

# Policy on rooms and enclosed spaces

(e.g. conference rooms, classrooms, offices, enclosed work rooms, etc.).

## Guidelines for Rooms and Enclosed Spaces

- Wearing of surgical masks and physical distancing are mandatory at all times, except when you are alone in a closed office.
- Room capacity limit must be respected.
- Only essential business meetings should take place in conference rooms.
- Any surfaces that have been touched must be disinfected.

## Quarantine Warning

If a person tests positive after attending a **meeting where not all participants complied with the mandatory mask requirement or maximum room capacity, everyone who attended the meeting will be required to quarantine.** In addition, any person who has been in direct contact with the person who tested positive will also be required to quarantine.

# Meetings and visitors

## Guidelines for food in meetings

- Meals, snacks and cutlery must be individually wrapped.
- Single-serve beverages are recommended.
- Hot beverages in multi-serve containers are allowed. It is mandatory to sanitize your hands before serving yourself.
- After the meeting, participants must disinfect the surfaces they have touched.
- Only customers and visitors are allowed to eat in meeting rooms. Employees must eat at their workstation or where indicated.

## Visitor Guidelines

- All visitors must be registered and approved by Security at least 24 hours before arriving.

**Where local regulations are more stringent, employees must first comply with local regulations and then follow CAE guidelines.**

# Guidelines Regarding Rooms and Enclosed Spaces

**Surgical mask mandatory**



**Respect maximum capacity**



**Disinfect surfaces that have been touched and leave the door open after use.**



**Where local regulations are more stringent, employees must first comply with local regulations and then follow CAE guidelines.**

**Mandatory physical distancing**



**Individual meals, snacks, beverages and cutlery**



**Only hot beverages in multi-serve containers are allowed to be shared.**

**It is mandatory to sanitize your hands before serving yourself.**

**Only customers and visitors are allowed to eat in the meeting rooms.**

**Employees must eat at their workstation or where indicated.**

