

Protocol for clients coming from abroad for training purposes



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 precautions from anyone entering our facilities.

This **Protocol for clients coming from abroad for training purposes** has two objectives: reducing the transmission risks of COVID-19 epidemic to a minimum, as well as meeting the requirements of our government and health authorities.

We look forward to welcoming you in our training centre.

General

Our expectations are that you follow all necessary precautions to limit the risks of transmission of the COVID-19. We also expect you to apply strict hygiene protocols, at all times, whether you are in our facilities or not:

- Wash or disinfect your hands frequently.
- Maintain social distancing (2 metres / 6 feet) at all times and avoid shaking hands.
- Wear a mask whenever social distancing is not possible, in public areas or when transiting.

The mask should be close to the face, covering the nose and mouth completely. Make sure you're equipped with extra masks and hand sanitizer.

Symptoms

If you start having symptoms of COVID-19 (cough, shortness of breath, or fever equal to or greater than 38°C, or signs of fever e.g. shivering, flushed skin, excessive sweating, loss or change in the sense of smell or taste):

- **If you're on CAE's premises:**
 - Isolate yourself from others.

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- Immediately call a health care professional or public health authority and describe your symptoms and travel history, and follow their instructions.
- Advise your main point of contact at CAE, they will trigger our *Admittance procedure and virus symptom evaluation*.
- **If not on CAE premises:**
 - Isolate yourself from others and stay in your hotel room.
 - Immediately call a health care professional or public health authority (1-833-784-4397) and describe your symptoms and travel history, and follow their instructions.
 - Advise your main point of contact at CAE.

Flight

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

Airport

When exiting the plane, discard the protective equipment you wore during your flight, and put a new mask on. Make sure you're equipped with extra masks and hand sanitizer.

At the airport, maintain social distancing (2 metres / 6 feet) at all times and wash or sanitize your hands frequently.

Go straight to your transportation and avoid gathering in groups.

Transportation

We recommend that you rent a car for transiting between airport, hotel and CAE. Please wear a mask if another person uses the same rental car as you.

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You can also take taxi cabs: not more than 2 people per cab (including the driver). Wear a mask and sit in the back. Make sure you wash or sanitize your hands when getting on and off the cab.

Do not use public transport.

Accommodation and food

Self-isolate at the hotel, order room service or delivery. Avoid gathering for meals or eating in restaurants, and do not shop in grocery stores.

Confinement requirements

You should go back to your hotel after your training session. Avoid activities outside of the purpose of your visit. Avoid gatherings, interactions or having visitors.

Declaration process

You will be asked to declare that you comply with the measures in place as outlined in the Return-on-site guide and the Pandemic Code of Conduct upon your entrance on site.