.

All mandatory testing required under the Regulations will be conducted with the support of recognized third-party organizations authorized to do so. For the purpose of conducting these tests, CAE may disclose personal data establishing your identity (such as first and last name, address, phone number and email address).

After each test performed as required, your test results (positive and negative) will be communicated to representatives of CAE's Occupational Health Department as well as to representatives of the ministère de la Santé et des Services sociaux (MSSS) in the Province of Québec and the Government of Canada for monitoring purposes. In case you are tested positive with COVID-19, the registry of all people you met during the first 14 days of your stay in Canada will also be made available to CAE's Occupational Health Department, the MSSS and the Government of Canada for contact tracing purposes. CAE will only disclose your personal data to comply with CAE's Protocols and the Regulations or as required to mitigate health and safety risks.

Please note that all personal data collected by or disclosed to any third-party organization (including the MSSS and the Government of Canada) will be processed, stored, managed and disclosed in accordance with their own privacy practices and policies and pursuant to applicable

laws and regulations in Quebec and Canada. CAE does not assume any responsibility for the privacy practices, policies or actions of third-party organizations.

If you have any questions about this Mandatory declaration form for Foreign Customers or the requirements CAE must comply with, please contact CAE's Occupational Health Department at medical@cae.com.

If you have questions or concerns about CAE's privacy practices, please contact Pierre Gignac, Global Leader, Ethics and Compliance at 514-341-2000 or at dataprotection@cae.com.

Risk Mitigation Plan for Exempted Temporary Foreign Workers

Conditions for Mandatory Isolation Exemptions (Quebec)



In accordance with Canada's Public Health recommendations (see [provincial and territorial resources directives](#)), CAE makes every effort to protect its employees and their families, as well as its customers, visitors and suppliers. At the same time, we remain fully committed to our mission and obligation to continue supporting our customers.

In addition to complying with our measures and protocols on site, we expect the highest level of precaution from anyone entering our facilities.

For anyone coming from outside Canada (Exempted Temporary Foreign Workers (ETFWs)), please note that your access to Canada and to CAE's facilities is presently allowed under a special exemption approved by various levels of Canadian government. This access is conditional upon your compliance with the CAE Protocols and the Regulations. Failure to comply with CAE's Protocols and Regulations will lead to ramifications, such as not being permitted to access the country and CAE's facilities.

In addition, it is the responsibility of CAE to monitor your compliance during the applicable quarantine period of 14 days from your arrival in Canada ("Quarantine Period") and to advise Global Affairs Canada of any potential concerns regarding exposure of Canadians (CAE employees or members of the general public). You, your employer, and CAE may face heavy penalties from your non-compliance, including immediate expulsion from any CAE facilities, and from Canada. CAE will seek reimbursement from you of any penalties imposed to and paid by CAE for your non-compliance.

Please note that this process is one of several measures implemented by CAE to ensure compliance with the exemption received from the Governments to allow access to ETFWs, and in particular: to reduce the risks associated with COVID-19 for anyone authorized to access CAE's facilities, to ensure that health precautions are maintained in our amenities, as well as to prevent contamination in the community.

This **Protocol is for non-discretionary travel into Canada by foreign nationals for CAE's essential business activities and** has two objectives: reducing the transmission risks of COVID-19 pandemic to a minimum, as well as meeting the requirements of our governments and health authorities.

We look forward to welcoming you at our facilities.

