Student Return to Campus Policy

COVID 19
Exposure Prevention
Preparedness and Response Plan

June 26, 2020

Table of Contents

Welcome Back
Covid-19 Response Team

1. Student Safety

2. Student Return
    - Commuting to Campus
    - Travel
    - Visitors/Guests

3. Screening and Testing Protocols
    - Symptom Screening
    - Temperature Monitoring
    - Testing Facilities

4. Hygiene Protocols
    - Hand washing
    - Face Covering
    - PPE

5. Social Distancing and Frequently Touched Objects Pr6 (n)2.1 0-3 (i)10.6OciPr 5 3.239 0 Td( )TjEMC 88 0 Cover40-

WELCOME BACK

The Institute of Culinary Education takes the health and safety of our students very seriously. With the spread of COVID-19, we all must remain vigilant in mitigating the outbreak, especially as we begin to return to the campus. In order to be safe and maintain operations, we are implementing this COVID-19 Exposure Prevention, Preparedness, and Response Plan ("Plan").

Given the fast-developing nature of the COVID-19 outbreak, ICE may modify this Plan when necessary to comply with the most recent Center for Disease Control and Prevention (CDC) and State and Local Health Department Gn6 (n)4 Tw 0.228 0 T8l(t)-5.9Dj-0 to t()005 Tw(t)-5.9 (G)-reak

- Headache
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

2. In the past 14 days have you or anyone you have been in close proximity to been diagnosed with COVID-19 or suspected to have COVID-19?

3. Are you caring for and/or living with anyone who has symptoms of COVID-19 or diagnosed with COVID-19?

Testing Facilities

The closest COVID-19 testing facilities to campus are:

New York:

City MD

138 Fulton Street

New York, NY 10038

212 271-4896

Pasadena:

ChapCare Health Center

1595 N. Lake Blvd

Pasadena CA 91104

(888) 634-1123

Begin here: https://www.cityofpasadena.net/public-health/covid-19-testing-centers/

Temperature Monitoring:

All students will be required to have their temperatures monitored upon entering the campus. The building in New York will also have a temperature monitoring system from 8 am to 6 pm Monday through Friday.

- A student's temperature must be 100.4°F or lower.

If a student answers "no" to every question AND does not have a fever, they will be cleared to proceed to class.

If an student answers "yes" to any of the screening questions OR has a fever, they will be asked to leave the premises immediately, to seek medical advice and to contact the COVID-19 Response Team. Students will not be permitted to return until cleared in accordance with Return to Campus Protocols.

4. HYGIENE PROTOCOLS

Students are encouraged to take these precautions to help prevent the spread of COVID-19:

Hand Washing

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available. Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds.
- Wash or sanitize hands before and after touching objects and surfaces with high-touch points such as workstations, keyboards, telephones, handrails, and doorknobs.

Face Covering

- It is a policy of ICE that all students must wear face coverings at all times while on campuswalking in public spaces in order to protect each other.

- Students shall wear their own appropriate face covering. Alternatively, ICE will have a supply of disposable masks you can use. See tips for proper wear and handling of face coverings and instructions for making them at https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

- Students should never share face coverings.

- The use of a face covering is not meant to reduce the risk of infection for the individual wearing the face covering. The use of a face covering is meant to reduce the exposure of airborne infectious particulates to others.

Personal Protective Equipment (PPE)

- Students will wear Personal Protective Equipment ("PPE)." PPE for students includes 002 Tc -0.002 Tw 1.04 108 315-0.002 ecfor stude nTd(c.7 (e)-6 (s7.5 (o)-9.60.002 -0.)]T6Td( )Tj/TT1 1 Tf-0.004 Tc

- Students shall not engage in handshakes, hugs, or other physical contact
- Students should adhere to taped off areas placed in all common areas to assist with distancing efforts.
- Gatherings in groups is discouraged. Do not congregate in labs, pantries, copier rooms or other areas to socialize.
- Students must continue to practice social distancing during breaks and lunches.
- Students should avoid using other student's phones, or equipment. To the extent equipment must be shared, ICE will provide cleaning supplies 3.04.3 (sR6 (u)-0.37-0.0 0.6 0.03 (tri10.6 (e)t76 (c-J0.0d)7.2o)-0.61)

6. STUDENT COVID-19 RELATED NOTICE REQUIREMENTS

To reduce the spread of COVID-19, students who are sick, or were potentially exposed to COVID-19, must stay home and contact the COVID-19 Response Team before returning to school.

COVID-19 Symptom Awareness

Students should be aware that COVID-19 symptoms may appear 2-14 days after exposure. COVID-19 symptoms include:

- Cough
- Shortness of breath, difficulty breathing
- Fever or chills
- New loss of taste and/or smell
- Muscle or body aches
- Sore throat
- Fatigue
- Headache
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

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Response Plan to Address COVID-19 Infections on Campus

If a student, visitor or other individual who has been on campus tests positive for COVID-19, ICE has prepared a COVID-19 response plan to ensure all health and safety protocols are followed. ICE's response plan includes the following:

- Tracking and notification of students who may have come in close contact with the COme

- Kitchen and Classroom Protocols
- Cleaning and Disinfectant Protocols

Training:

ICE Students will be required to complete COVID-19 campus training.
The Training will cover:

- Potential occupational exposure and risks,
- Campus safety and response protocols,
- Best practice social distancing and hygiene rules.
- Kitchen and Classroom rules

10. COVID-19 RELATED CONCERNS AND REQUESTS

Students Unable to Report to the Campus for COVID-19 Related Reasons

If an student is unable to report to campus due to COVID-19 related reasons including concerns for their own personal safety or that of others, please contact the COVID-19 Response Team to discuss available options. ICE will evaluate these situations on a case by case basis.

