



Attachment B

Student COVID-19 Safety Standards and Kitchen and Classroom Expectations

All students are required to review and follow ICE's COVID-19 Safety Standards and Kitchen and Classroom Expectations. Any questions regarding these Safety Standards or Operational Guidelines should be directed to the COVID-19 Response Team.

Safety Standard #1: **Effective Social Distancing**

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

- a. Limit physical contact with others as much as possible.
- b. Always try to maintain a distance of at least six (6) feet between you and others.
- c. When a 6-foot distance is not attainable, face coverings should be worn.
- d. Follow standing markers and directional guidelines in hallways to ensure safe distancing.
- e. Follow standing markers in kitchens and seats in classrooms.
- f. Avoid common areas as much as possible.
- g. Comply with the building's reduced elevator occupancy limits (4 people per elevator).

Safety Standard #2: **Safety Equipment**

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

All safety equipment will be supplied by ICE.

- a. Face coverings are required
 1. Face coverings are any well-secured fabric that covers the mouth and nose and wraps under the chin.
 2. All community members are required to wear face coverings when in shared spaces.
 3. Face coverings should be worn when entering and leaving classrooms and kitchens.



4. Students should wear face coverings at all time in kitchens and classrooms.
- b. Gloves are required.
 1. Wearing gloves is required in all kitchens.
 2. Gloves do not replace the need for good hand hygiene or handwashing.
 3. Gloves should be changed: when switching tasks, handling different foods, touching a possible contaminated object (i.e. cell phone), accidentally touching your face or if the integrity of the glove is compromised.
 - c. Plexiglass Shields
 1. Plexiglass shields are being used as a barrier between people to help reduce the spread of virus from coughing and sneezing when distancing is not possible.
 2. Plexiglass shields are being installed throughout the campus, as needed, to assist with social distancing.

Safety Standard #3: **Hand Hygiene/Sneeze and Cough Protocol**

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

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

Safety Standard #4: **Health, Temperature and Travel Screening**

The goal of the health, travel and temperature screening is to help reduce exposure to COVID-19. All students must enter through the main entrance and not stewarding (in New York).



a. Health Screening and Temperature Monitoring

At the entrance to ICE, there will be a temperature screening passageway. 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.

- i. If you have a temperature above 100.4°F, you will be asked to leave campus and contact your health care provider for assessment and testing. If you need assistance, you will be taken to an isolation room until a family member or medical assistance arrives. The COVID-19 Coordinator will contact you to explain the return to school protocols you will be required to follow before you are allowed to come back to campus.

In addition, students entering the campus will periodically be asked three health questions to answer before being admitted into the facility.

- ii. The health screening questions will take place at the front entrance to the campus.
- iii. While waiting your turn to be screened you must practice social distancing and adhere to floor markings
- iv. If you answer yes to any of the questions (similar to temperature procedures), you will be asked to leave campus and contact your health care provider for assessment and possible testing. If you need assistance, you will be taken to an isolation room until a family member or medical assistance arrives and the COVID-19 Coordinator will follow-up with you to explain the return to school protocols you will be required to follow before you are allowed to come back to campus.

Health Screening Questions:

The following Health Screening questions will be asked:

- i. Have you tested positive for COVID-19 in the past 14 days?
- ii. 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?
- iii. 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?

We expect, and appreciate, your compliance with the screening process. Should a member of our community not comply or provide false information, ICE may have to bar someone from our Campus. We hope this can be avoided.

b. Travel Considerations



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- i. Students who travel outside the NY area may need to remain off campus for 14 days upon return from travel if they travel to an area with a current CDC or NY State Travel Advisory in place.
- ii. Students 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>

Safety Standard #5: Signage

The goal of posting signs is to inform students, employees and guests of the protocols for entering and working in our facility. Students are required to follow all signage. Signage regarding the following will be posted throughout the campus:

1. Reminders to stay home if you feel sick.
2. Notice to cover your nose and mouth with a face covering when six feet of social distance cannot be maintained.
3. How to properly store and, when necessary, discard PPE.
4. Reminders to adhere to physical distancing instructions.
5. Reminders to report symptoms of or exposure to COVID-19 and how to do so.
6. Hand hygiene and cleaning and disinfection guidelines.
7. Appropriate respiratory hygiene and cough etiquette.

In addition to signage, floor markings will also be installed where appropriate to assist with social distancing.

Kitchen and Classroom Guidelines:

Kitchen/Classroom Guideline #1: General

1. You should report directly to their kitchen/class no more than 5 minutes before start time, in uniform and leave campus immediately following the end of class.
2. You must not come to school if you are ill.
3. Should you begin to feel ill while on campus, you must immediately report this to your instructor or the COVID-19 Coordinator who will coordinate next steps with you.
4. You need to be respectful of social distancing guidelines.
5. You must wear a mask at all times and gloves while in kitchens.
6. You must maintain hand hygiene at all times, Hands must be washed before putting on gloves. Wash hands only in designated hand sinks.
7. You should remain at your workstation as much as possible during the entire class.
8. Work stations must be sanitized frequently and food safety precautions followed at all times.
9. You must sanitize all equipment before and after use.
10. Phones and tablets should be sanitized when possible and must be wrapped in plastic film upon entering the kitchen.



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11. You should warn other classmates when approaching ovens and ranges to allow for others to clear the area when possible - to best promote social distancing.
12. You should bring to-go containers for food; sharing food is prohibited
13. Library, locker rooms and student lounge are closed until further notice.

Kitchen/Classroom Guideline #2: Student Expectations

The goal is for all students to remain safe in their classes.

1. Students should report directly to their kitchen/class no more than 5 minutes before start time, in uniform, and leave campus immediately following the end of their class.
2. Students should remain at their workstation or desk as much as possible during the entire class.
3. Students must not come to school if they are ill. (see above)
4. Students need to be respectful of social distancing guidelines.
5. Students must wear a mask and gloves in the kitchens and a mask in all areas of the campus at all times.
6. Students must maintain hand hygiene at all times. Hands must be washed before putting on gloves. Wash hands only in designated hand sinks.
7. Work stations must be sanitized frequently and food safety precautions followed at all times.
8. Students must sanitize all equipment before and after use.
9. Phones and tablets should be sanitized when possible and must be wrapped in plastic film upon entering the kitchen.
10. Students should warn other classmates when approaching ovens and ranges to allow for other students to clear the area when possible to best promote social distancing.
11. Students should bring to-go containers for food; sharing food is prohibited.