Risk Mitigation Plan for Exempted Temporary Foreign Workers

Conditions for Mandatory Isolation Exemptions (Quebec)



General

Our expectations are that ETFWs follow all necessary precautions to limit the risks of transmission of the COVID-19:

- As a matter of further enhancing the safety of all, we request that you continue practicing all local COVID-19 safety measures for at least 7 days prior to arriving in Canada.
- When boarding a flight to Canada, make sure you have in hand:
 - A negative molecular (PCR¹ or RT-LAMP²) test result for COVID-19 obtained within 72 hours of your scheduled departure flight to Canada. See [Testing section](#) below for further details.
 - A positive molecular test result for COVID-19 obtained between 14 to 90 days before the departure.
- Get a molecular (PCR³ or RT-LAMP⁴) test for COVID-19 7 days following the pre-departure test.
- 48 hours before arriving in Canada, the Public Health Agency of Canada (PHAC) asks that all visitors easily and securely use either the [ArriveCAN app](#) or go online at <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/arrivecan.html> to submit their contact and quarantine plan (including civic address of the place where they plan to quarantine themselves) and to speed up their arrival process in Canada to spend less time with border and public health officers.
 - The app will help you to:
 - provide mandatory information that's required for entry into Canada
 - reduce your wait time and points of contact at the border
 - provide the Government of Canada with voluntary updates on your quarantine compliance and the development of any symptoms during the 14 days after arriving in Canada
 - Download the ArriveCAN app ([iOS](#), [Android](#) or [web format](#)).

¹ Polymerase chain reaction

² Reverse transcription loop-mediated isothermal amplification

³ Polymerase chain reaction

⁴ Reverse transcription loop-mediated isothermal amplification

Risk Mitigation Plan for Exempted Temporary Foreign Workers

Conditions for Mandatory Isolation Exemptions (Quebec)



- 48 hours before arriving in Canada, it is highly recommended that all visitors download and install the [COVID Alert app](#), made by the Public Health Agency of Canada (PHAC), on their smartphone to protect themselves, people around them and the public during their stay in Canada.
 - The COVID Alert app will:
 - notify you if you have been in contact with someone who has tested positive for COVID-19;
 - provide you relevant information concerning the steps to follow after you receive the exposure notification;
 - inform other app users when they have been close to a person who has reported testing positive to COVID-19 through the app, anonymously and without sharing personal information.
- You should limit your outings only to CAE facilities. Do not go out in any public places during the first 14 days from your arrival in Canada (the "Quarantine Period").
- You should always follow local public health advice/guidance on the use of non-medical mask or face covering in indoor and outdoor public spaces.
- During the Quarantine Period, customers arriving by air must use only transportation made available to them by CAE.

We also expect you to apply strict hygiene protocols, at all times, whether you are in our facilities or not:

- Only access CAE facilities at times agreed with a CAE representative.
- Wash or disinfect your hands frequently using warm running water and soap for at least 20 seconds.
 - Disinfect your hands with an alcohol-based solution (with at least 60% alcohol) if you do not have access to soap and water.
- Follow hygiene rules when you cough or sneeze.
- Maintain physical distancing (2 metres / 6 feet) at all times and avoid shaking hands.
- Wear a mask in closed public areas at all times as it is mandatory, outdoors when it is not possible to consistently maintain a 2-metre physical distance from others, and in vehicles during travel, if applicable.
- Follow all CAE protocols when you enter the CAE facilities. Please refer to the [Visitors' guide](#) for more details.

Risk Mitigation Plan for Exempted Temporary Foreign Workers

Conditions for Mandatory Isolation Exemptions (Quebec)



The mask should be close to the face, covering the nose and mouth completely. Make sure you are equipped with extra medical masks and hand sanitizer. If you lose or forget your mask, additional masks and disinfectant solution may be obtained upon boarding your transportation to CAE or in its facilities.

Furthermore, we also expect you to **read the [recommendations](#)** from the Institut national de santé publique du Québec for further guidance on the COVID-19 preventive measures.

