



LE CORDON BLEU[®]
PARIS

COVID-19 Health and Safety Handbook for Students

Please read this vital information to help you care for yourself and your peers while studying at Le Cordon Bleu Paris

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This handbook contains important information regarding Le Cordon Bleu's response to the COVID-19 pandemic.

WELCOME BACK

At Le Cordon Bleu, we're looking forward to welcoming you back soon and we want to be sure that when we open our doors it's as safe as possible for you and our team. We are closely monitoring the coronavirus (COVID-19) pandemic and taking all the appropriate preventative steps in the planning and re-opening of Le Cordon Bleu Paris. Your safety and learning experience are our priority.

For Le Cordon Bleu to be a safe environment, important steps need to be taken by everybody, including students and staff. We must all take extra care to maintain good hygiene, keep a distance and watch out for symptoms.

Please take the time to read and familiarise yourself with the instructions set out in this document so that you are well prepared for your return to the institute.

We would like to thank you for cooperating with us as we work together to make the institute a safe place to learn.

We look forward to seeing you soon.

Le Cordon Bleu Paris

WHAT IS COVID-19?

COVID-19 is a virus that can make people feel unwell. COVID-19 can also be called coronavirus. The symptoms of coronavirus are usually mild, but some people can become very unwell. The main symptoms are:



NEW CONTINUOUS COUGH

this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)



A HIGH TEMPERATURE

this means you feel hot to touch on your chest or back

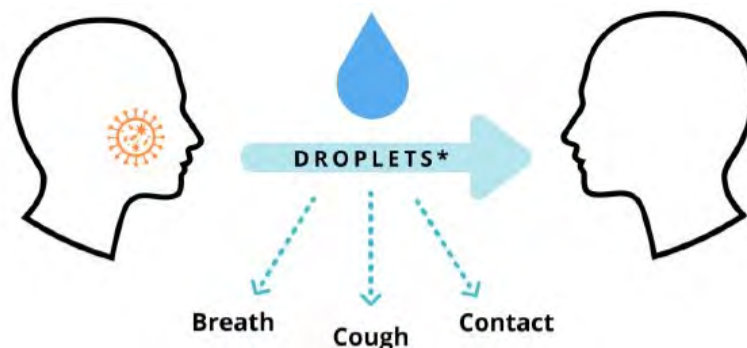


LOSS OR CHANGE TO YOUR SENSE OF SMELL OR TASTE

this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

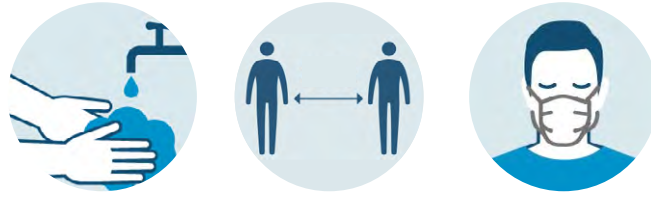
Most people with coronavirus will have at least one of these symptoms. It is very important to keep yourself and your peers safe from the virus, even if you only have mild symptoms.

HOW DOES CORONAVIRUS SPREAD?



The virus doesn't spread itself. Humans spread it. It's spread via tiny droplets from a person's lungs. It can pass to other people through the air, or from surfaces.

HOW CAN I PROTECT MYSELF AND OTHER PEOPLE?



You can help stop the spread of germs by regularly washing your hands with soap and water or using hand sanitizer.

Please keep a distance from other people where possible.

It is everybody's responsibility to help stop the virus from spreading

WHAT IF I HAVE SYMPTOMS?

Call 15 or 114 (for impaired hearing) for urgent medical help if required. For life threatening emergencies call 15 or 114 for an ambulance.

If you, or someone you live with develop symptoms of COVID-19, this must be reported to the institute as soon as possible, even if the symptoms are mild you will have to self-isolate.

IF YOU LIVE ALONE AND HAVE SYMPTOMS OF COVID-19:

You must not attend classes for **7 days**. You may only return if:

You have a negative test for COVID-19
(you do not have COVID-19)

OR

7 days have passed since the onset of symptoms and all symptoms have resolved

IF YOU DO NOT LIVE ALONE AND ANOTHER MEMBER OF YOUR HOUSEHOLD HAS SYMPTOMS OF COVID-19:

You must not attend classes for **14 days** and may only return if:

The person having symptoms has a negative test for COVID-19

OR

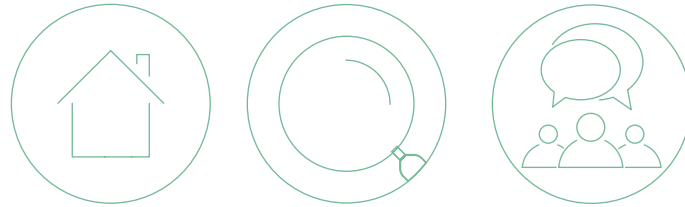
14 days have passed since the onset of that person's symptoms AND you have not also developed symptoms.

