



| | |
|---|------------------------------------|
| Actions to be carried out in the context of rapid in-company testing with BD Veritor | Publication Date: April 5, 2021 |
| | |

Protocol for the implementation of rapid screening tests performed with BD Veritor

Applicability:

This protocol applies to personnel responsible for rapid testing stations and to CAE's employees, ancillary workers, customers or suppliers who voluntarily submit to the rapid test for COVID-19.

| Manager | Actions to take | Resource Support |
|-----------------------------|--|---------------------------------|
| On-site | | |
| Administrative Agent | <u>Interaction with employees, step by step:</u> <ol style="list-style-type: none"> 1. Greet the employee and obtain their consent for the test. 2. Validate the identity (first and last name) of the employee. 3. Explain the procedure which is to follow and give the swab to the employee. 4. Receive the swab from the employee once the sample has been collected. 5. Write the employee's name on the test device. 6. Explain to the employee that they will be contacted by the medical department within the next hour if the test | CAE Montreal Medical Department |



| | |
|---|------------------------------------|
| Actions to be carried out in the context of rapid in-company testing with BD Veritor | Publication Date: April 5, 2021 |
| | |

| | | |
|-------------------|--|--|
| | <p>result is positive and that they will not be contacted if the result is negative.</p> <p>7. Advise the employee that they can return to their activities.</p> <p>8. Disinfect the seat used by the employee after his or her departure.</p> <p><u>Handling of the sample</u></p> <ol style="list-style-type: none"> 1. Remove the cap from the extraction reagent tube. 2. Insert the sample swab into the reagent tube. 3. Vigorously immerse the swab moving it up and down for 15 seconds. 4. Remove the swab while pressing down on the tube in order to extract the liquid. 5. Discard the swab by placing it into the yellow chemical waste container. 6. Place the dispensing tip firmly onto the tube. 7. Mix the sample by tapping or swirling the bottom of the tube. 8. Add 3 drops of the processed sample to the test device. 9. Log the exact time. 10. Return the test device to the technician responsible. | |
| Technician | <p><u>Analysis of results (steps for all tests)</u></p> <ol style="list-style-type: none"> 1. Allow the test to process for 15 minutes. | |



| | |
|---|------------------------------------|
| Actions to be carried out in the context of rapid in-company testing with BD Veritor | Publication Date: April 5, 2021 |
| | |

| | | |
|--|---|--|
| | <ol style="list-style-type: none"> 2. Press the blue button when the test is ready, turning on the BD Veritor Plus Analyzed. 3. Insert the test device for reading when it is permitted. 4. View the results which appear on the screen. 5. Record the result and remove the test device from the analyzer. 6. Discard the test device by placing it into the yellow chemical waste. <p>In the event that a test is positive for covid-19, the technician immediately calls the Medical Department and/or the medical director in order to attend to the positive individual.</p> | |
|--|---|--|

Mobile

| | | |
|---|---|--|
| Administrative Agent (mobile clinic) | <u>Interaction with the employees (mobile)</u> | |
| | <ol style="list-style-type: none"> 1. Greet the employee and obtain their consent for the test. 2. Validate the identity (first and last name) of the employee. 3. Explain the procedure to follow and give the swab to the employee. 4. Receive the swab from the employee once the sample has been collected. 5. Write the employee's name on the test device. | |



| | |
|---|------------------------------------|
| Actions to be carried out in the context of rapid in-company testing with BD Veritor | Publication Date: April 5, 2021 |
| | |

| | | |
|-------------------|---|--|
| | <p>6. Explain to the employee that they will be contacted by the medical department within the next hour if the test result is positive and that they will not be contacted if the result is negative.</p> <p>7. Advise the employee that they can return to their activities.</p> <p><u>Handling of the sample</u></p> <ol style="list-style-type: none"> 1. Remove the cap from the extraction reagent tube. 2. Insert the sample swab into the reagent tube. 3. Vigorously immerse the swab moving it up and down for 15 seconds. 4. Remove the swab while pressing down on the tube in order to extract the liquid. 5. Discard the swab by placing it into the yellow chemical waste container. 6. Place the dispensing tip firmly onto the tube. 7. Mix the sample by tapping or swirling the bottom of the tube. 8. Add 3 drops of the processed sample to the test device. 9. Log the exact time. | |
| Technician | <p><u>Analysis of results (steps for the mobile screening test only)</u></p> <ol style="list-style-type: none"> 1. Add 3 drops of the sample processed to the test device. 2. Log the exact time. | <p>Montreal Medical Director (Danny Samra)</p> |



| | |
|---|------------------------------------|
| Actions to be carried out in the context of rapid in-company testing with BD Veritor | Publication Date: April 5, 2021 |
| | |

| | |
|---|--|
| <p>3. Allow the test to process for 15 minutes.</p> <p>4. Press the blue button when the test is ready, turning on the BD Veritor Plus Analyzed.</p> <p>5. Insert the test device for reading when it is permitted.</p> <p>6. View the results which appear on the screen.</p> <p>7. Record the result and remove the test device from the analyzer.</p> <p>8. Discard the test device by placing it into the yellow chemical waste.</p> <p>In the event that a test is positive for covid-19, the technician immediately calls the Medical Department and/or the medical director in order to attend to the positive individual.</p> <p><u>Logging of the results</u></p> <ul style="list-style-type: none">- Record the employee's name and the result in the log which is found in Workday. This should be done on the day of the analysis. <p><u>Report for Health Canada (results from the previous week)</u></p> <ul style="list-style-type: none">- Receive and retain the anonymized weekly report generated every Monday morning by the Workday tool.- Use the anonymized report template provided by Health Canada to transfer the report information into it from Workday.- Make sure to confirm that the report's summary corresponds to the information provided by the Workday tool <p>Send the report for the previous week to the federal government every Monday by 2:00 p.m.</p> | |
|---|--|



| | |
|---|------------------------------------|
| Actions to be carried out in the context of rapid in-company testing with BD Veritor | Publication Date: April 5, 2021 |
| | |