Testing*

- **Before boarding a flight to Canada**, ETFWs must have in hand:
 - A negative molecular (PCR or LAMP) COVID-19 test result performed within 72 hours prior to boarding to Canada; OR
 - A positive molecular COVID-19 test result undertaken between 14 to 90 days prior departure.
 - ETFWs must ensure that the laboratory test result includes the following data elements:
 - Customer/visitor name and date of birth
 - Name and civic address of the laboratory/clinic/facility that administered the test
 - The date on which the test was conducted
 - The method of the test conducted (e.g. PCR or LAMP)
 - The test result
 - COVID-19 test result must be sent by email to your CAE point of contact and to medical@cae.com prior to your departure.
 - If you receive a positive test result within 14 days prior to your departure, you will not be allowed to board a flight to Canada nor enter Canada.
 - With the possibility of receiving a false negative test result, it is important to continue to monitor for symptoms **daily** after your arrival in Canada.
- **The ETFW will be required to take a COVID-19 test 7 days following the pre-departure test, and CAE reserves the right to require additional COVID-19 tests within the 14-day period.**

Risk Mitigation Plan for Exempted Temporary Foreign Workers

Conditions for Mandatory Isolation Exemptions (Quebec)



ETFWs are required to inform the coordinator or compliance officer who should keep a registry of all people the ETFWs meet during the Quarantine Period and, if the ETFWs should at any time become symptomatic, be identified as being exposed, or be tested positive for COVID-19, will connect with local public health authorities and make this registry available to them, to CAE and the Governments to trace anyone they have been in contact with.

In case of a positive result in Quebec, the isolation rules must be followed, and the provinces Public Health Departments should be informed:

- Quebec Public Health Department by calling 1 877 644-4545

An email must also be sent to the Government of Canada at phac.quarantine.covid19.quarantaine.aspc@canada.ca.

*COVID-19 tests must be PCR (Polymerase chain reaction) or RT-LAMP tests.

Symptoms

If you start having symptoms of COVID-19, i.e. at least one of the following:

- fever (temperature equal to or greater than 38.1°C/100.6°F)
- sudden loss of sense of smell without nasal congestion, with or without loss of taste
- recent cough or worsening of chronic cough
- shortness of breath
- trouble breathing
- sore throat
- runny nose or congestion (of unknown cause)

or at least two of the following:

- stomach ache
- nausea or vomiting
- diarrhea
- major fatigue
- significant loss of appetite
- generalized muscle pain (not related to physical exertion)
- headaches

Risk Mitigation Plan for Exempted Temporary Foreign Workers

Conditions for Mandatory Isolation Exemptions (Quebec)



- **If you're on CAE's premises:**
 - Isolate yourself from others.
 - Advise your main point of contact at CAE, they will trigger our [Decision algorithm for virus symptom evaluation](#).
 - Immediately call a healthcare professional or the appropriate Public Health authority below, describe your symptoms and travel history, and follow any instructions from the healthcare professional or Public Health Authority.
 - In Quebec, inform the Quebec Public Health Department by calling 1 877 644-4545 and emailing mado.sat@santepub-mtl.qc.ca, or
 - You must also inform the Government of Canada by email at phac.quarantine.covid19.quarantaine.aspc@canada.ca
 - Security will be informed and will escort you out of the CAE facility and transport you to your hotel to collect your personal belongings before bringing you to a designated isolation location for a mandatory 14-day isolation period. The CAE Security team is trained on those specific protocols.
- **If not on CAE premises:**
 - Isolate yourself from others and stay in your hotel room.
 - Advise your main point of contact at CAE who will launch the [Emergency Response Plan for clients](#).
 - CAE medical will call the appropriate Public Health authority below providing your symptoms and travel history and follow any instructions from the Public Health Authority.
 - In Quebec, inform the Quebec Public Health Department by calling 1 877 644-4545 and emailing mado.sat@santepub-mtl.qc.ca, or
 - You must also inform the Government of Canada by email at phac.quarantine.covid19.quarantaine.aspc@canada.ca
 - CAE Security will be informed and will transfer you to a designated isolation location for a mandatory 14-day isolation period. The CAE Security team is trained on those specific protocols.

