CIA SAFE
Shared Accountability For Everyone

Health & Safety Plan for the San Antonio Campus of The Culinary Institute of America
January 2021
The entire CIA community is expected to be an active participant in CIA SAFE; creating a culture of personal and collective accountability is everyone’s responsibility, and all constituencies will receive (or have received) training on the plan. We require the campus community to always practice physical distancing, to wear face masks universally when in the presence of others, and to wash hands and sanitize frequently, among many other measures.

The college is currently largely closed, with no general outside visitors, students encouraged to only leave campus when absolutely necessary, and all members of our community limiting exposure by avoiding large group gatherings. We also encourage everyone to extend mutual support so that we can come through this challenging time in good health, good spirits, and with strong educational outcomes for our students.

In this regard, all students, faculty, and staff will be required to:

- Sign the CIA SAFE Pledge (students) or Acknowledgement of Best Practices (employees) owning their responsibility in adhering to CIA’s health and safety protocols [See appendix for the text of these two documents.]

- Adhere to the Health and Safety Protocols and Participate in the CIA SAFE Return to Campus training

- Complete a daily COVID-19 health assessment and temperature check to prevent anyone who is experiencing symptoms or who may have been exposed to someone with COVID-19 from coming to campus

- Obtain a flu shot

- Download the Everbridge Contact Tracing App and have it running when on campus

- Follow the CIA’s requirements for COVID testing prior to the start of the semester
Rigorous health and safety guidelines and practices have been implemented, and include: personal protective equipment, physical distancing and cleaning and disinfecting. These measures are consistent with best practices in a college environment and meet all the requirements as outlined by the State.

**PERSONAL PROTECTIVE EQUIPMENT**

**Masks & face shields**
- Students, employees, and 3rd party contractors are required to wear masks in all indoor and outdoor public areas, classrooms, labs, stairwells, kitchens, meeting rooms, restrooms, restaurants and common shared areas
- Masks will be provided to employees and students at daily health screenings, or they can wear their own provided they meet CIA’s guidelines, but everyone must wear a mask
- Protective face shields along with masks are required in teaching kitchen facilities
- Face shields will be provided to other employees upon request

**Gloves**
- Use of gloves will continue to be emphasized for ready to eat foods in all kitchens and foodservice locations in accordance with CIA practices
- Servers will wear gloves for serving and clearing, however, it will be mandatory for servers to wash hands and change gloves after clearing anything from a guest’s table
- Hand washing will be emphasized over gloves outside of the kitchens

**HYGIENE**
- Hand washing recommended every 30-minutes
- Hand washing will be emphasized over gloves for non-kitchen use
- Health and hygiene reminders posted throughout the campus and demonstration videos will be shared across the community
PHYSICAL DISTANCING

- Floors or walls are marked in 6-foot intervals in high traffic areas and where lines could form
- Plexiglass barriers installed in strategic areas
- Student Financial and Registration Services (SFRS), student services, faculty, learning strategies, and administration are opting to meet with students through online means first. If a face to face meeting is needed an appointment will be scheduled.

LEVERAGE TECHNOLOGY

- To reduce campus density and facilitate physical distancing, the CIA has adopted Microsoft (MS) Teams as the primary online communication tool
- Through MS Teams, the college will continue to support telecommuting for all staff who can engage and be effective and productive from a remote location
- Faculty will maintain “office hours” via MS Teams
- Meetings, including those of student groups, will be conducted via MS Teams; this includes employees even when working on campus
- The CIA is using the Everbridge notification system and mobile app for a daily symptom questionnaire required of all students, faculty and staff on campus as well as location-based contact tracing
CLEANING AND DISINFECTING – ENHANCED PROTOCOLS

• The frequency of cleaning and sanitation in common areas will be increased with an emphasis on frequent contact surfaces; bathrooms will be sanitized
• Door handles and high touch areas frequently wiped with a sanitizing agent
• Community bathrooms will also be frequently sanitized and thoroughly wiped down
• Hand sanitizing stations will be located throughout the campus and sanitizer bottles will be placed on all dining table
• Disinfectant cleaning supplies for faculty, staff and student use will be made available for offices, classrooms, academic buildings, dining rooms
• Each classroom will be cleaned and disinfected nightly, faculty will instruct students
• The following additional protocols have been established for the restaurants
  - Dining facilities thoroughly detailed, cleaned, and sanitized daily
  - Dining tables, bar tops, and chairs will be cleaned after each use
  - Flatware rollups will be used, and condiments will only be available in single use containers, available upon request
  - Menus will be available via Quick Response (QR) Code on the table – physical menus will be made available upon request
The images below demonstrate the use of masks, which will be required in all indoor spaces (except for private offices and rooms when the individual is alone or with regular roommates). Face shields will also be used in all kitchen and lab settings. And plexiglass barriers will be installed in all transactional offices:
MONITORING AND SURVEILLANCE
Monitoring and surveillance are key to both identifying any instances of actual or suspected illness, as well as tracking and evaluating any instances of actionable exposure. A centerpiece to these efforts will be use of the Everbridge notification system, and its associated mobile app. This system has already been in use at the CIA for several years as an emergency notification vehicle and the CIA has upgraded its service to include new features which allow for a daily symptom questionnaire and proximity-based contact tracing.

