



## **CSCA Procedures – Phase 3\*\***

### **Private Group Events**

#### **Facility Access and Monitoring**

- All Students will enter the facility through the the Mass Ave Kitchen Entrances located at 2018, 2020, or 2024 Massachusetts Avenue. An email will be sent to alert you as to which entrance for your class.
- 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.
  - All Students are required to complete a COVID-19 Health Statement.
- Any Student who feels ill or is presenting symptoms of illness/flu will be asked to leave the premises for the safety of all in attendance.
- Students are to remain in their assigned kitchen.
- Staff and Students are to use the bathroom facilities assigned to their kitchen.
- EXITING THE KITCHEN: All Students will exit the facility through the Mass Ave exit of their assigned kitchen. If assigned to C Kitchen, they will exit through the Mass Ave exit of Kitchen B.

#### **Sanitization and Hygiene Measures**

- As always, all kitchen surfaces and equipment will be fully sanitized and disinfected after each class.
- All hard surfaces in the lecture areas will be fully sanitized and disinfected after each class.



- All Bathrooms to be sanitized and disinfected before/after each class. 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.
- Paper plates and utensils will be used for eating/sampling during Phase 3.

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

- Groups will be limited to 8 Students or less per kitchen 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 at all times, face coverings will be required at all times, as follows:
  - All Instructors will be required to wear a face covering or face shield.
  - All Students will be required to wear a face covering.
  - Students and Staff are asked to bring and wear their own face coverings\*
  - \*Disposable Masks will be provided by CSCA in the event the student forgets their mask.
  - Students will be afforded additional flexibility to take breaks as needed to safely remove face coverings, rest, while maintaining proper social distancing protocols.
- Hair Nets will be provided for those with long hair that is not up and out of the way.
- Students will need to wear gloves as directed by the Chef Instructor.
- Students will prepare their own recipes or work with requested partners (family, friend, etc).
- Students will take home their own creations or sample their food, while socially distancing in the lecture area of the kitchen.
- We will open the back doors, as needed, for air flow and have additional fans with our AC running as well for air circulation.
  - Each kitchen has its own independent air conditioning system as well as oven hood fans for added air circulation.



- We will supply bakery boxes or to go containers for each class. Each student will assemble their own boxes.

**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 or from virus ‘hot spots’ 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 or Authorized Health Officials.

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

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

*\*\*Phase 4 Protocols to be released as necessitated.*