Risk Mitigation Plan for Exempted Temporary Foreign Workers

Conditions for Mandatory Isolation Exemptions (Quebec)



Protocol if contact with a CAE employee who shows COVID-19 symptoms

CAE employees working in the same building as customers are required to keep a registry of people they meet. Therefore, if during your stay a CAE employee starts demonstrating signs or symptoms, or is tested positive to COVID-19, a specific emergency response plan will be triggered:

- You will be informed by your CAE Point of Contact that an employee may have COVID-19
- CAE's Occupational Health Department will schedule a COVID-19 testing appointment as soon as possible
- CAE Security team will be informed and will escort you out of the CAE facility and transport you to your hotel (if customer is on CAE premises),
- You will be asked to stay in isolation in your hotel room until test results are received

Flight

Since January 7, 2021, all air passengers, five years of age and older, are required to provide proof of a negative laboratory test result for COVID-19 taken within 72 hours prior to boarding or proof of a positive COVID-19 test result taken between 14 to 90 days prior departure, before travelling from another country to Canada to the airline company. For more details on the required test result, please see [Testing](#) section.

Keep your mask on during the whole flight and follow your airline's safety protocols.

Airport

When exiting the plane, wash your hands, discard the protective equipment you wore during your flight, wash your hands again and put a new mask on. Make sure you are equipped with extra masks and hand sanitizer. If you lose or forget your masks, additional masks and disinfectant solution may be obtained upon boarding your transportation to CAE.

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Conditions for Mandatory Isolation Exemptions (Quebec)



At the airport, maintain physical distancing (2 metres), wear a mask at all times and wash or sanitize your hands frequently.

Go straight to your transportation (CAE-designated hotel shuttle or CAE transportation) and avoid unnecessary stops and group gatherings.

If you choose to have a CAE transportation made available (rather than the CAE-designated hotel shuttle), you will be met at the airport by a CAE designated driver. If you do not see anyone, please contact CAE's Global Head of Security at +1 514 757-5501.

Transportation

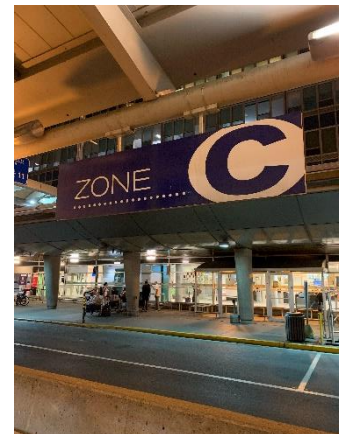
Prior to your arrival in Canada and prior to your departure from Canada, you are responsible to schedule your transportation from the airport, to CAE facilities and to CAE-designated hotel by using the following only:

- Transportation arranged by CAE Global Head of Security.
Contact: CAESECADMIN@cae.com **(48-hour notice required)**.

During your stay, you are responsible to schedule your transportation from CAE facilities to CAE-designated hotel with:

- Transportation arranged by CAE Global Head of Security. Contact: CAESECADMIN@cae.com (48-hour notice required).

Under no circumstances should you rent a car, take a taxi/uber or public transportation upon arrival to Canada and for the 14-day quarantine period.



Accommodation and food

During the Quarantine Period, self-isolate, preferably in a CAE designated private room at the hotel and use contactless delivery of food (order room service or

Risk Mitigation Plan for Exempted Temporary Foreign Workers

Conditions for Mandatory Isolation Exemptions (Quebec)



delivery). Do not access any public places, including restaurants, shopping centres, grocery stores, etc.

* Two weeks after arrival—these restrictions are no longer applicable, however, following CAE standard protocols at its facilities are still required, such as physical distancing rules, handwashing and mask wearing still apply. In addition, following local public health advice/guidance at all times is mandatory.

Confinement requirements

You should go back to your hotel after your training session. You must maintain physical distancing (2 metres / 6 feet) with the hotel staff and ETFW, wear a mask at all times and wash or sanitize your hands frequently. You may not visit other hotel rooms and should make a safe use of elevators and stairwells. Do not access any public places, including but not limited to restaurants (including the hotel restaurant), gym, pool, spa, shopping centres, grocery store, etc. during the Quarantine Period. Do not participate in activities outside of the purpose of your visit. Do not attend gatherings, interactions or having visitors.

