



Institute of Culinary Education

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Student Return to Campus Policy

**COVID 19
Exposure Prevention
Preparedness and Response Plan**

June 26, 2020

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Covid-19 Response Team

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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 Guidance, the Occupational Safety and Health Administration (OSHA) as well as New York State Executive Orders and Mandates, and Health Orders and Protocols from the City of Pasadena.

ICE has performed a risk assessment of all work areas and will continue to monitor compliance with the Plan for our locations. Any questions concerning this plan, please contact a member of the Covid-19 Response Team indicated below.

COVID -19 RESPONSE TEAM

COVID-19 has changed how we have been working over the past several months and continues to impact how we will work in the future. As we move towards bringing us all back together, it is our continued goal to ensure our students are in a safe environment. If at any time students have a COVID-19 related concern, they should immediately call a member of the COVID-19 Response Team.

The COVID-19 Response Team is intended to address any COVID-19 health and/or safety related concerns our students may have regarding their individual education, the campus, COVID-19 policy questions or concerns, or potential COVID-19 policy breaches.

COVID-19 Response Team Members:

New York: Andrea Tutunjian, Richard Simpson and Lorne Feldman
California: Lachlan Sands and Herve Guillard

In addition, the New York and Los Angeles County Department of Public Health can be reached for COVID-19 related information using the following information:

New York City Department of Health: 347-396-4100

City of Pasadena Public Health Department: 626-744-6000

ICE prohibits retaliation in any form against a person for reporting in good faith. Further, it is expected that all employees and students will fully cooperate with any investigation by ICE.

1. STUDENT SAFETY

All students must assist with our safety and prevention efforts while at work. In order to minimize the spread of COVID-19, we all must play our part. As set forth below, ICE has instituted various health monitoring, social distancing, and other best practices. All students must follow these protocols. If a student has a specific question or sees an opportunity to improve our campus safety precautions, please contact a member of our COVID-19 Response Team.

2. STUDENT RETURN

Commuting to School

- Avoid public transportation and carpooling if possible.
- If you must take public transportation or carpool, take all safety precautions including wearing masks and gloves.
- If you are able, walk, bicycle, or drive by yourself to work instead.

Travel

- All non-essential travel is discouraged until further notice.
- While ICE will not disallow students to engage in personal travel, administration may require a student to remain out of school for up to 14 days if they travel to an area with a current CDC travel advisory in place.

Visitors/Guests

ICE will be restricting visitors/vendors from entering the campus. Only essential visitors and/or vendors may come into the campus at this time. In addition, the following protocols must be met.

- All visitors/guests and vendors will be asked health screening questions and be required to have their temperature monitored before they can enter the campus.
- All visitors/guests/ vendors will be required to wear face coverings.
- Site deliveries should have minimal contact and cleaning protocols should be followed. Delivery personnel should enter through the service elevator (in New York) or the side breezeway entrance (in Pasadena), and practice social distancing measures. Signage for delivery protocols will be posted.

3. SCREENING AND TESTING PROTOCOLS

Symptom Screening:

On a daily basis all students must not enter the premise if they are unable to answer “no” to the health screening questions related to COVID-19 symptoms or possible COVID-19 exposure placed at the entry of the campus. On a periodic basis students will be asked a series of screening questions related to COVID-19 symptoms or possible COVID-19 exposure before entering the campus.

All students must enter through the main entrance and not stewarding (in New York) and not the parking structure entrance (in Pasadena).

The current screening questions include:

1. Are you currently experiencing, or have you experienced in the past 14 days, any of the following symptoms?
 - 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
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.

All responses and information gathered during pre-work screenings will be kept confidential and maintained, if at all, in the student’s confidential file.

Providing false information during the screening process may result in disciplinary action up to and including dismissal.

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 campus walking 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 impermeable gloves.
- Wearing PPE does not replace the need for good hand hygiene, nor is the hazard “gone” when proper PPE is used. The use of PPE merely reduces the risk of exposure and potential spread of the virus.

5. SOCIAL DISTANCING AND FREQUENTLY TOUCHED OBJECTS PROTOCOLS

Physical Distancing

Students must always maintain appropriate social distancing (minimum 6 feet separation) when possible on campus. The following practices should be followed at all times while on campus:

- Avoid meeting people face-to-face. Students are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct their education as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least 6 feet from each other if possible.

