



EMERGENCY RESPONSES PLANS	Publication date: Dec. 9, 2020
	Replace: ERP for Leaders, issued Aug 23 rd , 2021

Emergency Response Plan for Leaders

This protocol is applicable to COVID-19 CONFIRMED CASES. A Confirmed Case is defined as:

Someone who is fully vaccinated or not and has tested positive for COVID-19

This protocol is applicable to all CAE sites where CAE has operational control. For all other facilities please contact the site leader.

ATTENTION - Employees, visitors and suppliers: any person that has requested a test for COVID-19 must stay home if he has symptoms.

In the event the test results are confirmed positive:

- The infected person must not access any CAE facility.
- The infected person must self-quarantine until he/she is given authorization by the medical authorities in that country to end the quarantine. Upon return to CAE, this person must follow CAE’s admittance protocol and the CAE Facility guidelines.
- No PCR test is required for a return to work since about 20% of people who are COVID-19 positive can stay so for up to 3 months even though they are not contagious. Neither Health Canada nor the CDC recommend doing a control PCR test.

Please note that considering the seriousness of the situation, Site Leaders are accountable for the execution and the effectiveness of this protocol.

- Below are detailed guidelines for all collaborators having a responsibility in this protocol (Managers, EH&S, HR Regional Leaders, HRBP, Site Leaders, Security, Medical, Facility and Customer Point of contact).
- In Appendix A is the list of all EH&S, Facility, HR Regional Leaders and Customer service POC.

Responsible	Actions to be taken	Resource support
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Managers	<ol style="list-style-type: none"> 1. If the infected person is in a CAE facility: <ol style="list-style-type: none"> a. Ask the person to cover their mouth and nose with a mask or a face cover. b. Ask the person to leave the CAE facility immediately. c. Remind the person that, to protect the person’s privacy, and further to avoid stress, the HRBP will contact the person’s colleagues as per the CAE protocol. If the person is a supplier or visitor, ask them to contact their own companies. d. Contact HRBP e. Instruct the person to seek medical help (<i>call doctor’s office or emergency room ahead and advise them about recent travel (if any) and symptoms</i>). 2. If the infected person is at home: <ol style="list-style-type: none"> a. Advise the person to remain in self-quarantine and follow medical authorities’ guidelines and CAE protocol. b. Contact HRBP c. Instruct the infected person to seek medical help (<i>call doctor’s office or emergency room ahead and advise them about recent travel (if any) and symptoms</i>). d. Get official approval from the CAE Medical team that access is granted for each individual in quarantine who needs to return to facility. <p>WARNING: When sending a person home, do not publicly identify the person. Follow local government privacy regulations.</p> 	<p>EH&S Representative</p> <p>HR Regional Leader</p>
	<ol style="list-style-type: none"> 1. Ensure the Covid-19 disinfection protocol is launched once he/she gets the Site HRBP call confirming all “at risk” employees identified in the COVID-19 form have been contacted (applicable only if the employees were present in the past 12 hours, otherwise, additional disinfection is not required). 	<p>Security</p> <p>Facility</p> <p>Medical</p>



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	<ol style="list-style-type: none"> 2. Contact Facility and Security and share with them the full list of whereabouts of the infected person, to enforce a quarantine of these work areas and their complete disinfection. 3. Follow with the employee’s manager on actions taken and activate any other precautions deemed necessary. 4. Inform the Site Leader & site HRBP on actions taken. 	
Site HRBP/Regional HR leader	<ol style="list-style-type: none"> 1. Call the infected person 2. Fill up the COVID-19 form gathering all requested information notably all individuals with whom the employee worked in close proximity (less than 2 metres & for 15 cumulative minutes or more, even if you are wearing a mask or face cover) in the previous 14 days and workstations, conference rooms, restrooms and collaborative areas that he/she used in the past 12 hours. 3. Confirm to EH&S representative that he/she can launch the disinfection protocol (if the infected person was present in the last 12 hours.) providing information about employee’s whereabouts 4. Call Security to share the name of the Confirmed Case and all “quarantine” persons 5. Once all actions are completed, call the HR Regional Leader and the Site leader to confirm the process is completed 6. Ensure medical assistance is provided to all employees involved in the situation (the infected person and/or the persons in quarantine if needed) 7. Based on Quarantine Decision Process, get official approval from the CAE Medical team that access is granted for each individual in quarantine who needs to return to facility 	<p>Medical</p> <p>EH&S Representative</p> <p>Security</p>
Site Leader	<ol style="list-style-type: none"> 1. Inform the BU leader responsible for the service/project delivery where the infected person was assigned that there is a confirmed case and once the full process is completed, he/she will be informed about the situation and its impact on project/services 2. Inform the Customer Point of contact (Sales/PM/CS/PDS/GSS) 	



