COVID-19 Protocol for Training Centres

This protocol describes how to manage the interactions between CAE instructors, Customer Trainees and CAE Simulator maintenance technicians.

1. Arrival at CAE
   - Follow declaration guidelines.
   - Wash your hands (hand sanitizer and/or soap & water) upon entering the facility and 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.

   - 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.

3. Briefing
   - Follow social distancing rules (2m/6ft separation) during briefing sessions.
   - Follow social distancing rules while moving around training facility.

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.

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).

7. After session
   - Clean the entire instructor workspace using cleaning supplies provided and confirm training crews 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.

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 I/O (e.g. remote Tactical Control Center)

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

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.

11. Leaving CAE
    - Sanitize desk and personal belongings.

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

CAE Instructor
Customer Trainees
Simulator maintenance technician

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