Plan for Reopening the Hyde Park Campus of The Culinary Institute of America

August 5, 2020

CIA SAFE
Shared Accountability For Everyone

Plan for Reopening the Hyde Park Campus of The Culinary Institute of America
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The Culinary Institute of America – Hyde Park’s return to campus plan is based on the priority to do whatever we can to ensure the health and safety of our community, and formulated on guidance from the New York State Governor’s Office and the Centers for Disease Control and Prevention. It has been developed through collaboration with a broad group of faculty, staff and students, and represents a series of actions designed to promote the best way forward for the college in a world that has dramatically changed. While the plan is current as of the date published, given the rapidly changing national and regional public health environments, it will be adjusted as needed to respond to new information and regulations.

KEY FOCUS AREAS OF THIS PLAN:

- 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, and all constituencies will receive training on the plan. We will require the campus community to always practice social distancing, and to wear face masks universally when in the presence of others, and to wash hands and sanitize frequently, among many other measures. The college will be a largely closed campus during the summer and fall, 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
HEALTH AND SAFETY
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 in the Governor’s checklist for higher education.

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 Dutchess County Department of Health requirements.

• 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 installed in cashier stations, dish room drop-offs and windows, mailroom, Maître d stations and restaurant bars, safety van (medical transport vehicle), receptionist/front desks
- Health Services and Safety windows retrofitted with intercoms
- Student Financial and Registration Services (SFRS) will hold live chats; face-to-face meetings with advisors eliminated
- Cashier hours in SFRS will be limited; one window for payments and gold point purchases

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
- 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
- High risk employees who are requesting an accommodation are asked to identify themselves to Human Resources, who will work with them through the interactive accommodation request process
CLEANING AND DISINFECTING - ENHANCED PROTOCOLS

- Hallways, stairways, elevators and high touch areas will be sprayed multiple times throughout the day with electrostatic mister.
- 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 with an electrostatic mister and thoroughly wiped down.
- Hand sanitizing stations will be located throughout the campus and sanitizer bottles will be placed on all dining tables.
- Disinfectant cleaning supplies for faculty, staff and student use will be made available for offices, classrooms, academic buildings, dining rooms, residence halls, and student affairs facilities.
- All HVAC filters have been replaced and intensive cleaning of air coils has taken place in Residence Halls and air handling equipment throughout campus.
- Each classroom will be cleaned and disinfected nightly, faculty will instruct students to wipe down contact surfaces prior to class commencing.
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:

- All restaurants 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.

- Residence hall students sharing a bathroom will be provided cleaning supplies and are expected to clean/disinfect bathrooms daily
- Isolation Rooms will be cleaned and disinfected after being vacated

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
- 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.

- Residence hall students sharing a bathroom will be provided cleaning supplies and are expected to clean/disinfect bathrooms daily
- Isolation Rooms will be cleaned and disinfected after being vacated
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.
- All students must then present Everbridge results daily at a health screening and temperature check station in the Student Recreation Center (SRC) or Marriott Pavilion prior to attending classes, participating in campus activities, or using campus facilities (including dining halls).
- All faculty and staff (as well as commuter students) must present Everbridge results daily at a health screening and temperature check station in the Marriott Pavilion or SRC prior to engaging in work activities.
- Weekend screenings for all students, faculty and staff will take place in The Egg.
- External vendors/contractors will be required to participate in the daily screening; campus will remain closed to all other general visitors.
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 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 has been established to manage tracing logistics and outreach
- Dutchess County Department of Health will be notified of a positive case
HEALTH MONITORING, ISOLATION, AND QUARANTINE

- Students exhibiting COVID-19 symptoms will be tested on-campus
- 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 the Dutchess 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:
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.

The CIA’s reopening plan represents an abiding commitment by the college to allow our students to continue their educational progression, and to do so in a safe living and learning environment. With this commitment paramount, the first step in recommencing instruction will be to allow those students whose spring semester lab courses were suspended prematurely to complete their labs. These students will return to campus in mid-August, while most other students will return to campus in early September. Students not taking any labs have been given the option to take their courses on-line. All August and September on-campus students who come from states that the New York Governor’s Office has determined are subject to a 14-day quarantine have been offered the opportunity to complete that quarantine period on campus.

RESUMPTION OF INSTRUCTION

Spring Kitchen/Lab Classes to be Completed in August

- Completion of spring semester kitchen/lab courses
  - Three weeks needed to complete the hand-on portion of spring courses
  - Culinary Arts and Baking & Pastry Arts include two kitchen course “blocks”
  - Culinary Science involves completion of one semester lab “module”
- Instruction to begin on August 10; concluding on August 29
  - Only students needing to complete spring kitchen/lab courses will be on-campus
  - Only faculty teaching spring kitchen/lab courses will be on-campus
Fall Semester

- Fall semester will begin on September 8
- Fall semester course delivery density/risk mitigation plan in place
  - All lab classes will be delivered on-campus
  - Most lecture classes will be delivered fully 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 fall 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 will be suspended for the academic year
- Extracurricular field trips and fall intercollegiate sports will be suspended
- Virtual commencement ceremonies will continue into the fall semester 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, residence halls, 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.