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TITLE: Cleaning and Disinfecting – COVID-19 Standards

The goal of the cleaning and disinfecting policies is to kill the COVID-19 virus that may be on surfaces and slow down the spread of the disease. Reducing the risk of exposure to COVID-19 by cleaning is an important part of the reopening and ongoing efforts to promote safety.

Cleaning Techniques

It is extremely important that those employed to clean and disinfect the facility understand the proper methods and precautions to minimize the risk of infection for themselves and others.

Cleaning during the COVID-19 pandemic requires the use of EPA disinfectants, intmdded to 1 gallon of water or

- 70% alcohol solutions

- Clean surfaces with soap and water prior to sanitizing
- Never mix products, especially those containing bleach or ammonia
- When disinfecting with bleach, the surface must remain wet as long as specified by the product's specification sheet (read label carefully)
- Dilute bleach or other disinfectants according to label instructions. Never use more than the amount recommended
- When using the electrostatic sprayer to disinfect, do not use any disinfectant other than the product intended for that purpose.

- Safety equipment must be worn including gloves, mask and, if possible, face shield.

POLICY: What, Where and How Often to Clean

Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19
All surfaces should be maintained on a regular cleaning schedule at least once daily. Frequently touched

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TITLE: Kitchen and Classroom Guidelines

- Gloves must be worn while in the kitchens and hands should be washed prior to putting gloves on
- Hand washing should occur regularly between 2-4 times per hour
- Gloves should be changed when working on a new task
- Do not touch your face or mask

d. Each kitchen workstation should have its own sanitizer- use it regularly

e. Once in your class/kitchen remain at your assigned seat/station as much as possible
   - Wipe and sanitize your area often
   - Wipe and sanitize the equipment after each use

f. Practice proper food handling sanitation at all times

2. Kitchen Process
   a. Floors and workstations will be labeled to indicate workstations. (students should remain at their station during class as much as possible)

   b. Each workstation must have sanitizing solution

   c. Portable Plexiglass shields have been installed at the instructor workstation for use when demonstrating or critiquing student product.

   d. To minimize circulation, only one student at a time will have access to the in-each refrigerators. Mise en place will be spread out over multiple communal use tables at the start of class to increase accessibility.

   e. Staples: there are 4 sections of staples located in shelves in kitchens. Ingredients in dry bins should be placed at each station at the beginning of class

   f. Dry goods: Any dry goods delivered to the classes will be distributed by the instructor to the respective groups

   g. No more than two students at a range at the same time, using burners at the ends as much as possible.

   h. Instructors should watch communal ovens so students do not need to make frequent trips to check them

   i. Students should familiarize themselves with the new student station locations layout in order to promote social distancing

   j. A Culinary Operations Assistant will be assigned and be responsible for pot washing in two kitchens.

   k. Dirty dishes should go in the speed rack bins by refrigeration.

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8. Students must sanitize all equipment before and after use.

9. Phones and tablets should be sanitized if possible and must be wrapped in plastic film upon entering the kitchen

10. Students should warn other classmates when approaching ovens and ranges to allow for other students to clear the area when possible to best promote social distancing

11. Students should bring to-go containers for food; sharing food is prohibited

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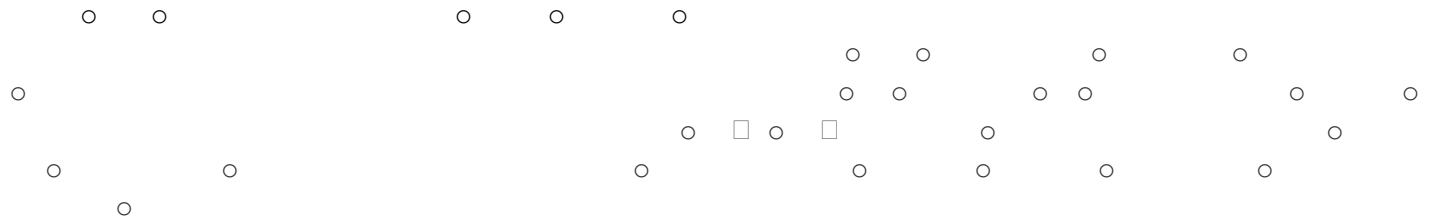
TITLE: Safety Guidelines Covid-19 Standards

Effective Social Distancing

: Safety Equipment



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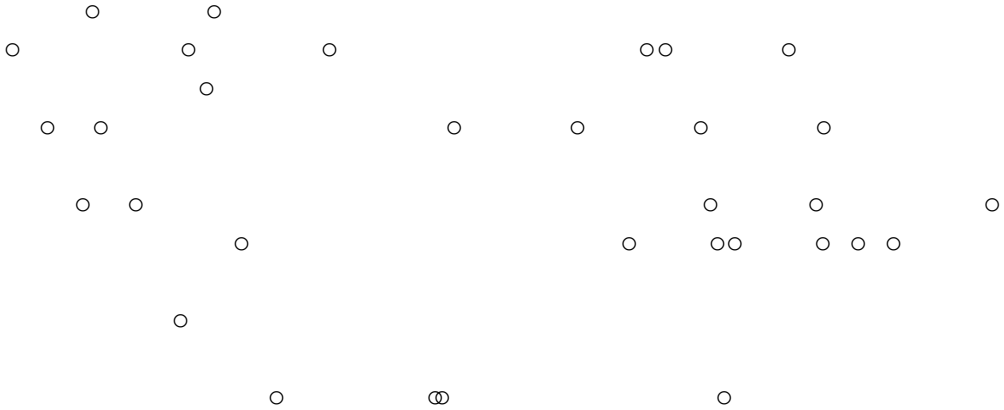
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