You must also contact us regularly to let us know that you are safe, or if you develop symptoms.

Please contact paris@cordobleu.edu if you think you have symptoms of COVID-19 and need to self-isolate.

COVID-19 TEST AND TRACE

You can get a throat and nose swab test for whether you currently have coronavirus. Testing is most effective within 3 days of symptoms developing. Anyone in France who has symptoms of coronavirus, whatever their age, can ask for a test through the Medical Test Laboratory (eg: CERBALLIANCE: 3 laboratories within an 800 metre radius from Le Cordon Bleu Paris).



Isolate: as soon as you experience coronavirus symptoms, medical advice is clear: you must self-isolate for at least 7 days. Anyone else in your household must self-isolate for 14 days from when you started having symptoms.

Test: make a test immediately. Use google map to locate the nearest medical test laboratory or call 15 or 114 (for impaired hearing) if you have no internet access.

Results: if your test is positive, you must complete the remainder of your 7-day self-isolation. Anyone in your household must also complete self-isolation for 14 days from when you started having symptoms. If your test is negative, you and other household members no longer need to self-isolate.

StopCovid App (see page 7): if you test positive for COVID-19, the laboratory will give you a code to scan or enter manually to send an anonymous alert to users who have been in close proximity to you.

“RETURN TO WORK”

Following any period of self-isolation, a COVID-19 “return to work” form must be completed over the telephone with a member of staff before the student may attend classes.

STOPCOVID APPLICATION



We advise you to download this application.

Using StopCovid helps to **protect your loved ones, yourself and everybody else** by alerting you if you have been close to a user who tests positive.

The StopCovid application is designed for use in France.

STOPCOVID IS SIMPLE

ACTIVATE THE APPLICATION:

StopCovid uses your phone's Bluetooth connection to detect other users' phones when they are close to yours.

STAY INFORMED:

You will be alerted when you have been close to a user who tests positive for COVID-19.

PROTECT YOUR LOVED ONES AND EVERYBODY ELSE:

If you take a test for COVID-19 that turns out to be positive, the laboratory will give you a code to scan or enter manually to send an anonymous alert to users who have been close to you.

YOUR DATA IS PROTECTED:

The application never tracks your location and it is impossible to discover a user's identity.

The application has been developed by the StopCovid team under the supervision of the Ministry for Solidarity and Health and the Ministry of State for Digital Affairs.

COMPULSORY HEALTH AND SAFETY GUIDANCE

Le Cordon Bleu has set mandatory health and safety measures so everybody can stay safe. Please read the following guidance carefully before returning to the institute and make sure you are well prepared to follow the temporary rules put in place. Students are advised to observe the safety signages in the kitchens and around the building and to report any safety issues to an Le Cordon Bleu employee for further investigation.



Shaking hands, hugging and sharing food are not permitted.



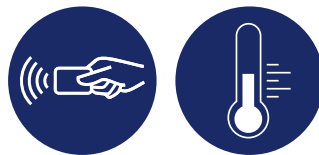
Please keep a distance where possible.



Please avoid face-to-face contact where possible.



Please do not stand in the corridors and keep moving at all times. You are not permitted to wait outside the classrooms before lesson.



Biometrics at the ground floor entrance will be temporarily disabled and replaced with contactless cards.

Thermal cameras to monitor the health of students and staff have been installed at the main entrance.



Please respect the one-way system in the corridors. Use the main set of stairs to go up and the Fire Exit stairs to go down.



Students must change into their uniform at the institute and must change out of it at the end of their lessons. You must not arrive or leave the institute in uniform. A clean, unstained and ironed uniform must be worn each day to ensure best practice.



Students must wash or sanitize their hands frequently. Professional grade sanitizer and tissue paper will be easily located throughout the institute.



Students must sanitise their personal knife bag when they enter and when they leave the practical rooms, however, the institute strongly advises students not to take their knife kits out of the institute during the entirety of the term to avoid cross contamination, until further notice.



HOW TO PUT ON A FACE MASK

Le Cordon Bleu will provide two fabric washable face masks. Face masks must always be worn inside the institute and only inside the institute. The face mask is a mandatory part of the uniform.

1

Before putting on a mask, clean hands with sanitiser or soap and water.

2

Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.

3

Avoid touching the mask while using it; if you do, clean your hands with sanitiser or soap and water.

4

To remove the mask: remove it from behind (do not touch the front of mask) then clean hands with sanitiser or soap and water.

5

Face masks must be washed, dried and ironed before re-use.



HOW TO WEAR YOUR GLOVES

When in practical rooms, if wearing gloves, do not touch your face or devices with your gloved hands. If you're not careful, you can also contaminate your hands when you put on or take off your gloves. Follow these instructions to safely remove your gloves:

1

Grasp the outside of one glove at the wrist. Do not touch your bare skin.