- 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 to clean tools before and after use by each person.
- Common Areas/Breakrooms: Students must sanitize or wash their hands in accordance with the provisions of this "Exposure Prevention Preparedness and Response Plan" prior to and after using things such as kitchen appliances (refrigerators, microwaves, coffee makers, etc.) until further notice.
- Elevator occupancy limit at Brookfield place (New York): Only four (4) occupants may enter the elevator at the same time.
- Elevator occupancy limit in Pasadena: Only three (3) occupants in the East Elevator and two (2) in the West Elevator may enter the elevator at the same time. Restricted areas will be marked with tape and closed. The main lobby and common areas through the facility will have reduced seating capacity.
- Kitchen workstations have been reconfigured to accommodate one student per workstation and classroom seating has been adjusted to maintain physical distancing between occupants.
- The New York student lounge, water fountains and water bottle fill stations, faculty area, library and staff kitchen will be closed until further notice
- The Pasadena Learning Resource Center will be closed until further notice.

Frequently Touched Objects

Students should:

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, doorknobs, and kitchen equipment.
- Avoid using other students' phones, work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Wash hands before and after touching any objects with high touch points
- Use hand sanitizer will be provided throughout the facility in order to promote safe hygiene prior to and after coming into contact with frequently touched items such as: copy machines, the elevator, kitchen equipment and the ice machine
- Take home and launder their uniforms.
- Report to campus in their uniforms. Do not change at school.

A comprehensive roster of New York and Pasadena campus specific protocols can be found within the School's Safety Guidelines, Kitchen and Classroom Protocols and the Cleaning and Disinfectant Protocols attached to the end of this Plan.

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

Students Must Not Come To Campus If:

- Experiencing any COVID-19 symptom (listed above)
- Awaiting results of a COVID-19 test
- Suspect they have COVID-19
- Someone in household has COVID-19
- Student has come in contact with someone who has, or is suspected of having, COVID-19.
- Students who knowingly violate this COVID-19 Notice Policy may be subject to disciplinary action up to dismissal.

Feeling Sick at Work

- If a student begins to feel sick or experience COVID-19 symptoms while on campus, the student must immediately isolate themselves, NOTIFY their Instructor and a member of the COVID-19 Response Team (by phone if possible) and leave campus.
- Students who knowingly violate this COVID-19 NOTIFICATION policy may be subject to disciplinary action up to dismissal.

ICE prohibits retaliation in any form against a person for reporting in good faith. Further, it is expected that all students will fully cooperate with any investigation by ICE to comply with COVID-19 tracing requirements.

7. PROTOCOLS TO RESPOND TO COVID-19 POSITIVE CASE/SYMPTOMS/EXPOSURE CAMPUS SITUATIONS

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 COVID-19 positive individual
- Deep cleaning of areas in the campus used by the COVID-19 positive individual
- Notification of state and/or local health department

Return to Campus Protocols following COVID-19 Infection, Symptoms, or Exposure

The following guidelines will be used to determine when a student can return to campus following COVID-19 symptoms, exposure, or positive case. These guidelines comply with current CDC guidance and may be updated in response to the most recent CDC or state health department guidance. **NOTE: No Pasadena student diagnosed with COVID-19 by a physician or through laboratory testing may return to work without a letter of clearance from the Pasadena Public Health Department. A letter from a physician may NOT be accepted in place of the clearance letter from the Health Department.**

A. Students who tested positive for COVID-19 or have COVID-19 symptoms

Students who either tested positive for COVID-19 or experienced COVID-19 symptoms may return when either of the following strategies are met.

Symptom Based Strategy

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 10 days have passed since symptoms first appeared

Test Based Strategy

- Resolution of fever without the use of fever-reducing medications; **and**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens). These results must be final before the student may return to campus.

B. Students with laboratory-confirmed COVID-19 (but no symptoms)

Students who tested positive for COVID-19 but never experienced symptoms may return when either of the following strategies are met.

Time-Based Strategy

- They have not had any symptoms; **and**
- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test; **and**
- They have not developed symptoms since their positive test.

Test-Based Strategy

- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens). These results must be final before the student may return to campus.

C. Students who have a household member, a person they provide care for, or an intimate partner diagnosed with or suspected as having COVID-19:

Students may return to campus 14 days from the last date of exposure to COVID-19 assuming student does not develop symptoms or test positive for COVID-19.

