



CDC quarantine option – Optional quarantine protocol for US sites	Publication date: February 16, 2021
	Replaces:

This policy describes the procedures to apply the Centers for Disease Control and Prevention (CDC) 10-day quarantine option for direct contacts with positive cases.

Purpose

Following a successful pilot project conducted at our Mesa facility which was intended to evaluate the CDC's option to reduce quarantine, CAE is rolling out the 10-day quarantine protocol in all its facilities in the United States. Reducing the quarantine period can allow for better business continuity by reducing the time period employees cannot work or the time period customers cannot be trained. It enables CAE to pursue its operations and activities more seamlessly while ensuring the health and safety of its employees, customers and suppliers.

Applicability

In order to deploy this new policy safely, a pilot project was conducted at a CAE-designated site in the US only. The first-phase implementation at our Mesa facilities allowed us to evaluate the CDC's option to reduce quarantine.

In this second-phase implementation, the policy applies to all CAE employees, contractors, contingent workers, customers, cadets and instructors in our sites located in the United States. The 10-day quarantine option is strongly recommended but not mandatory.

CAE thanks its employees, contractors, contingent workers, customers, cadets and instructors for their cooperation in following this policy.

All CAE sites in the United States who chose not to apply this new policy must continue to meet local authorities' COVID-19 requirements and policies, thus continuing with the 14-day quarantine period for close contacts.

Procedure

CAE has established the following requirements:

1. All CAE employees, contractors, contingent workers, customers, cadets and instructors at CAE's US sites that were in close contact with an infected person can quarantine for 10 days from last date of contact.
 - Each person in quarantine must:
 - Complete the Daily medical survey every day for 14 days from last date of contact.



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- Complete and submit on day 9 the [End of quarantine medical questionnaire](#) for evaluation by the CAE Medical team, before access can be granted to return to the CAE SITE on the 11th day.

Project owner must:

- Ensure the [daily medical survey](#) is duly completed by each person in quarantine.
 - In the event that a person in quarantine fails to complete and submit the [daily medical survey](#), the individual will have to submit to local authorities' COVID-19 requirements and policies and complete a 14-day quarantine.
 - The 14-day quarantine should begin on the day the first daily medical survey was completed. If the person did not submit any daily medical questionnaire, the 14-day quarantine must begin when the last contact with infected person occurred.
 - Document each individual's compliance with the procedure in the [Tracking form](#) in the MS Teams repository dedicated to project owners and CAE Medical.
 - Advise CAE Medical in the event that a person in quarantine presents one or more symptoms during the quarantine period, and CAE Medical will contact the person.
 - Launch CAE's ERP in the event that a person in quarantine is confirmed to be COVID-19 positive.
 - Ensure the [End of quarantine medical questionnaire](#) is submitted on day 9, for evaluation by the CAE Medical team.
 - Get official approval from the CAE Medical team that access is granted for each individual in quarantine who needs to return to the training center.
2. All CAE employees, contractors, contingent workers, customers, cadets and instructors infected with COVID-19 in participating CAE US sites must continue to self-quarantine for a minimum of 10 days. Refer to the relevant ERP in this case.

What needs to be put in place:

1. The HRBP must put in place a process to validate that the daily COVID-19 declaration form is filled out by each individual in quarantine (example: Google Forms, MS Team folder, survey)



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2. The HRBBP must set up a centralized repository accessible to CAE Medical to track compliance with the protocol, store data and track updates (example: the Excel tracker provided by the COVID team)
3. Communication with your site airline partners (if required)
4. Communication to trainees to inform of new protocol requirements and process

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Roles and responsibilities:

Employees, contractors, contingent workers, cadets, instructors

This policy has been established to reduce quarantine by ensuring compliance with our safety measures in order to allow for better business continuity. All employees, contractors, contingent workers, cadets and instructors are responsible for following the procedure pertaining to this protocol.

Protocol owners

The person in charge at each participating site is responsible for ensuring full compliance with this protocol. The person must ensure that health and safety is prioritized before authorizing any person to return on premises, without first having completed all documentation and exerted all rigorous due diligence for audit and tracking purposes.

FAQ

- **I was already in quarantine at the moment this protocol was announced, does that mean I can shorten my quarantine to 10 days?**

No. The 10-day quarantine protocol has different requirements than the original quarantine. Only the quarantines starting after Tuesday, February 9 can be shortened to 10 days.

- **If on my ninth day the medical services don't authorize my return on site, what should I do?**

You must remain in quarantine and follow the guidelines that will be personally given to you by CAE.

- **How does the daily monitoring work?**

Every day of the quarantine period, employees and clients will have to declare whether they experience symptoms to their CAE designated point of contact (HRBP). On the ninth day of the quarantine period, he/she must send [this form](#) to medical@cae.com for authorization to lift the quarantine.



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- **What is the risk associated with the reduction in the number of days of quarantine?**

According to the CDC, with this strategy, residual post-quarantine transmission risk is estimated to be about 1% with an upper limit of about 10%.

- **Quarantine period for any individual who is living with a confirmed COVID-19 positive:**

The quarantine period for any individual who is living with a confirmed COVID-19 positive person is different than the regular quarantine period for close contacts. The basic quarantine period for that individual is ten days after the date when the COVID-19 test was done by the positive person, plus fourteen days for the last day of close contact with him while he is contagious, for a total of twenty four days after the positive test was done.

This quarantine period might change to fourteen days only depending on the following factors:

- If the person is living in a house and not an apartment and is living in strict quarantine in a room where he has the use of a private bathroom, not shared by the other members of the family.
- if the infected individual does not share a bathroom, kitchen or living room with the other members of the family.
- If food is given to the infected individual at the door of his quarantine room without any direct contact.
- This decision will be made by CAE’s medical department upon receiving all the necessary information.



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DOCUMENT CONTROL

Detailed information on document control

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Revision history

Date	Modified by	Changes description