**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 and 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 (fever, shortness of breath, coughing), contact your manager as soon as possible to the situation can be evaluated and appropriate measures taken.**
- **Ensure adequate cleaning supplies are available to the training crew.**

### 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 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.
- Greet with 2-metres/6 feet distance without shaking hands.
- Follow declaration guidelines.  
- Put your face covering/mask as you enter CAE facilities.

### 2. Health & Safety

#### COVID-19 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.

#### COVID19 Protocol for Training Centres

- *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.**
- **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.
- It is recommended that each individual bring their own headset (if applicable).
- **Comply with CAE COVID-19 Personal Equipment policy.**
- **Apply 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.**

### 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.

### 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.
- Followed by Captain.
- *Not applicable for training devices with Off-board IOS (e.g. remote Tactical Control Center)*
- **If 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).
- **Comply with the CAE COVID-19 personal equipment policy.**
- **Follow social distancing rules (2m/6ft separation) during briefing and debriefing sessions.**
- **Comply with the CAE COVID-19 personal equipment policy.**

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

### 9. Before debriefing

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

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

### Last revised: May 22, 2020