* Two weeks after arrival—these restrictions are no longer applicable, however, following CAE standard protocols at its facilities are still required, such as physical distancing rules, handwashing and mask wearing still applies. In addition, it is always mandatory to follow local public health advice/guidance at all times.

Declaration process

Before your departure to Canada and upon your arrival, you will be asked to declare that you comply with the measures in place by CAE and the various Canadian governments (federal, provincial and municipal). CAE is personally responsible for monitoring the ETFW's compliance during the applicable Quarantine Period of 14 days from their arrival in Canada and to advise Global Affairs Canada of any potential concerns regarding exposure of Canadians (CAE employees or members of the general public). The ETFW, its employer, and CAE may face heavy penalties from non-compliance, including immediate expulsion from any CAE facilities, and from Canada. CAE will seek reimbursement from ETFW of any penalties imposed to and paid by CAE for ETFW non-compliance.

Risk Mitigation Plan for Exempted Temporary Foreign Workers

Conditions for Mandatory Isolation Exemptions (Quebec)



Prior to your departure, read, sign and return the following documents to your CAE's designated Point of Contact

- [Declaration form](#)
- [Protocol for Training centres](#)
- [Visitors' guide](#)

Preventive measures on site

Detailed guidelines have been established and communicated to our employees and ETFWs through guides and protocols. Click on the following links to see the extent of the measures applicable to each of these stakeholders:

- [Protocol for Training centres](#)
- [Visitors' guide](#)

Compliance and accountability officer(s)

- **Pietro D'Ulisse**, Global Leader, CAE Risk Management, Security & Business Continuity, COVID-19 Crisis Command Leader, is the assigned and appointed compliance and accountability officer. He can be reached at +1 (514) 734-5683.
- **Melissa Daoud**, Coordinator of the COVID-19 emergency team, as coordinator ensures the effective coordination of the protocol put in place during the ETFWs' stay in Canada. She ensures that the following requirements are met: coordination of trips, compliance with distancing and hygiene instructions, accessibility to a resource person able to communicate in the ETFW's native language at all times, basic needs and daily monitoring of symptoms.
She also ensures compliance and adherence with/to the points below:
 - ETFW and manager supervising his/her work are informed of all COVID-19 preventive measures at the receiving facility.
 - ETFW understands and has the necessary conditions to comply with strict isolation instructions in his/her place of accommodation.

Risk Mitigation Plan for Exempted Temporary Foreign Workers

Conditions for Mandatory Isolation Exemptions (Quebec)



- ETFW has at his/her disposal means of communication to access a resource person at all times during his/her stay to receive assistance in terms of both physical well-being and psychological needs.
 - ETFW has the contact information of an emergency contact person and the relevant information (allergies, medical conditions, necessary purchases, others). Confidentiality of that information is also under the coordinator's role.
- **Laëtitia Garcia/Robert Nag** (Civil Training - Montreal) are responsible for:
 - communicating the protocols and conditions of the quarantine requirement exemption to the ETFWs ahead of their travel and all involved parties. Upon arrival, the ETFWs will review the risk mitigation plan with **Jessica Howell** and sign a form acknowledging the conditions of their exemption.
 - ensuring that the below protocols are enforced and followed by the ETFWs.
- **Michel Poulin/Eric Charbonneau** (Civil Products & Aftermarket Services- Montreal) are responsible for:
 - communicating the protocols and conditions of the quarantine requirement exemption to the ETFWs ahead of their travel and all involved parties. Upon arrival, the ETFWs will review the risk mitigation plan and sign a form acknowledging the conditions of their exemption.
 - ensuring that the below protocols are enforced and followed by the customers/visitors.
- **Elena Regal-Zeiger/Roger Lacasse** (Defence & Security - Montreal) are responsible for:
 - communicating the protocols and conditions of the quarantine requirement exemption to the ETFWs ahead of their travel and all involved parties. Upon arrival, the ETFWs will review the risk mitigation plan and sign a form acknowledging the conditions of their exemption.
 - ensuring that the below protocols are enforced and followed by the customers.
- **Anne Kumar** (Healthcare – Montreal) is responsible for:
 - communicating the protocols and conditions of the quarantine requirement exemption to the ETFWs ahead of their travel and all involved parties. Upon arrival, the ETFWs will review the risk