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	3. Follow up with Site HRBP to remain updated	
Security	<ol style="list-style-type: none"> 1. Restrict access to CAE facility to the infected persons and to the persons identified to Security that have worked in their proximity. 2. Confirm access restriction to Site HRBP once completed. 3. Notify site HRBP of any other individuals with whom the employee was in close proximity (less than 2 metres & for 15 cumulative minutes or more, even if you are wearing a mask or face cover) in all the common areas, where security cameras are available, in the previous 14 days and workstations, conference rooms, restrooms and collaborative areas. 	Site HRBP
Facility	<ol style="list-style-type: none"> 1. Communicate immediately with the cleaning team and with the building landlord (if the site is in a shared building), then activate the COVID-19 disinfection protocol for workstations and any other areas used by the infected persons. 2. The affected areas should be quarantined to prevent utilization by anyone, until disinfection is completed. 3. Confirm disinfection is completed to the EH&S representative. 	Site Leader Building landlord Local cleaning Team
CAE Medical Team	<ol style="list-style-type: none"> 1. Conduct all necessary follow-up actions and coordinate with the Site HRBP and/or Managers. <ul style="list-style-type: none"> ▪ Ensure the End of quarantine medical questionnaire is submitted on day 9, for evaluation by the CAE Medical team 	Site HRBP Security



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	<p>2. Ensure the following CAE’s admittance protocol is followed before granting access to the CAE facility :</p> <p>2.1 Contact the infected person on the 9th day of Quarantine.</p> <ul style="list-style-type: none"> ▪ If employee has no symptoms in the last 2 days, authorization is given by the Medical for a return to work on the 11th day. ▪ If the employee has symptoms, a follow-up by the Medical every 2 – 3 days is done until he has no symptoms. ▪ Give official approval to the individual and/or HRBP that access is granted for each individual in quarantine who needs to return to facility <p>2.2 Advise Security, the employee’s manager and the employee that the quarantine is over, and the employee is authorized to return to the CAE facility</p> <p>3. Update cases statistics and provide information to the coronavirus committee</p>	
<p>Customer Point of contact (Sales/PM/CS/PDS/GSS)</p>	<p>1. Inform the leader responsible for the service/project delivery where the infected person was assigned.</p> <p>2. If the infected person was in contact with customer/supplier/visitors at a CAE Facility, inform the customers/supplier/visitors that CAE requires them to leave CAE facility and self-quarantine for 14 days.</p> <p>3. Provide customers with information about local clinics, COVID-19 specific clinics (where applicable), inform them of best hygiene practices and provide them with the coordinates of the CAE PoC should they have further questions.</p> <p>4. Confirm to the Site leader completion of all actions described above, once completed.</p>	<p>Sales/PM/CS/PDS/GSS</p>

APPENDIX A



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- ❖ [E&HS contact information](#)
- ❖ [Facility contact information](#)
- ❖ [HR Regional Leaders contact information](#)

❖ **Full list of Customers Point of Contact**

D&S Canada : Elena Regal-Zeiger
D&S Europe: Gaéтан De Serre
D&S US: Steve Baigrie
D&S Australia: Eric Duff
TSC Europe : Signe Nicolaisen Horning
TSC Asia : John Billington
TSC America: Jason Engler
BAT\HAT America: Benoit Rocheleau
BAT\HAT Europe & Africa : Tom McGrath
BAT\HAT Middle-East & India : Nimrod Meuleman
BAT: Benoit Rocheleau
SPC: Michel Poulin
HC – Sarasota: Matthew Testa
HC – Redmond: Jagrup Kahlon
After Market Services - Civil: Jean Bergeron
Maintenance Training - Civil: Shaun Kuldip
Courseware - Civil: George Wang

❖ **Medical contact information**

Medical@Cae.Com

DOCUMENT CONTROL

Detailed information on document control

Responsible	Caroline Veillette
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Executive approval	Dan Sharkey
COVID-19 Approval Core team	Pietro D’Ulisse Jennyfer Valme François Couture Jean Bergeron Marie Pariseau Maryse Barbeau

Historic of revisions

Date	Modified by	Changes description
March 12, 2020	Jennyfer Valme	New document
March 25, 2020	Caroline Veillette	Major changes: <ul style="list-style-type: none"> • Site leader now defined as owner of the plan • Introduction of an electronic COVID-19 form • Site HRBP identified as key coordinator of the plan
May 25, 2020	Jennyfer Valme	Major changes: <ul style="list-style-type: none"> • Ensure HRBPs circle back with the infected person’s managers or POC as well as the security team to identify all other individuals who had direct contact with the infected person • Clarify that the meaning of direct contact or work in close proximity, is to be less than 2 metres of the infected person for more than 10 minutes, even if you are wearing a mask or face cover.
Oct 12, 2020	Caroline Veillette	Updated Manager section (moved declaration responsibility to site HRBP), update medical section (add statistics responsibility)
Dec 9, 2020	Caroline Veillette	Updated the close contact definition for: less than 2 metres & for 15 minutes cumulative or more, even if you are wearing a mask or face cover.
April 30, 2021	Jennyfer Valme	Further detailed CAE’s admittance protocol for granting access to the CAE facility for positive COVID-19 individual
Aug 4, 2021	Sonya Ladouceur	Added information: protocols apply to all Whether the infected person be fully vaccinated or not.



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Aug 23, 2021	Sonya Ladouceur	Added Quarantine Decision Process step
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