CIA SAFE
Shared Accountability For Everyone

The Culinary Institute of Health and Safety Plan
2021 Summer Semester
The Culinary Institute of America’s Health and Safety Plan is based on the priority to do whatever we can to ensure the health and safety of our community. Originally developed for the phased re-opening of our campuses after our extended 2020 closure, the development of this plan included input from a broad cross-section of faculty, staff, and students, and has continued to evolve based on the lessons learned over the course of the past two semesters.

With vaccination levels on the rise, we are reaching a turning point in the pandemic. This iteration of the CIA’s plan outlines initial steps the college will be taking as we transition to more normalized operations later this year.

The plan, however, continues to prioritize health and safety above all else, and builds on our experience in keeping our community safe.

THIS PLAN IS ORGANIZED IN FIVE KEY SECTIONS:

- Health and Safety
- Monitoring and Surveillance
- Academics
- Campus Density
- Communications
The entire CIA community is expected to be an active participant in this plan; creating a culture of personal and collective accountability is everyone’s responsibility. We require the campus community to always practice social 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’s campuses will continue to be closed for general public access through the Summer Semester, though some limited opportunities for guest access will begin. Students continue to be encouraged to only leave campus when necessary, and all members of our community should limit opportunities for exposure by not gathering in groups larger than ten and continuing to practice physical distancing.

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 Acknowledgement of Best Practices.]
- Adhere to the Health and Safety Protocols
- Participate in a Daily Health Screening:
  - Students and employees with a completed Vaccination Record on file will be able to receive a “Fast Pass” for Health Screenings through their Everbridge App, but still must attend and receive a daily wristband/sticker
  - Students and employees without a completed Vaccination Record must continue to complete their daily COVID-19 health assessment and temperature check on the Everbridge App
- Stay home if feeling ill and contact Health Services (students) or Human Resources (employees)
- Download the Everbridge Contact Tracing App and have it running when on campus
- Participate in random COVID testing clinics as required
HEALTH AND SAFETY
Rigorous health and safety guidelines and practices have been implemented that are consistent with best practices in a college environment and meet all the requirements as outlined in the Governor’s checklist for higher education.

PERSONAL PROTECTIVE EQUIPMENT

Masks & face shields

- Everyone on campus is required to wear masks in all indoor areas, classrooms, labs, stairwells, kitchens, meeting rooms, restrooms, restaurants, common shared areas and elsewhere. Outdoor mask wearing is required for all until at least May 21 (or another date if later communicated). Thereafter, vaccinated people with their Vaccination Record on file with Health Services (students) or Human Resources (employees) do not have to wear masks but should maintain reasonable physical distancing.
- Face masks should meet CIA guidelines as described later in this document.
- 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.
- 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 are marked in 6-foot intervals in high-traffic areas and where lines could form
- Plexiglass barriers are strategically installed in areas with frequent interactions (such as front desks, cashier stations, etc)
- Offices continue to operate with lower density levels. Information for offices can be found on the portal.

LEVERAGE TECHNOLOGY

- To reduce campus density and facilitate social 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
- Meetings will generally be conducted via MS Teams; though small meetings may be held in person if all present wear masks and physical distancing can be maintained
- The CIA is using the Everbridge notification system and mobile app for a daily symptom questionnaire (with a Health Screening Fast Pass for people with a valid Vaccination Record on file). The Everbridge App is also a tool to support the college’s contact tracing efforts - all members of the community should leave their app running in the background of their smart phone to facilitate contact tracing, if necessary; location-based technology is not shared with the CIA
CLEANING AND DISINFECTING – ENHANCED Protocols

• The frequency of cleaning and sanitation in common areas remains at an increased level
• Hand sanitizing stations are located throughout each campus
• Disinfectant cleaning supplies for faculty, staff and student use have been made available for offices, classrooms, academic buildings, dining rooms, residence halls, and student affairs facilities
• The following additional protocols have been established for the restaurants
  - All restaurants thoroughly detailed, cleaned, and sanitized daily
  - Dining tables, bar tops, and chairs will be cleaned after each use
  - Menus will be available via Quick Response (QR) Code on the table – physical one-time use menus will be made available upon request
• At residential campuses, general cleaning supplies must be purchased by the residents who are expected to clean and disinfect their bathrooms daily
• Isolation Rooms will be cleaned and disinfected after being vacated

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 assigned 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.

CAMPUS ACCESS

- Employees and students are required to complete the Everbridge health symptom questionnaire daily. For students and employees with Vaccination Records on file, the Everbridge App will include a link to a single question and provide access to the Health Screening Fast Pass.