D. Students who have had close contact with someone who is diagnosed with or suspected as having COVID-19:

Students may return to campus 14 days from the last date of exposure to COVID-19 assuming student does not develop symptoms or test positive for COVID-19.

E. Students who have traveled to a CDC travel restricted area:

Students may be asked to remain off campus for up to 14 days after return.

8. CLEANING AND DISINFECTING PROTOCOL

ICE has instituted enhanced practices in accordance with CDC and state and local guidelines, which includes cleaning and disinfecting of frequently touched surfaces and equipment in common areas. Students should regularly do the same in their assigned work areas. Please see the Cleaning and Disinfecting Protocols attachment at the end of this document.

Routine environmental cleaning and disinfection:

- Students should frequently clean and disinfect their workstations, equipment, and telephones. ICE will provide cleaning supplies for this purpose.
- All frequently touched surfaces on campus such as, telephones, handrails, and doorknobs will be routinely cleaned and disinfected by cleaning staff.
- Common areas and break/lunchroom areas will be routinely cleaned and disinfected by the cleaning staff.
- Any trash collected in the kitchens will be emptied frequently.
- ICE will ensure that hand sanitizer dispensers are filled.

Perform enhanced cleaning and disinfection after suspected/confirmed COVID-19 in the campus:

- If a student is suspected or confirmed to have COVID-19, we will engage in a deep cleaning of appropriate areas in our facilities in accordance with the most recent CDC cleaning guidelines.

9. COMMUNICATIONS AND TRAINING PROTOCOLS

Signs and Notices:

- Students are required to follow all posted signage throughout the office including occupancy limit signs and areas marked off by tape to maintain social distancing.
- The signage includes: reminders to adhere to proper hygiene and social distancing rules, cleaning and disinfecting protocols, appropriate use of face coverings and PPE, and floor markings for distancing and direction flow.

COVID-19 Policies and Procedures:

ICE has prepared COVID-19 specific policies and procedures that all students are required to follow. These policies and procedures are attached to this document and include:

- Safety Guidelines

- 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.

Students at Higher Risk for Serious Illness Due to COVID-19

According to the CDC, **older adults and people of any age who have serious underlying medical conditions** might be at higher risk for severe illness from COVID-19. Any student with COVID-19 high risk concerns, should contact the COVID-19 Response Team to discuss.



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, including ready to use sprays, concentrates and wipes (follow instructions on the label)

- When EPA approved disinfectants are not available, alternative disinfectants can be used
 - 1/3 cup of bleach added 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 for 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 surfaces should be cleaned more often.

- High touch surfaces should be cleaned frequently throughout the day
 - High touch surfaces include: tables (when possible), doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- Cleaning Classrooms
 - Classrooms will be cleaned and disinfected using the Electrostatic Sanitizer at least nightly but preferably between classes
 - At the end of each day, rugs will be vacuumed, floors will be mopped, and surfaces will be cleaned and sanitized with disinfectant



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- **Cleaning Kitchens**
 - Under the supervision of the instructors, kitchens are being sanitized regularly throughout class by students (at the beginning, during and end of class)
 - Kitchens will be deep cleaned and sanitized in the overnight cycle using the electrostatic sanitizer.
- **Cleaning Office Space**
 - Office areas will have high touch points wiped frequently throughout the day
 - Floors will be mopped and vacuumed daily
 - The electrostatic sanitizer will be used in office areas nightly.
- **Cleaning Bathrooms**
 - Bathrooms are mostly high touch surfaces and will be cleaned frequently throughout the day
 - The electrostatic sanitizer will be used in bathrooms frequently throughout the day

POLICY: Who Shall Clean

While it is the facilities department's responsibility to disinfect and sanitize our facility, it is equally important that everyone on premise does their part.

- Maintaining safe behavioral practices while on premise to prevent the spread of COVID-19 is critical. All occupants of ICE must:
 - Practice social distancing
 - Wear face coverings
 - Avoid touching their face especially eyes, nose and mouth
 - Wash hands frequently
 - Sanitize hands before and after touching any frequently touched surface or touch with a tissue in hand and discard afterwards
 - Wear gloves when appropriate
 - Stay home when they are ill

POLICY: How to Maintain a Cleaning and Disinfecting Strategy

It is critical that ample supplies are in inventory to ensure the safety of our space. The Director of Maintenance will monitor inventory and order cleaning supplies and Safety Equipment as needed. The Director will:

- Determine par stock of supplies
- Report the inventory of cleaning supplies to the COVID-19 team daily
- Order supplies when needed
- **Track Frequency of Cleaning/Sanitizing**
 - The Director of Maintenance will generate a daily cleaning log which will record the date and time of cleaning/sanitizing for all areas of the facility along with the name of the employee who was responsible.



