



Institute of Culinary Education

EST. 1975

NEW YORK | LOS ANGELES

Return to Campus Reopening Plan

July 20, 2020

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WELCOME BACK

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

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 - NY Forward Guidance for Higher Education. As a result, it is important that our students, faculty and staff review this plan periodically for updates.

ICE has performed a risk assessment of all campus areas and will continue to monitor compliance with the Plan. For any questions concerning this Plan, please contact a member of the COVID-19 Response Team indicated below.

We expect, and appreciate, your compliance with the guidelines. Should a member of our community not comply, ICE may have to take disciplinary action or bar someone from our campus. We hope this can be avoided.

REOPENING OF CAMPUS PROTOCOLS:

1. COVID-19 RESPONSE TEAM

COVID-19 has changed how we have been operating over the past several months and continues to impact how we will operate in the future. As we move towards bringing us all back together, it is our continued goal to ensure our community members are in a safe environment. If at any time a community member has 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 community members may have including any concerns regarding the campus, our COVID-19 policy, or potential COVID-19 policy breaches.

COVID-19 Response Team Members:

New York: Andrea Tutunjian and Richard Simpson

In addition, the New York 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

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

2. CAPACITY CONSIDERATIONS

To reduce campus density, we have suspended our recreational programming and Special Events divisions. These two divisions represent 40 times the unique number of guests in a given year (700 career students vs. 33,000 recreational and special event guests). In addition, we will modify our daily schedule from three class sections per day: 8:00AM-12:00PM, 1:00PM-5:00PM and 6:00PM-10:00PM; to four sessions per day at 7:00AM-11:00AM, 11:00AM-3:00PM, 3:00PM-7:00PM and 7:00PM-11:00PM. This will allow us to reduce class size and the number of students on campus at any one time. It will also allow

students to travel to and from school at off-peak times. Initially, to help facilitate class transitions, facilities personnel will be scheduled to assist in cleaning dishes.

3. PPE

While 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 reduces the risk of exposure and potential spread of the virus.

Face Coverings

- It is a policy of ICE that all community members wear face coverings at all times while at campus walking in common areas, public spaces and in situations where social distancing may be difficult to maintain in order to protect each other. Community members may remove the face covering to eat provided that they are practicing social distancing.
- Community members are not required to wear face coverings at desks and in private offices unless others are in the office with you.
- ICE will have a supply of disposable masks for all community members. Alternatively, you can wear your own face covering. 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>.
- If you cannot meet this requirement, please contact Human Resources to see if an exception can be granted. Such requests will be handled on a case by case basis. Community members should never share face coverings.

Gloves

- Gloves will be required when working in the kitchens.

4. HYGIENE PROTOCOLS

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

- 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.

5. COVID-19 RELATED NOTICE REQUIREMENTS

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

COVID-19 Symptom Awareness

Community members 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

Community Members 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 their household has COVID-19
- They have come in contact with someone who has, or is suspected of having, COVID-19.

We expect, and appreciate, your compliance with the guidelines. Should a member of our community not comply, ICE may have to take disciplinary action or bar someone from our campus. We hope this can be avoided.

Feeling Sick at Campus

If a community member begins to feel sick or experience COVID-19 symptoms while on campus, the community member must immediately isolate, leave campus and NOTIFY the COVID-19 Response Team. Employees must also notify their immediate supervisor (by phone if possible).

6. SOCIAL DISTANCING AND OPERATIONAL PROTOCOLS

Community members must always maintain appropriate social distancing (minimum 6 feet separation) when possible on campus.

A comprehensive list of New York campus specific Social Distancing and Operational Guidelines for Kitchen and Classroom Instruction can be found in the following attachments to this Plan:

- a. Faculty and Staff COVID-19 Safety Standards and Kitchen and Classroom Operational Guidelines - Attachment A
- b. Student COVID-19 Safety Standards and Kitchen and Classroom Expectations - Attachment B

These Safety Standards and Operational Guidelines/Expectations will be provided to all community members before their return to Campus. All community members also will be trained on the Safety Standards and Operational Guidelines/Expectations.

7. LIMITING EXPOSURE RISK

Commuting to Campus

- 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, bike, or drive to campus instead.

Travel

- All non-essential business travel is discouraged until further notice.
- While ICE will not disallow community members to engage in personal travel, community members who choose to travel, should review and follow CDC travel guidelines.
- Community members may be required to remain off campus for up to 14 days if they travel to an area with a current CDC or NY State travel advisory in place.
- Community Members should monitor CDC and NY Department of Health websites before travel to see if their travel destination has been added to a restricted list.

CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

NY State:

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

- Any employee who travels to a state that is included on the NY State Travel Advisory list will be required to quarantine but will not be eligible for paid leave under the New York Quarantine Leave law.

Guests

ICE will be restricting guests from entering the offices. Only essential guests may come onto the campus at this time. In addition, the following protocols must be met.

- Guests and vendors will be asked health screening questions periodically and be required to have their temperature monitored before they can enter the office.
- All guests 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 and practice social distancing measures. Signage for delivery protocols will be posted.

8. COVID-19 RELATED CONCERNS AND REQUESTS:

Vulnerable Populations

Students:

For students who believe it would be unsafe for them to return to Campus, ICE will offer leaves of absence, and in management classes the opportunity to attend class via Zoom if available. The Dean of Students will work with vulnerable students individually to determine possible accommodations.

Employees:

If an employee 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 Human Resources to discuss available options. ICE will evaluate these situations on a case by case basis, taking into

account, among other things, the essential functions of the job at issue, business needs and whether accommodations can be made without undue hardship, and applicable law.

