

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.

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.

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.

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.

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