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Conditions for Mandatory Isolation Exemptions (Quebec)



- mitigation plan and sign a form acknowledging the conditions of their exemption.
 - ensuring that the below protocols are enforced and followed by the ETFWs.
- **Coordinator and compliance officer** are responsible for arranging pre-travel COVID-19 testing for all individuals planning on travel, regardless of symptoms or if asymptomatic.

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).



Wash/sanitize your hands frequently



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.



Comply with CAE COVID-19 Personal Equipment policy



If you develop warning signs of COVID-19 (*new or worsening cough, shortness of breath or difficulty breathing, temperature equal to or over 38°C (100.4°F), feeling feverish, chills, fatigue or weakness, muscle or body aches, new loss of smell or taste, headache, gastrointestinal symptoms (abdominal pain, diarrhea, vomiting), feeling very unwell*), contact your manager as soon as possible so the situation can be evaluated and appropriate measures taken. In addition, call 1 877 644-4545 (toll-free) and follow their instructions.



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 physical 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 COVID-19 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 on your face covering/surgical 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.
- The sharing of equipment is not authorized.
- 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) 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.

** 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.

3. Briefing



- Follow social distancing rules (2m/6ft separation) during briefing sessions.



- Follow social distancing rules while moving around training facility.
- Comply with the CAE COVID-19 personal equipment policy.

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.

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 disinfect and stow the oxygen masks at the end of the session (if applicable).



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

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.

Last revised: August 7, 2020

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Welcome to CAE Montreal

We're taking all necessary precautions to provide you and our employees with a safe environment. Please be mindful of the signage and protocols we put in place at every step of your stay, from your arrival at our headquarter to the simulator and meeting rooms.

Visitors' guide

Your worldwide
training partner
of choice



Before your arrival



Communication

- Read this document to get familiar our preventive measures.



Self-assessment

Ask yourself:

- Whether you have COVID-19 or COVID-19 symptoms, i.e. onset or worsening of cough, fever, difficulty breathing, loss or change in your normal sense of smell or taste.
- Have you been in contact with someone affected by COVID-19 in the last 14 days?
- If at least one of the answers is affirmative, please inform your CAE sponsor and call:
 - 1 877 644 4545 for CAE sites in Quebec; or
 - 1 866 797 0000 for CAE sites in Ontario; or
 - 1 888 268 4319 for CAE sites in British Columbia



COVID-19 symptoms

- New or worsening cough
- Shortness of breath or difficulty breathing
- Temperature equal to or over 38° C (over 100.4° F)
- Feeling feverish
- Chills
- Fatigue or weakness
- Muscle or body aches
- New loss of smell or taste
- Headache
- Gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)
- Feeling very unwell

What to bring with you

- To limit the propagation of the virus, only bring to CAE what is necessary with you and leave as much as possible at home or in your hotel room. The sharing of equipment is not authorized.



Arrival at our facilities

Open entrances and parking

- You can enter either from the main entrance or door 4. Your CAE Sponsor will inform you where to enter.
- Note that parking is available near both entrances, where indicated.

*Note that our preventive measures may change or be adapted during your stay. If this is to occur, your CAE Sponsor will keep you informed.



Entering our facilities



Declaration

- Everyone entering our facilities are required to declare, by raising their hand, that they:
 - Comply with local quarantine requirements;
 - Do not have COVID-19 or COVID-19 symptoms;
 - Have not been in contact with someone who has COVID-19 in the last 14 days;
 - Intend to comply with our measures.
- Visitors are also asked to sign the declaration on paper.



