



## CSCA Procedures – Phase 2\*\*

### Professional Classes

#### Facility Access and Monitoring

- ENTRY: All Students, Staff, and Visitors to enter through the rear main entrance of Kitchen A.
- All Students, Staff, and Visitors will have their temperature monitored upon entry by a designated CSCA Staff Member, with a contactless forehead thermometer.
- Any Student, Staff Member, or Visitor manifesting a temperature of 100.3 or higher will be denied access to the facility.
- All Students, Staff, and Visitors will be required to wash their hands or use hand sanitizer upon entering the facility.
- Any Student, Staff Member, or Visitor who feels ill or is presenting symptoms of illness/flu is asked to stay home.
- Any Student, Staff Member, or Visitor onsite, who feels ill or is presenting symptoms of illness/flu will be asked to leave the premises immediately.
- Students are to remain in their assigned kitchen as much as possible. Only an Instructor, Instructor assistant, or CSCA Staff Member may go to another kitchen to retrieve/use needed equipment.
- Each Kitchen will be treated as individual spaces as much as possible to limit cross traffic.
- Staff and Students are to use bathroom facilities within their assigned kitchen. Students in Kitchen C will use the rear stairs to the back parking lot and use the bathroom marked “Kitchen C” in the rear of A.
- EXITING THE KITCHEN:
  - All Students working in street-level kitchens will exit through the Massachusetts Avenue doorway of their assigned kitchen.
  - Students working in Kitchen C will use the rear exit stairs to the back parking lot.
- Kitchen Vendors will deliver to the door of A kitchen or other designated outside delivery location. Vendors will not deliver indoors during Phase 2.
- Only Purchasing Staff is allowed in D Kitchen. No students or Instructors.

#### Sanitization and Hygiene Measures

- As always, all kitchen surfaces and equipment will be fully sanitized and disinfected after each class.
  - Counter Tops
  - Equipment
  - Sinks and Faucet Handles
  - Dispensers
  - Thermostats
  - Door Handles
  - Buttons
  - Phones



- Dishes and Utensils
- All hard surfaces in the lecture areas will be fully sanitized and disinfected after each class.
  - Tabletops
  - Counter Tops
  - Door Handles
  - Buttons
  - Phones
  - Thermostats
- All Bathrooms to be sanitized and disinfected after each class.
  - Toilets
  - Sinks and Faucets
  - Door Handles
  - All Bathrooms to include sanitizing spray and paper towels for occupant use.
- Hand Sanitizer will be readily available in public spaces.
- All Students, Staff, and Visitors must wash their hands thoroughly for 20 seconds before leaving the restroom.
- All Students, Staff, and Visitors must wash or sanitize their hands frequently throughout the day.
- Smoking/Vaping is not to take place within 25ft of any CSCA Entryway.
- Paper plates and utensils will be used for eating during Phase 2.

### **PPE and Social Distancing Measures**

- Class sizes will be reduced to 8 Students or less to allow for more space between individuals.
- Workstations will be spaced out to allow for maximum distance between individuals.
- Because maintaining 6' of distance may not be possible, face coverings will be required as follows:
  - All Instructors will be required to wear one or both of the following: a face covering and/or a clear face shield.
  - All Students will be required to wear a face covering and/or a clear face shield.
  - All Office and Kitchen Staff will be required to wear a face covering.
  - Face Coverings may be removed to allow for tasting/eating as needed.
  - Students and Staff are asked to bring and wear their own face coverings\*. It is recommended that these be washable masks.
  - \*Disposable Masks will be provided by CSCA in the event the student or staff member forgets to bring their own.
  - CSCA will issue one face shield to each Professional Student. This will be theirs to keep and it will be the student's responsibility to clean and care for the shield.
  - Instructors may remove face covering during lecture; however, the use of the face shield is still encouraged.
  - Students are to be given additional flexibility to take breaks as needed to safely remove face coverings, rest, etc.



- Hair Nets will be provided for those with long hair that is not up and out of the way.
- “Family Style” meals will be discontinued for phase 2. Individual portions will be served for tasting.
- Limit 2 active users at stove tops. Induction burners may be used to supplement cooking surfaces, as needed.

### **Staffing**

- All Staff will be trained on new protocols and procedures.
- Employees who are displaying flu-like symptoms are not to report to work.
- If an Employee is symptomatic or becomes exposed, the employee must stay home in quarantine for 14 days or until cleared to return to work.
- Employees who are quarantined or out sick due to COVID-19 will be able to use sick pay for up to two weeks.
- If a COVID-19 case is reported and connected to the school, we will report to the health department and close the facility to have the building completely sanitized per guidelines prior to reopening.

### **Office**

- Face to Face meetings should be kept to a minimum.
- Meetings should take place in conference room or larger offices.
- Face Coverings to be worn when interacting with other employees or guests
- Staff Kitchen to be limited to one person at a time. No congregating.
- Plexi Germ Shield to be added to Reception Desk

### **Personal Responsibility – We are all in this together.**

- Out of respect to your fellow CSCA Community members, please follow CDC and State of Massachusetts recommended protocols regarding social distancing, social interactions, hygiene practices, and the use of face coverings, when off campus.
- Any Student or Staff who travels out of state via airplane is encouraged to self-quarantine for 14 days per current Massachusetts guidelines.
- Any Student or Staff who has been diagnosed with COVID-19 or who has been potentially exposed to someone with COVID-19, MUST notify CSCA Administration.
- Any Student or Staff who has been diagnosed with COVID-19 or ordered to quarantine due to possible exposure, must do so until testing negative and approved to return to school/work by your Physician. CSCA must receive written documentation supporting your return to school/work order before you may return to the facility.

### **CSCA will continually monitor and follow all State and Local protocols and guidelines.**

*\*\*These guidelines are subject to change and further adaptation.*

*\*\*Phase 3 Protocols to be released as necessitated.*