2

Peel the glove away from your body, pulling it inside out.

3

Hold the glove you just removed with your gloved hand.

4

Peel off the second glove by putting your fingers inside the glove at the top of your wrist.

5

Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.

6

Wash your hands thoroughly for 20 seconds immediately after removing your gloves.

COMMON AREAS



CORRIDORS

- A one-way system is in operation in the corridors. Always stay to the right and follow the arrow signs. Please keep your distance where possible.
 - Do not stand or queue in the corridors before lessons or in any other areas of the institute.
 - The doors of the demonstration and practical rooms will be open 15 minutes prior to the beginning of lessons. Ask the Chef Instructor or Consultant in charge for permission to take your place. It is the student's responsibility to plan well in advance and to ensure they arrive to lessons on time.
-



STAIRWAYS

- **The main (central) stairways must be used to go up only.**
 - Students located on the fourth & third floor must use the fire exit stairways to go down.
 - Students must exit the building using the fire exit stairways to the main entrance on the second floor. Use the fire exit stairs to go down only, where possible.
 - The fire exit stairways are located between the Female lockers and student refrigerators on the fourth floor and on the third floor between the toilet area and Rabelais demonstration room.
 - Students must not block or sit on any of the stairways. Keep moving at all times.
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LIFTS

For safety reasons, the lifts will not be operating. If you have restricted mobility, please contact paris@cordobleu.edu at the start of term to arrange access.



TOILETS

No more than **3 people** are permitted to enter the toilet areas at any one time.



WATER FOUNTAINS

To ensure safety we have disabled the use of water fountains throughout the institute. Please make sure to bring your own water bottle to keep you hydrated throughout the day.

SECOND FLOOR



ENTRANCE GATE

- Biometrics at the ground floor entrance will be temporarily disabled and replaced with contactless cards.
 - Thermal cameras to monitor the health of students and staff have been installed at the main entrance.
-



RECEPTION AND WAITING AREA

- No more than **2 people** can be served at the Front Desk at any one time.
 - Please be patient, keep your distance and follow the signs while queuing.
 - Do not gather in the Front Desk and waiting area and make sure you follow the one-way system in operation.
-



LE CAFÉ LE CORDON BLEU

- To comply with social distancing and ensure the health and safety of everybody, we have reduced the seating capacity in Le Café.
 - Customers and students must enter through the main entrance doors only.
 - Please be patient when queuing at the counter, follow the signs and keep your distance.
 - Gathering in the area is not permitted until further notice.
-



LE CAFÉ'S TERRACE

- To comply with social distancing and ensure the health and safety of everybody, we have reduced the seating capacity in the Café.
 - Customers and staff wishing to use the terrace Le Café must exit from Le Café exit door and re-enter from the main entrance area.
 - Please keep your distance if using the smoking area.
-

SECOND FLOOR



- The library and its facilities are temporarily closed to students however you will continue to have the opportunity to borrow books. You can borrow 3 books at a time for a period of 5 days.
 - If you would like to borrow a book, please contact paris-library@cordobleu.edu stating the name of the books and your student ID.
 - The library team will notify you once the books are ready to collect and then meet you at the Front Desk to safely hand over the books.
 - Please return the books to the Front Desk within 5 working days or request a borrowing extension by contacting the library team.
 - When returning the books, they must be placed in a clean plastic bag with your name, student ID, name of the books and date of return. The plastic bags can be requested from the Front Desk.
 - Please inform the library team once you have returned the books to the Front Desk.
 - The library team will return the books to the library after a 3-day quarantine period.
-

SECOND FLOOR



- No more than **12 people** are permitted to enter at any one time. Please try not to stay in Brazier room for any longer than **10-15 minutes**.
- Students must sanitise their chairs and tables before and after use.
- If using the microwave, sanitise the microwave door before and after use.

FOURTH FLOOR



REFRIGERATORS AND FOOD

- All food items must be clearly labelled with the student's name and kept in plastic containers. Any food left uncovered, not labelled or left outside the refrigerator will be discarded.
- No food may be left in in the refrigerator overnight.
- Food prepared in class must be consumed by the student who prepared the food only. **We strongly advise you not share food with others.**



CHANGING ROOMS

- No more than **12 students are permitted in the male changing rooms at any one time.** Please keep your distance where possible.
- No more than **8 students are permitted in each female changing room at any one time.** Please keep a distance where possible.
- To avoid overcrowding, you must plan well in advance and make sure you arrive on time.
- For the comfort of everybody, it is important that you arrive as organised as possible and get changed quickly. Students are expected to spend no more than **5-8 minutes** in the changing rooms.
- Showers are out of service until further notice.
- Please keep the locker areas clear at all times. Make sure all items of clothing and your possessions are always inside your locker .
- Students must sanitise their lockers before and after each use.

