

Emergency Response Plan for Leaders – FOR EMPLOYEES IN THE FIELD

If a person, who is fully vaccinated or not, has been confirmed positive with Covid-19 or in contact (more than 15 minutes over a 24-hour period, at less than 2 meters, even if wearing a mask or a face-covering) with a confirmed Covid-19 infected person.

This protocol is applicable to CAE employees providing services to customers outside of the employee-based location.

Responsible	Actions to be taken	Contact Info
Managers	<ol style="list-style-type: none"> 1. If the infected person is outside of his base location performing work for CAE: <ol style="list-style-type: none"> a. Ask the person to cover mouth and nose with tissues or a mask (where masks are available) b. Ask the infected person to isolate themselves c. Once isolated, ask the infected person to contact GardaWorld to get guidance on actions to take. <ol style="list-style-type: none"> 1. Please refer to GardaWorld application on My Apps to get the country contact number where the employee is located. 2. Contact Security caesecadmin@cae.com to inform them that GardaWorld will be contacted. <p>WARNING: When sending a person home, do not publicly identify the person. Follow local government privacy regulation.</p>	GardaWorld Travel Security 1 469-241-6875 or My Apps
Security	<ol style="list-style-type: none"> 1. Ensure this protocol has been launch and ensure optimal coordination of protocol with all parties 2. Once contacted by GardaWorld, share the situation and action plan recommended by GardaWorld to: <ol style="list-style-type: none"> 1. COVID-19 Emergency committee 2. BU Customer Point of Contact 	Security contact info
Customer Point of contact (Sales/PM/CS/PDS/GSS)	<ol style="list-style-type: none"> 1. Inform the leader responsible for the service/project delivery where the infected person was assigned 2. Inform all HRBP of the employees in field assigned to the project\service 3. If infected person was in contact (more than 10 minutes, at less than 2 meters, even if wearing a mask or a face-covering) with customer/suppliers: <ol style="list-style-type: none"> a. Inform the customers/supplier that an employee confirmed to be infected or was in contact with infected person. b. Request the customer 's site procedure to ensure compliancy. 4. Review local procedure and GardaWorld recommendations and ensure compliance to highest level. 5. Confirm to the security representative once above action are completed 	Link: Sales/PM/CS/PDS/GSS Security link
HRBP	<ol style="list-style-type: none"> 1. Inform managers of all individuals affected with the situation and actions taken. 2. Confirm to Customer PoC and security on action taken 3. Communicate, coordinate and follow-up with CAE security regarding the quarantined persons 4. 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. 	HRBP Contact list