COVID-19 Related Leave and Accommodation Policies

In addition to ICE leave and accommodation policies contained in either the Faculty or Staff handbook, the Families First Coronavirus Response Act (FFCRA) provides employees with paid sick leave and expanded paid FMLA leave for specified reasons related to COVID-19. These provisions apply through December 31, 2020 and are in addition to any sick and PTO leave to which an employee is otherwise entitled. FFCRA provides:

- Two weeks (up to 80 hours) of paid sick leave at the employee's *regular rate of pay* where the employee is unable to work because the employee is quarantined (Pursuant to Federal, State or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a diagnosis.
- Two weeks (up to 80 hours) of paid sick leave at *two-thirds of the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for any individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services in consultation with the Secretaries of the Treasury and Labor.
- Up to an additional 10 weeks of paid expanded FMLA at *two-thirds the employee's regular rate of pay* where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

MONITORING PROTOCOLS

9. Health Screening:

At the entrance to ICE, there will be a temperature screening passageway along with three health questions to answer before being admitted into the facility.

The following Health Screening questions will be asked:

1. Have you tested positive for COVID-19 in the past 14 days?
2. Have you experienced any of the following COVID-19 symptoms in the last 14 days: cough, difficulty breathing or shortness of breath, fever or chills, new loss of taste or smell, muscle or body aches, fatigue, headache, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea?
3. Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?

The following process will apply:

- a. Who will be screened?
 - i. All employees entering the space will be screened, via questions, everyday.
 - ii. Students and guests entering the space will be screened, via questions, intermittently.

- iii. All those being screened must practice social distancing and adhere to floor markings when waiting their turn.
 - b. How will the screening be done?
 - i. ICE has installed a temperature scanner 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, screening 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-19 exposure questions in keeping with section a above.
 - iv. Questions will be posted and the individual being screened will be required to respond verbally.
 - v. If someone answers yes to any of the questions or has a temperature, they will be asked to leave and the response will be communicated to HR. If they need assistance they can wait in the isolation room, until a family member or a 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 9-1-1.
 - 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.
 - iii. Should a member of our community not comply or provide false information, ICE may have to take disciplinary action or bar someone from our campus. We hope this can be avoided.
 - 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/work protocols.
 - f. Communication
 - i. All Community Members will be informed of ICE’s screening process before returning to school/work.
 - ii. All guests will be notified upon their arrival.

10. Response Plan for COVID-19 Infections on Campus

If a community member, 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 actions which will be coordinated by the COVID-19 Response Team members:

- Notification of NY State and/or NYC local health department
- Tracking and notification of community members who may have come in close contact with the COVID-19 positive individual
- Enhanced cleaning of areas on campus used by the COVID-19 positive individual

CONTAINMENT PLANS

11. RETURN TO CAMPUS PROTOCOLS FOLLOWING COVID-19 INFECTION, SYMPTOMS, OR EXPOSURE

The following guidelines will be used to determine when a community member can return to the campus following COVID-19 symptoms, exposure, or positive case. These guidelines comply with current CDC and NY Health Department guidance and may be updated in response to the most recent CDC or NY State Health Department guidance.

A. Community Members who have COVID-19 symptoms but no known close contact to a COVID-19 positive person:

- Community members who are symptomatic for COVID-19 (either indicate on the Daily Health Screening Certification or develop symptoms while on Campus) but have no known close contact to a COVID-19 positive person, may return to work upon receipt of a negative COVID-19 test result.
- If a community member is symptomatic and either (i) had close contact to a COVID-19 positive person or (ii) does not take a COVID-19 test, may not return to campus until the discontinuation of isolation standards for a positive COVID-19 case is met.

B. Community Members who tested positive for COVID-19 or have COVID-19 symptoms (w/o COVID-19 test or close contact):

Community members who either tested positive for COVID-19 or experienced COVID-19 symptoms but did not take a COVID-19 test or had close or proximate contact with a COVID-19 positive person, 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**
- Two negative COVID-19 tests from respiratory specimens collected at least 24 hours apart. These results must be final before the community member may return to campus.

C. Community Members with laboratory-confirmed COVID-19 (but no symptoms):

Community members 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

- Two negative COVID-19 tests from respiratory specimens collected at least 24 hours apart. These results must be final before the community member may return to campus.

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

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

E. Community Members who have traveled to a CDC or NY State travel restricted area:

Community members may be asked to remain out of campus for up to 14 days after return.

12. CLEANING AND DISINFECTING PROTOCOLS.

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. Community members should regularly do the same areas where they are working.

Please see additional Cleaning and Disinfecting Protocols document, as well as cleaning log. Products identified as effective against COVID-19 by the EPA will be used.

Routine environmental cleaning and disinfection:

- Community members should frequently clean and disinfect their workstations, keyboards, and telephones. ICE will provide cleaning supplies for this purpose.
- All frequently touched surfaces in the office 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 at the office will be emptied frequently.
- ICE will ensure that hand sanitizer dispensers are filled.

Perform enhanced cleaning and disinfection after suspected/confirmed COVID-19 on

Campus:

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

HVAC and Air Handling

As part of our reopening plan, the building and ICE have optimized our HVAC systems to increase fresh air exchange. All filters have been changed and an EPA listed disinfecting agent has been used to clean the system.

13. COMMUNICATIONS AND TRAINING PROTOCOLS

Signs and Notices:

- Community members 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.

Training:

ICE Community Members will be required to complete COVID-19 training.

The training for students, faculty and staff includes:

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

The detailed training for students, faculty and staff can be found in the Training Plan Protocols.