DEMONSTRATION ROOMS



DEMONSTRATION ROOMS: PARMENTIER, RABELAIS AND ÉPICURE

- The demonstration room doors will be open 15 minutes before lessons begin. Please ask the Chef for permission to enter the room when you arrive. Students are not permitted to wait in the corridors.
- Face masks must be worn at all times. Please avoid face-to-face contact with the Chef and your peers.
- In order to ensure safety, the institute has reduced class sizes:
 - No more than **40 students** are permitted to enter **Parmentier demonstration room** at any time.
 - No more than **32 students** are permitted to enter **Rabelais demonstration room** at any time.
 - No more than **48 students** are permitted to enter **Épicure demonstration room** at any time.
- Students must enter the room one-by-one and wash or sanitise their hands before entering.
- Please keep the seats and tables inside the markings on the floor and do not move them.
- It is the student's responsibility to sanitise the following items before taking a seat and again before leaving the room:
 - Tables
 - Chairs
- The fire exit stairs are DOWN ONLY and lead to the main entrance. Please keep a distance from others and keep moving.

TAKING FOOD PHOTOS IN DEMONSTRATION ROOMS

- A designated area for food photography will be made available in each demonstration room.
- One person per group will be allowed to take photos, this will be one of the designated group Team Leaders for the week.
- If you are not assigned group Team Leader, please respect the rules and do not attempt to take food photos.
- The photos will be shared as soon as the lesson has ended.

PRACTICAL ROOMS



ROOMS: SAINT HONORÉ, PELLAPRAT, VERSAILLES, CHAPELLE, EIFFEL, MARCO POLO, CARÊME & L'ATELIER

- No more than **12 students** are permitted in **practicals rooms** at any one time (except in Marco Polo practical room where only **9 students** in Cuisine are permitted).
- Student Team Leaders must report to the Chef in charge of the class no later than 20 minutes before the class starts.
- The door will be open to students 15 minutes before class begins. Students must enter the classroom immediately and enter one by one on arrival. Students are not permitted to stand outside or queue.
- Please ask the Chef for permission to enter the room when you arrive.
- Once you have entered the room, you must report to the Chef and wash your hands.
- Then go straight to your station and begin preparations for the class under the strict guidance of the Chef Instructor.
- Face masks must be worn at all times. Gloves will be available for every lesson.
- Students are not permitted to bring any bags or personal belongings into the practical room. The following items are allowed:
 - Personal knife kit
 - Plastic containers
- Ensure compliance with the safety distances according to the marking on the work surfaces. It is the Chef's responsibility to vigilantly monitor this to ensure students keep all equipment within their workstation.
- Please keep your distance where possible and avoid face-to-face contact with your peers and the Chef Instructor.
- Students will be required to wash their hands every 15 minutes.
- To avoid overcrowding, students must not enter the cleaning area. Please place dirty pots, pans and equipment on the designated area and pick up clean equipment from the designated area.

END OF LESSON

- At the end of the lesson, students must take their dish one at a time to the Chef's station. Once the dish is given to the Chef, the student must immediately return to their place and begin sanitising their workstation, equipment and common areas.
- Students must exit from the fire exit stairway (see signs for directions) to reach the ground floor level. The fire exit stairs are **DOWN ONLY**.

LECTURE ROOMS



BACCHUS ROOM

- The room will be open for entry 15 minutes before lessons begin.
 - No more than **16 students** are permitted to enter at any one time.
 - Students must enter the room one-by-one and sanitise their hands before entering. Sanitiser will be made available.
 - It is the student's responsibility to sanitise the following items before and after use:
 - Wine glasses (students must polish before use)
 - Spittoons
 - Tables
 - Chairs
 - Any other common items such as cork screws
 - All students must face one way, sit side by side and keep their distance where possible.
 - At the end of the lesson, students must exit from the fire exit stairway (see signs for directions) to reach the ground floor level. The fire exit stairs are **DOWN ONLY**.
-



ROOMS: DISTEL, CHILD, DE LAUNOIT, DUMAS, REYNIÈRE

- The room will be open to entry 15 minutes before lessons begin.
 - No more than **20 students** are permitted in **Distel, Child, De Launoit and Reynière rooms** at any time.
 - No more than **16 students** are permitted in **Dumas room** at any time.
 - Students must enter the rooms one-by-one and sanitise their hands before entering. Sanitiser will be made available.
 - It is the student's responsibility to sanitise the following items before and after use:
 - Tables
 - Chairs
 - All students must face one way, sit side by side and keep their distance where possible.
 - At the end of the lesson, students must go down to the third floor and exit from the fire exit stairway (see signs for directions) to reach the ground floor level. The fire exit stairs are **DOWN ONLY**.
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Stay inspired