- All students and employees must present their Everbridge Symptom Checker result, or their Daily Fast Pass, at a health screening and temperature check station - locations for each campus are available on the portal.

- All faculty and staff (as well as commuter students) must present Everbridge results or their Fast Pass daily at a health screening and temperature check station in the Marriott Pavilion or SRC prior to engaging in work activities.

- In Hyde Park, weekend screenings for all students, faculty and staff take place in SRC.

- External vendors/contractors are required to participate in the daily screening.
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
- Local health departments will be notified of new cases

DOWNLOAD AND SET UP THE EVERBRIDGE

APPLE

ANDROID

Apple users need to download 2 apps.
HEALTH MONITORING, ISOLATION, AND QUARANTINE

- Students exhibiting COVID-19 symptoms will be tested
- Medically at-risk students will be monitored
- Students testing positive for COVID-19 will be moved to designated on-campus isolation rooms
- Positive cases will be reported to local health departments
FAST PASS

- Students and employees with a Vaccination Record on file will receive access to a Health Screening “Fast Pass” when available. This Fast Pass will allow vaccinated individuals to get their wristband (Hyde Park) or sticker (Greystone & San Antonio) at the Daily Health Screening by submitting a single-question verification, and they will not be required to have their temperature taken or swipe their card.

- This pass will be available through the Everbridge app.

- All students and employees should continue to monitor themselves for symptoms and stay home and contact Health Services (students) or Human Resources (employees) if exhibiting symptoms so that you may be evaluated.
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

- Summer semester starts on May 4
- Summer semester course delivery density/risk mitigation plan in place
  - All lab classes will be delivered on-campus
  - Lecture courses taken in conjunction with lab semesters will be offered either in either a hybrid or fully online modality
  - 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
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
- Tutoring via MS 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

- Extracurricular field trips and intercollegiate sports have been suspended
- The CIA is currently planning August Commencement to take place in-person for students, although as of the date of publication of this plan, guests will not be permitted in-person but will be engaged via live-streaming
Managing density is another key aspect of our effort to create and maintain a safe campus environment. The CIA is continuing to limit density in all campus facilities, including: classrooms and labs; offices; residence halls; student dining halls and restaurants; event spaces; and, recreational facilities. Specific details are noted below.

General campus access continues to be prohibited.

RESIDENCE HALLS

- Residence Hall density reduced
  - Students are able to access only their assigned residence hall
  - No outside visitors will be permitted in residence halls; other student guests are allowed, provided there is only one-guest per room-suite and masks are worn
- In Hyde Park, Cohort housing implemented in lodges and townhouses
- Physical distancing protocols enforced
- Communal bathrooms modified to reduce occupancy
- Common spaces and residential offices will be open with reduced capacity

FACILITIES

- Physical distancing emphasized in all offices, classrooms, academic buildings, dining rooms, student affairs, facilities, and residence halls
- 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 has been 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
• Student computers in shared labs and other public spaces (library, Learning Commons) have been removed to reduce density and meet physical distancing requirements
• Elevators will be limited to one passenger at a time with signs posted
PUBLIC ACCESS SCHEDULE
The monthly access status is based on conditions, and is subject to adjustment as external factors and college needs may warrant.

RESTAURANTS
San Antonio
• SAVOR has been operating with limited indoor and outdoor reservations-only seating since the middle of the Spring Semester

Hyde Park and Greystone
• Restaurant reopening plans and dates for each campus have been established. Like in San Antonio, restaurants will be reservation-only with reservations limited. Each campus has developed restaurant reopening plans which include density protocols and guest requirements
• In Hyde Park, The Egg will remain off-limits to public guests

ADMISSIONS TOURS
• Hyde Park and Greystone will begin permitting private Admissions Tours on May 10. San Antonio private tours re-started in April. Tours are reservation-only, limited to four guests, and will not include tours of the Residence Halls. Guests will be escorted by an Admissions Representative from arrival through departure
• The CIA is targeting June for opening Admissions Tours for groups of up to 10
SPECIAL EVENTS

- Large special events will not be permitted through the summer semester.

FOOD ENTHUSIASTS & CONSULTING

- FE Classes will not run in Hyde Park or Greystone through the summer semester and be limited in San Antonio.
- Boot Camps will resume in June, with Density Limits and all guests expected to abide by CIA protocols.
- The CIA may host limited on-premise CIA Consulting guests beginning June 7.
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 communication 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, visually-consistent and informative signage will be used throughout the campus. Examples are shown below.
DON'T CROWD THE PAN
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: ________________________________________________________