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- Maintenance staff will be required to fill out the log throughout their shift to record their cleaning activities. The completed log will be returned to the Director of Maintenance at the end of each shift.
- The log will be submitted to the COVID Coordinator daily and maintained in a file.

POLICY: What to do When Someone is Sick

When someone reports they are ill, with possible COVID-19 symptoms while at ICE, the following cleaning and disinfecting protocol should be followed:

- Close off areas used by the person who is sick if possible
- Wait as long as possible before cleaning the infected area.
 - 24 hours is ideal but, if not possible, as long as practical.
 - Cleaning staff must wear PPE including gloves, mask and face shield.
- Clean and disinfect all areas used by the person who is sick using the protocols above.
- Once an area has been appropriately disinfected, it can be opened for use.



TITLE: Kitchen and Classroom Guidelines– Covid-19 Standards

The goal of these guidelines is to promote kitchen and classroom safety for faculty and students by keeping students 6' apart and promoting sound hygiene and social distancing protocols.

POLICY: General

1. The Learning Resource Center is temporarily closed.

2. In the event a student reports that they are ill, the student should be taken to the isolation room immediately. The COVID Coordinator (Andrea Tutunjian, Richard Simpson or Lorne Feldman for NYC and Lachlan Sands and Herve Guillard for Pasadena) should be notified as soon as possible thereafter. If the student is well enough, they should be sent home, otherwise call 911 and request an ambulance.

3. General Reminders:
 - a. A student must not come to school if they are ill.
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

 - b. Students should also not come to school if:
 - They are awaiting results of a COVID-19 test
 - Suspect they have COVID-19
 - Someone in the household has COVID-19
 - They have come in contact with someone who has, or is suspected of having, COVID-19.

 - c. Proper and regular hand washing should occur upon entering the campus and regularly thereafter
 - Proper hand washing techniques must include scrubbing with soap and water for at least 20 seconds



- 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 reach-in refrigerators. Mise-en place will be spread out over multiple common-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

POLICY: Effective Social Distancing

Social distancing is a public health safety intervention used to reduce the likelihood of transmitting communicable disease. Social distancing involves minimizing exposure to infected individuals by avoiding large public gathering venues, adhering to spacing requirements in the workplace and following proper personal hygiene practices.

Students should:

- a. Limit physical contact with others as much as possible
- b. Report to campus in their uniforms and immediately proceed to their assigned kitchen/classroom
- c. Always try to maintain a distance of at least six (6) feet between others
- d. When 6-foot distance is not attainable, masks or PPE should be worn
- e. Follow standing markers and directional guidelines in hallways to ensure safe distancing
- f. Follow standing markers in kitchens and seats in classrooms
- g. Avoid common areas as much as possible
- h. Comply with building's reduced elevator occupancy limits (posted on elevators)
- i. Leave campus immediately following the end of class

POLICY: Safety Equipment

The goal of Safety Equipment is to reduce exposure to health risks and viruses including COVID-19. Safety equipment includes devices / equipment designed to protect personnel from acquiring or possibly spreading viruses. Safety Equipment for our purposes include the use of face coverings, gloves, and plexiglass shields. The hazard is not "gone" when proper safety equipment is used, but the risk of exposure and/or spreading may be reduced. Face coverings can help protect you and others from the spread of the virus.

All Safety Equipment should be supplied by ICE.