CAMPUS ACCESS

- Employees and students will be required to complete the Everbridge health symptom questionnaire daily
- Employees and students must then present Everbridge results daily at a health screening and temperature check stations upon entry to the building, participating in campus activities, or using campus facilities (including dining areas)
- External vendors/contractors will be required to participate in the daily screening; campus will remain closed to all other general visitors
HEALTH MONITORING, ISOLATION, AND QUARANTINE

- Students exhibiting COVID-19 symptoms will be directed to a testing location within the San Antonio community.
- Medically at-risk students will be monitored.
- Positive cases will be reported to the Bexar County Department of Health.

The Everbridge mobile app screen will immediately alert health screeners if the student or employees has “passed” the daily wellness check and is eligible to engage in daily activities on campus, or if they have “failed” and will need further evaluation before engaging in activities.

To the left are screen shot samples of the app for these two conditions:
CONTACT MONITORING AND TRACING

The Everbridge mobile app is also optimized with contact tracing software

- Secure and privacy-focused solution
  - Pushes out daily COVID-19 symptom check
    - curtails people from entering campus if experiencing symptoms
  - Helps determine if users have been in proximity to other users who have tested positive
  - At-risk individuals are based on their proximity and time (15+ minutes over 24 hours and within six feet) with an infected individual
  - Everbridge contact information is never exchanged or shared with other users, and is never used to track a mobile app user’s movement – it is used only to contact trace and protect the health and safety of the campus
- A CIA Contact Tracing team, made up of 40+ team members, has been established to manage tracing logistics and outreach
- Bexar County Department of Health will be notified of a positive case
The core of any higher education institution is the teaching and learning activities that allow students to achieve course, program, and institutional learning objectives, and ultimately strong long-term career outcomes.

STARTING THE SEMESTER
- Spring semester starts on January 19
- Spring semester course delivery density/risk mitigation plan in place
  - All lab classes will be delivered on-campus
  - Many lecture courses taken in conjunction with lab semesters will be offered online.
  - Most bachelor’s lecture classes will be delivered in a hybrid modality, i.e., meeting on-campus one day per week and the remaining material delivered online
  - Selected bachelor’s lecture classes will be delivered fully online
- New student orientation will be a hybrid model prior to the start of spring classes

STUDENT ACADEMIC SUPPORT

Student Advising and Registration Largely Online
- Webinars
  - Selecting a Major, Concentration and Courses
  - Understanding a Degree Audit
  - How to navigate Moodle
  - Resume writing and interviewing skills
Live chat with advisors via MS Teams
- FAQ’s and Inquiry Form – provide students with updated information; students submit an inquiry directly related to their specific situation
- New models for Career Fair and Networking days to create virtual and small-scale events

**Student Support Online**
- Study Skills Webinars
- Chat Bot (fall semester implementation)
- Tutoring via Microsoft Teams
- Tele-counseling will be available to all students

**International Students and Online Support Services**
- Registration and scheduling addressing unique needs of international students in collaboration with Career and Academic Advising and the International Student Services Office
- Revised ELL (English Language Learners) Program with focus on multiple touch points throughout all years of a student’s time at the CIA

**SPECIAL ACTIVITIES**
- Semester-away concentrations at domestic branch campuses and international locations have been suspended for the fall and spring semesters
- Extracurricular field trips and intercollegiate sports have been suspended
- Virtual commencement ceremonies will continue and be reevaluated late in the semester as conditions may warrant
Managing density is another key aspect of our effort to create and maintain a safe campus environment. We have carefully assessed projected density in all relevant settings around the campus, including classrooms and labs, offices, student dining halls, event spaces, recreational facilities, and our public restaurants. As with all other areas of this plan, density will be adjusted according to conditions and guidelines at the time.

Virtual activities have significantly limited density on campus, and with public operations currently offline (and only restarting in a limited way at a later day), overall density has been significantly reduced.

When guests are able to access campus, it will be for specific activities such as restaurant dining, food enthusiast or professional development programs, and small admissions tours.