Temperature check

- An infrared thermometer camera will take your temperature to ensure that you do not have a fever. If your temperature is equal to or above 38 °C/100.4 °F, you will not be allowed to enter CAE facilities.



Wear a procedural mask

CAE is providing masks to everyone entering its facilities and expects them to wear it at all times, except when sitting at more than 2 metres from others and when eating and drinking.

- For your safety, we ask you to disinfect your hands prior and after putting the mask on.



Safety glasses

- Your CAE Sponsor will ask Security to provide you with safety glasses as they are mandatory inside simulators.

*Note that our preventive measures may change or be adapted during your stay. If this is to occur, your CAE Sponsor will keep you informed.

Local quarantine requirements:

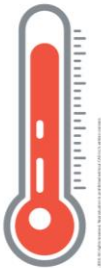
Individuals who have COVID-19 symptoms are required to self-quarantine and to call 1 877 644-4545.

Taking of your temperature

Due to the current COVID-19 pandemic, all employees, visitors, clients or contractors must have their temperature taken to verify if they have fever.

Temperature must be below:
38°C / 100,4°F

If temperature is equal or higher, access to CAE will not be authorized. Contact your manager or your point-of-contact for more information.



Note that personal masks are not allowed.

In our facilities Our 3 basic rules to follow

**Respect venue
maximum capacity
and work from
home**

Wear a mask



Please wear a mask at all times inside CAE facilities

Except when you're working stationary at more than two metres away from your colleagues

1 Make sure the mask covers your

 **Nose**  **Mouth**  **Chin**

2 Even when wearing a mask, remember to

 **Wash your hands regularly**  **Social distancing**

**Practice physical
distancing**

**Wash your
hands**

Aidez-nous à prévenir la propagation de la COVID-19
Help prevent the spread of COVID-19

Pratiquer la distanciation physique
Practice physical distancing



2 mètres (6 pieds)
2 metres (6 feet)

En tout temps, maintenez une distance d'au moins 2 mètres (6 pieds) avec les autres.
At all times, maintain at least a 2 metres (6 feet) distance from others.

Washing hands:
Simple and effective



CAE

*Note that our preventive measures may change or be adapted during your stay. If this is to occur, your CAE Sponsor will keep you informed.



In our facilities

Circulating

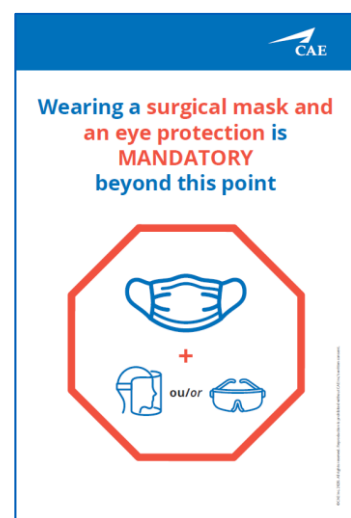
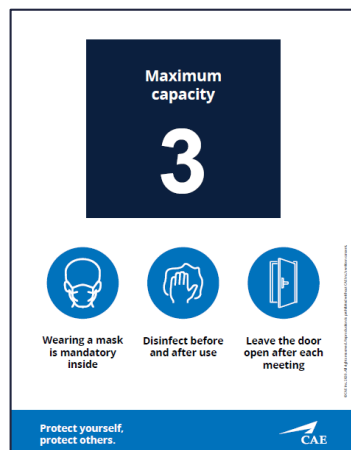
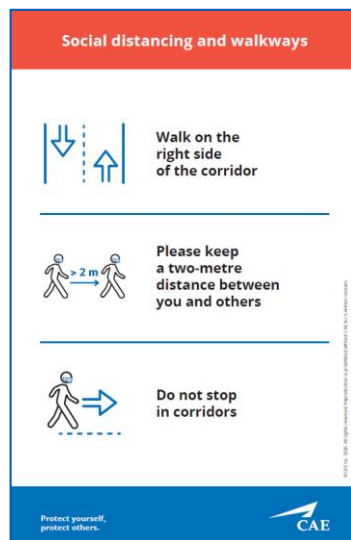
- Always stay on the right-hand side of the hallways and staircases.
- Do not stop in the corridors and avoid wandering.
- Keep a two-metre (6 ft) distance between you and others.
- Respect elevators' indicated maximum capacity, wear your mask and consider using the stairs.
- CAE "Ambassadors" circulate throughout the facility to encourage compliance to the guidelines, please obey their instructions.
- Escort by a CAE employee is required in most cases. Discuss with your CAE Sponsor for a waiver.