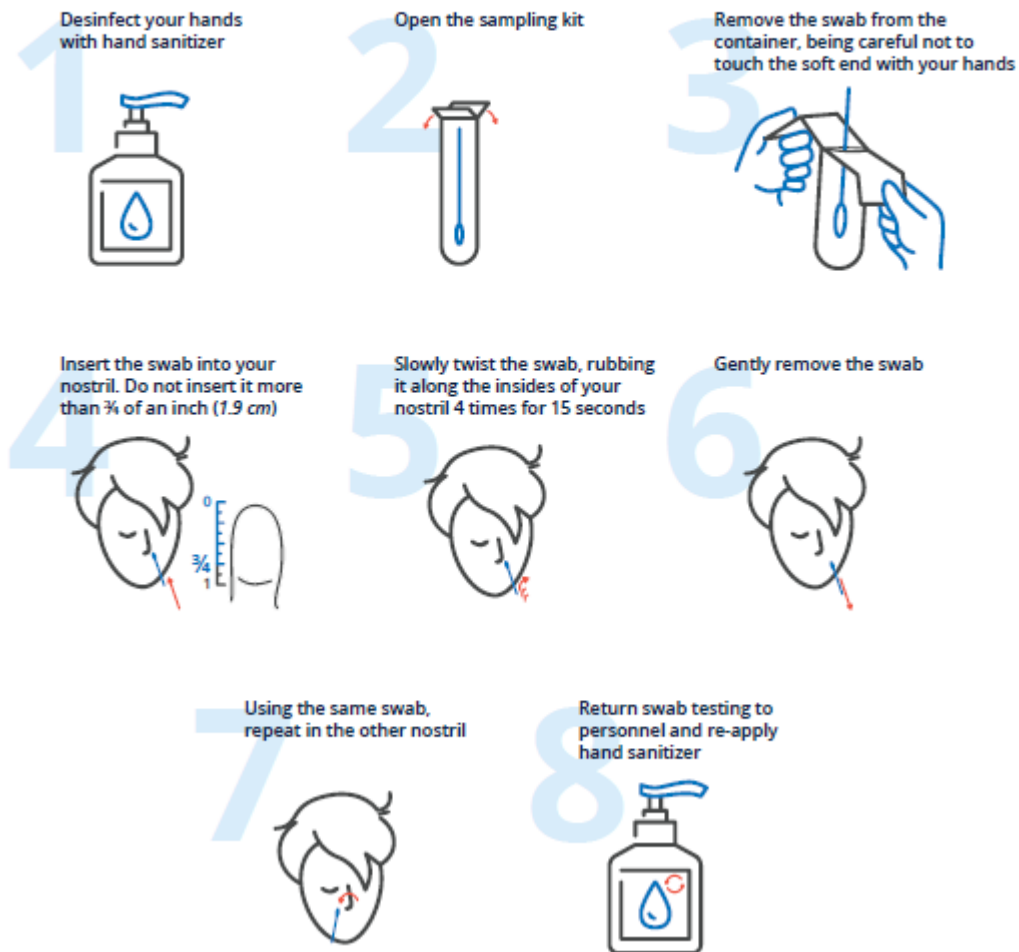
| | | |
|-------------------------------|--|--|
| Medical Services | <ol style="list-style-type: none"> 1. Contact the administrator or the manager of the person who tested positive for COVID-19 in order to isolate the person. 2. Advise security in order to withdraw the positive individual's access. 3. Communicate with the employee, direct them to the PCR COVID-19 test and indicate the next steps. 4. Record the employee's PCR result in the log in Workday when it is obtained. 5. If the COVID-19 PCR test is negative, then the employee is allowed to return to work. 6. If the COVID-19 PCR test continues to be positive, then trigger the COVID-19 emergency response plan. 7. Allow the person to return to the facilities in accordance with the conditions of the emergency plan. | |
| Administrator/ Manager | <ol style="list-style-type: none"> 1. Inform and isolate the individual who has tested positive. 2. Contact medical services for the next steps to follow. | |

Actions to be carried out in the context of rapid in-company testing with BD Veritor

Publication Date:
April 5, 2021

APPENDIX

How to collect your nasal swab sample for COVID-19 rapid screening





| | |
|---|------------------------------------|
| Actions to be carried out in the context of rapid in-company testing with BD Veritor | Publication Date: April 5, 2021 |
| | |

CONTROL OF DOCUMENTS

Detailed information about document control

| | |
|--|--|
| Manager | Danny Samra |
| Approval by a member of senior management | |
| Primary COVID-19 Approval Team | Pietro D’Ulisse Jennyfer Valme Hugo Christiansen Caroline Veillette |