We forecast that at any given time, the college’s overall density will sometimes be less than 50% and will not exceed 75% of its normal student and employee levels, and for those on campus, the various measures noted below will create a safer study and work setting. Because campus access is not initially permitted for outside guests, and after that will be significantly restricted, the overall number of people on campus will be just a fraction of what is typical for the CIA. While general visitors will not have access throughout the semester, limited guest access will be determined following an assessment of operations and in consideration of the environment at that time. When guests are able to access campus, it will be for specific activities such as restaurant dining and small admissions tours.

RESIDENCE HALLS

- Residence Hall density reduced
  - Select student groups are completing an on-line semester at home
  - Students are only able to access their assigned residence hall
  - No visitors will be permitted in residence halls
- 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 limited hours and reduced capacity
FACILITIES
- Physical distancing emphasized in all offices, classrooms, academic buildings, dining rooms, student affairs, facilities, and residence halls
- CIA lab classes will not exceed 20 students and 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 New York State guidelines with seating limited to no more than 4 guests per table
- 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
The following guidelines were developed to manage capacity and monitor the flow of our on-campus population: students, staff & faculty and visitors

<table>
<thead>
<tr>
<th>CODE RED</th>
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<tbody>
<tr>
<td>Initial re-opening period during which the campus community will be under high-alert and access to the campus will be limited to a “necessary only” basis and highly restricted to members outside the immediate CIA family.</td>
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<thead>
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<th>CODE YELLOW</th>
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<tr>
<td>Continuing operations period during which the campus will be under moderate-alert and some public access to the campus will be allowed with defined restrictions.</td>
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<th>CODE GREEN</th>
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<tr>
<td>Campus will operate on the conditions that is defined by what is broadly considered the “new-normal.”</td>
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</table>
The monthly access status in these campus facility and activity tables represents planning based on current conditions, and is subject to adjustment as external factors and college needs may warrant.

### STUDENT/EMPLOYEE FACILITY ACCESS SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>PRIOR TO AUGUST 10</th>
<th>AUGUST 10</th>
<th>SEPTEMBER</th>
<th>OCTOBER</th>
<th>NOVEMBER</th>
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<td>Safety</td>
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<td>Academic &amp; Office Buildings</td>
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<td>Health Services</td>
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<td>Residence Halls</td>
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<td>Library Learning Commons</td>
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<td>Marriott Pavilion</td>
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<td>SRC Athletic Areas</td>
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<td>Student Common Areas</td>
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<td>Hospitality Office</td>
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<td>Small Meeting/Conference Rooms</td>
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<td>SRC Pool</td>
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<tr>
<td>Admissions Tours</td>
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<td>Restaurants</td>
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<td>Food Enthusiast Classes</td>
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<td>CIA Consulting Programs</td>
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<td>Small Meetings/Events &lt;25</td>
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<td>Grounds: General Access</td>
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<td>Visitor Tours</td>
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<td>The Egg</td>
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<td>Residence Halls</td>
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<td>Library</td>
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<td>Meetings/Events &gt;25</td>
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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.
DON'T CROWD THE PAN
CIA SAFE PLEDGE FOR STUDENTS
The Culinary Institute of America is committed to safeguarding the health and 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 public health interest of the community. As part of the campus-wide effort to protect the health and safety of its community, I PLEDGE, in this time of widespread COVID-19 disease, to maintain my own health and to consider the health, safety and well-being of students, faculty, staff and guests in the daily decisions that I make.

I agree, to the fullest extent possible, to:

- Wear my mask responsibly and follow all recommended public health guidelines
- Participate honestly in the daily health checks
- Stay home if I am ill
- Practice physical distancing guidelines by:
  - Staying at least 6 feet from other people, when possible
  - Not gathering in groups
- Staying out of crowded places and avoiding mass gatherings
- Not hosting overnight guests or visitors
- Use gloves in kitchens and foodservice locations in accordance with Dutchess County Health Department requirements
- Follow all classroom and kitchen cleaning protocols
- Maintain hygienic conditions in my living space
- Sanitize my tool kit, laptop/tablet and personal mobile device upon entry to kitchens and classrooms
• Remain local, when possible, and avoid discretionary travel to areas with high rates of COVID-19 infection

• Hold the CIA Community and our guests accountable for maintaining the pledge

• Follow the CIA’s standard food safety culture

• Follow the guidelines for self-quarantine or self-isolation if recommended by the Department of Health or other healthcare provider due to a COVID-19 exposure or positive COVID-19 test

• Notify Student Health Services if I have symptoms of COVID-19 (ex. fever, cough, shortness of breath), if I am diagnosed with COVID-19, or if I become exposed to COVID-19 so that the medical staff can provide proper support.

Violation of any of parts of this pledge may result in conduct sanctions. This may include removal from housing, as your failure to adhere to the contents of the pledge puts the health of others at risk.

Name: ______________________________________________________

Signature: ___________________________________________________

Date: ___________________________________________________________________

Student ID: ________________________________________________________
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: __________________________________________________________________