Conference rooms

- Respect the room's indicated maximum capacity.
- Always wear your mask inside.
- Clean and disinfect surfaces and equipment after use.
- Leave the door open after use.

Simulators

- Eye protection is mandatory in the simulators but can be temporarily removed when testing or operating the simulator.
- CAE employees and customers must clean and disinfect the flight controls and tactile equipment before and after validation.
- Oxygen face masks cannot be tested during the pandemic.



*Note that our preventive measures may change or be adapted during your stay. If this is to occur, your CAE Sponsor will keep you informed.



Self-service cleaning products

- Disinfecting gel and wipes are available throughout the building for visitors and employees.
- Hands should be washed with water and soap regularly for at least 20 seconds.



Washrooms

- Washing hands is mandatory upon entrance and before leaving.
- Hand dryers are disabled during the pandemic – brown paper is provided instead.
- Washroom entrance doors are to remain open at all times during the pandemic.



Water fountains

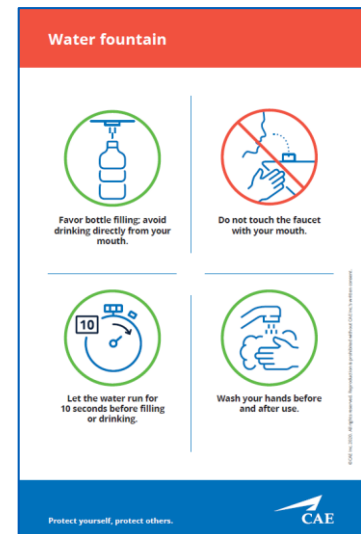
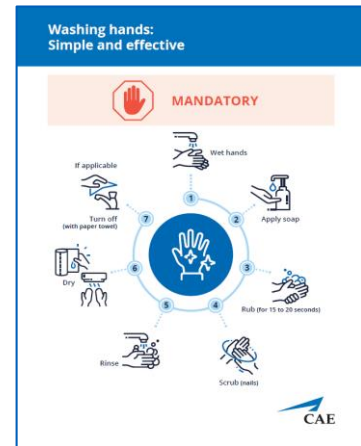
- Favor bottle filling to avoid drinking directly from your mouth.
- Do not touch the faucet directly with your mouth.
- Let the water run for 10 seconds before filling or drinking.
- Wash your hands before and after use.

Lunch time



Lunch options

- CAE can provide individual lunchboxes upon requests made in advance.
- Visitors can bring their own lunch. Fridge and microwave are at your disposal.



Please wash or disinfect your hands before and after touching the fridge and microwave.



Eating areas

- Visitors can eat in conference rooms, in eating areas, at the SimCafé, etc.

Please maintain physical distancing and respect rooms' maximum capacity while eating.



Break areas

Indoor

- Do not take breaks in corridors.
- Maintain physical distancing rules even when sitting.



Outdoor

- **Continue to respect physical distancing outside.**
- Mask can be removed outside when physical distancing is maintained.
- If you wish to smoke, please go in and around the designated areas.
- Respect picnic tables' limited capacity as indicated on each of them.

When returning inside, entrance procedures must be completed anew.



Exiting our facilities

- Make sure you take all your belongings with you.
- Discard your medical mask in the indicated bin at the exit and wash or disinfect your hands afterward.

Discard your mask here



CAE