FACILITIES

- Physical distancing emphasized in all offices, classrooms, academic buildings, dining rooms, student affairs, facilities,
- CIA lab classes will be set to maximize distance between workstations
- All CIA lab facilities have been optimized for high levels of air exchange with fresh return make-up air
- Seating in lecture classrooms will be realigned to maximize physical distance between students with a minimum of 6-foot intervals
  - Only classrooms that can accommodate reasonable class sizes and maintain distancing will be in use
- Dining seating capacity reduced following Texas guidelines with seating limited to no more than 2 guests per table
- Student computers in shared labs and other public spaces (library, Learning Commons) have been partitioned by physical barriers
- Elevators will be limited to one passenger at a time with signs posted
DO YOUR PART

✓ WEAR A MASK
✓ WASH YOUR HANDS
✓ KEEP A SAFE DISTANCE
✓ DON’T TOUCH YOUR FACE
✓ STAY AT HOME IF YOU’RE SICK
Throughout this process, the CIA will remain in frequent communications with all members of the college community via Web notifications and FAQs on the college’s internal portal (accessible by students, faculty and staff), email and video updates, social media, Everbridge notifications, and campus signage.

While communications will utilize all forms noted above, the most frequent will be on the CIA student and employee portals, which are the central hubs for information, updates, and guidance. To the left are screen shots of the student and employee portals in reference to COVID-19 information and communications.
Also as noted on previous page, visually consistent and informative signage will be used throughout the campus. Examples are shown below.
CIA SAFE (Shared Accountability For Everyone)  
STUDENT PLEDGE — JANUARY 2021

The Culinary Institute of America remains committed to safeguarding the health and overall well-being of our students, faculty, and staff. I recognize that as a member of the CIA family, I will need to act and make decisions that are in the best interest of our community.

As part of the campus-wide effort to protect the health, safety, and vitality of this community, I PLEDGE, in this time of COVID-19 risk, to maintain my own health and to always protect the health, safety, and well-being of students, faculty, and staff in the daily decisions I make, by adhering to the following practices:

HEALTH AND SAFETY SCREENING

- Complete a daily health/temperature checks on both class and non-class/weekend days, and respond to the screening questions honestly and accurately using the Everbridge App
- Leave the Everbridge and Contact tracing App running in my smart phone’s background to support contact tracing efforts, if needed
- Notify April Goess and Jose Frade if I have symptoms of COVID-19 (e.g., fever, cough, shortness of breath), if I am diagnosed with COVID-19, or if I become exposed to COVID-19, so that they can provide evaluation and determine follow up actions
- Remain in my off-campus residence and notify April and Jose, and comply with further instructions if I believe I have been exposed to someone with COVID-19, or if I am experiencing symptoms, which could result in quarantine or isolation as determined by the situation
- Follow the guidelines and timeline for quarantine or isolation if recommended by the Department of Health or other healthcare provider, or CIA’s Health Services Department, due to a COVID-19 exposure or a positive COVID-19 test
• Participate in any contact tracing and testing that is asked of me by the Student Health Services or Student Affairs offices.

PERSONAL PROTECTIVE EQUIPMENT

• Always wear my mask properly in all indoor spaces
• Always wear my mask properly in all outdoor spaces
• Outdoor mask wearing is necessary even when I am with classmates
• Always wear my mask when approaching and within dining settings, except when I am seated and actively eating/drinking
  ● Refrain from lingering at the table when a meal is complete

PHYSICAL DISTANCING

• Practice physical distancing guidelines by:
  ● Staying at least 6 feet from other people, except where not possible
  ● Not gathering in groups of 10 or more on or off campus, unless part of a class or sanctioned college activity
  ● Staying out of crowded places and avoiding mass gatherings on or off campus
  ● Not congregating in hallways while waiting for meals or classes to start
  ● Abiding by space limitation signs on benches, dining tables, and other seating areas

GUEST ACCESS

• Never bringing an external guest to campus, nor hosting an external guest
LEAVING & RETURNING TO CAMPUS

• Not traveling in a car with more than one other person, including the driver

• Always wearing my mask in a car, unless I am alone

• Remaining local to San Antonio whenever possible and only traveling for essential purposes

KITCHEN AND DINING GUIDELINES

• Follow the CIA’s standard food safety culture and all kitchen cleaning protocols
  
  • Use gloves in kitchens and foodservice locations in accordance with Bexar County Health Department requirements

• Sanitize my tool kit, laptop/tablet and personal mobile device upon entry to kitchens and classrooms

• Wear my mask and face shield while in a lab class

• Consume food only in designated dining areas or my residence hall room, not in hallways or other non-dining spaces

ADDITIONAL CAMPUS GUIDELINES

• Carry my ID with me at all times and show it to any staff member upon request

• Maintain hygienic conditions in my living space

• Hold myself and the CIA Community accountable for maintaining the CIA SAFE Pledge, including notifying Student Affairs of any instances I observe of others not following the Pledge and putting the community at risk.