- a. Face coverings are required to be worn by students at all times while on campus
 1. Face coverings are any well secured fabric that covers the mouth and nose and wraps under the chin
 2. Everyone should always wear face coverings when in shared spaces
 3. Students and Faculty should wear face coverings at all times while in kitchens and classrooms
 4. Everyone should avoid touching their face, especially their eyes, nose and mouth



- b. Gloves are required at all times while in the kitchens
 - 1. Gloves do not replace the need for good hand hygiene or the need for handwashing
 - 2. Gloves should be changed: when switching tasks, handling different foods, touching a possible contaminated object (i.e. cell phone), accidentally touching your face or if the integrity of the glove is compromised

- c. Plexiglass Shields
 - 1. Plexiglass shields are being used as a barrier between people to help reduce the spread of virus from coughing and sneezing when distancing is not possible.
 - 2. Plexiglass shields are being installed in kitchens, as needed, to assist with social distancing.
 - 3. Plexiglass shields will be installed in key locations throughout the school as needed
 - I. At reception areas
 - II. In Conference Rooms
 - III. Admissions offices
 - IV. Career Services

POLICY: Hand Hygiene / Sneeze and Cough Protocol

The goal of proper hand hygiene is to help reduce the spread of germs. Clean hands are one of the most effective ways to prevent the spread of germs from one person to another.

- a. It is recommended to wash hands with soap and water for at least 20 seconds
 - 1. If soap and water are not available, hand sanitizer that contains at least 60% alcohol can be used
 - 2. Hand sanitizer dispensers are in every kitchen and key locations throughout the school
 - 3. Please adhere to the following handwashing techniques provided by the CDC
 - i. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 - ii. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 - iii. **Scrub** your hands for at least 20 seconds. Sing the “Happy Birthday” song from beginning to end twice.
 - iv. **Rinse** your hands well under clean, running water.
 - v. **Dry** your hands using a clean towel or air dry them.

- b. It is recommended that students, faculty and staff cover coughs and sneezes with a tissue or with the inside of the elbow.
 - 1. Immediately after coughing or sneezing wash hands as instructed above



POLICY: Health, Temperature and Travel Screening

The goal of the health, travel and temperature screening is to help reduce student, employee and guest exposure to those who are at risk of being infected with COVID-19. At the entrance to ICE, there will be a temperature screening passageway along with posted health screening questions that all entrants must be able to answer “NO” to in order to enter the campus. . In addition Health Screenings will be conducted daily.

- a. Who will be screened?
 - i. All employees entering campus will be screened, via verbally asked questions, everyday.
 - ii. Students and guests entering campus will be screened, via verbally asked questions, intermittently.
 - iii. All those being screened must practice social distancing and adhere to floor markings while waiting their turn

- b. How will the screening be done?
 - i. ICE has installed a thermal imaging camera to take temperatures of everyone entering the building at all times. Anyone with a temperature of over 100.4°F will not be admitted.
 - ii. For those being screened, questions are posted and are to be answered verbally. Individual names will be checked off and anyone answering “yes” to any of the questions will not be admitted.

- c. Where will the screening take place?
 - i. The screening will take place at the front entrance to the campus.
 - ii. Students, employees, and guests will stand on social distancing markers.
 - iii. Students, employees, and guests will walk through a temperature scanner. If their temperature is less than 100.4°F they will be required to respond to health and COVID exposure questions.
 - iv. Questions will be posted and the individual being screened will be required to respond verbally. Individuals' names and responses will be recorded in a log.
 - v. If someone answers “YES” to any of the questions or has a temperature, they will be asked to leave. If they need assistance they can wait in the isolation room, until a family member or medical assistance arrives
 - vi. If someone answers “YES” to any of the questions or has a temperature and refuses to leave, building security will be summoned and/or 911.

- d. Screening Results
 - i. Any individual who does not pass the screening protocols or who refuses to be screened will not be admitted
 - ii. To maintain privacy, those who do not pass will be asked to move to a safe and private area to discuss next steps.



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- e. Screening Documentation
 - i. Documentation will only be generated on individuals who did not pass the screening process
 - ii. A follow-up with any student or employee who was not admitted will be required.
 - iii. The follow-up will help determine any additional communications that would be needed and also explain the return to school protocols

- f. Travel restrictions
 - i.

While ICE will not disallow students to engage in personal travel, administration may require a student to remain out of school for up to 14 days if they travel to an area with a current CDC travel advisory in place

- g. Communication
 - i. All students and employees need to be advised of ICE's screening process before returning to school/work.
 - ii. All guests will be notified upon their arrival

POLICY: Signage

The goal of posting signs is to inform and communicate with students, employees, and guests the protocols for entering and working in our campus. Signage regarding social distancing, mask and glove requirements and handwashing will be posted throughout the campus. Floor markings will also be installed where appropriate.