Violation of any of parts of this pledge may result in conduct sanctions.
I understand that these Protocols will be updated from time to time based upon guidance from the Centers of Disease Control (CDC) or other federal, state or local authorities, and I will be expected to re-commit to the pledge by signing again at the start of each semester. I understand that an updated copy of these Protocols will be available at all times on the CIA Main Menu. Should there be any significant changes in the Protocols that would affect this Pledge, I will be notified by e-mail and be provided with a link to the updated Protocols.

Name: __________________________________________________
Signature: _______________________________________________
Date: ___________________________________________________
Student ID: ______________________________________________
CIA SAFE (Shared Accountability For Everyone)
EMPLOYEE ACKNOWLEDGEMENT AND PLEDGE OF BEST PRACTICES
COVID-19 Consent Form

Employee Name: ____________________________________________
Department: _______________________________________________
Campus: __________________________________________________
Date: ______________________________________________________

The Culinary Institute of America is committed to providing a safe workplace for our employees and our students. We want to make sure you are aware of the steps we are taking so that you can make your own decision about the risks associated with the potential spread of COVID-19.

We are looking forward to the day when COVID-19 is brought under control, or better yet eradicated with a vaccine. Until then, we will continue to take reasonable steps to minimize the risk of spreading COVID-19. With that being said, we have to be realistic. Some of our co-workers and students may contract COVID-19 as they go about their daily lives. Of those individuals, some may have symptoms but many may be completely asymptomatic. When co-workers or students come to the campus, they could expose you to the virus. That's not a reason for panic, but it is a reason to commit to complying with the CIA's Covid-19 Health and Safety Protocols in order to minimize potential spread.

With that goal in mind, we will be asking every employee to self-monitor for symptoms and exposure to individuals who have, or are suspected to have, COVID-19. We will also be asking every employee to have their temperature taken upon arrival to the campus every day.

The decision to work outside the home is a decision that every employee should make in consultation with their own healthcare provider. If you have any concerns about returning to the workplace and your health, we encourage you to talk to your healthcare provider and then contact mybenefits@culinary.edu before returning. To the extent possible, we...
will try to work with you and consider reasonable accommodations when necessary.

All employees who return to work will be expected to take steps to protect their own health and those around them. By returning to work, you are agreeing to both of these responsibilities.

You also agree to the following:

1. I agree to comply with the safety guidelines outlined in the CIA’s COVID-19 Health and Safety Protocols and any additional communications related to COVID-19 that may be issued by the CIA. I understand that these Protocols will be updated from time to time based upon guidance from the CDC or other federal, state or local authorities. I understand that an updated copy of these Protocols will be available at all times on the CIA Main Menu.

2. I agree that I am first and foremost responsible for taking steps to protect my health. I understand this includes:
   a. Continually educating myself about potential COVID-19 exposures outside of work;
   b. Engaging in physical distancing in and outside of work including wearing appropriate personal protective equipment (PPE) when interacting with students, employees or others outside of the Institute;
   c. Engaging in good personal hygiene including washing my hands regularly (every 30 minutes) for at least 20 seconds using water and soap;
   d. Avoiding close contact with individuals known to have COVID-19 without appropriate personal protective equipment (PPE);
   e. Self-monitoring my health for symptoms associated with COVID-19 and exposure to COVID-19 through contact with other individuals who have been exposed. If experiencing symptoms, I will seek treatment and/or advice from an appropriate health care provider, and contact Human Resources prior to coming back to campus;
f. Completing the daily temperature check upon arriving to work. I understand that I will not be admitted to the campus grounds without successfully completing this check, and it may result in my lack of availability for work on that day;

g. Maintaining a proper physical distance (at least 6 feet) when engaging with employees, students and visitors to the extent possible;

h. Following all CDC guidelines regarding self-isolation should I travel internationally or to an area experiencing a surge in cases; and

3. I understand the risks involved with returning and/or continuing to work and that they may include potentially contracting COVID-19.

4. I understand that I may be required to remain out of work due to a period of self-isolation or quarantine in accordance with CDC guidelines.

5. I understand that my failure to follow my commitments made in this document or the provisions of the CIA’s Health and Safety Protocols will result in lack of clearance to come onto the CIA’s campuses, or possibly progressive discipline, up to and including termination of employment.

By signing this document, I affirm I understand the information contained in this document, and that I will conduct myself in a manner designed to protect myself and others from the spread of COVID-19.

Employee Signature: __________________________________________

Date: _________________________________________________________