



## Reopening Guidelines: Phase I

Effective: May 18, 2020  
Revised: July 27, 2020

These guidelines have been established based on consensus by Academy members, staff and Board of Directors. They are subject to change at the discretion of the Academy community.

**DAILY SCHEDULE:** Monday-Friday: 8 am – 4 pm: Members, at their choosing, decide how to participate.

- **Option #1:** Attend the Academy for work-ordered day in Culinary, Business & Technology, Arts & Communications.
- **Option #2:** Participate in virtual work-ordered day, via Zoom, Slack, telephone, or text.

Note: Evening, weekend and holiday events are suspended during Phase I.

**PROCEDURES FOR PARTICIPATION IN ON-SITE WORK-ORDERED DAY:** Members choose the days, duration and frequency of on-site participation based on personal preference.

- Participation will be limited based on the availability of Academy workstations, which are set up to follow CDC physical distancing guidelines.
- Current Academy capacity is 20 members at one time. (Total daily attendance can exceed 20 members, while keeping to the 20 member limit at a given time.)
- Members can preschedule to ensure the opportunity for on-site participation.
- Members can attend unannounced, on a first come, first serve basis, but might be asked to return at another day/time if capacity has been reached.
- Future consideration: Members and staff will develop a contingency plan for the eventuality that member demand exceeds capacity.

**TRANSPORTATION:** Members and staff will self-transport using public or private means.

**SCREENING:** All members, staff, volunteers and visitors are screened outside (under drive thru) prior to entering the Academy. Once screened and approved, people are permitted to enter the Academy.

Step #1: Temperature reading using touchless thermometer.  
People with readings of 100.4 or higher will not be permitted to enter the Academy.

Step #2: Screening Questionnaire:

1. Have you or someone you've been in contact with traveled to New York, New Jersey or Connecticut in the last 14 days? *(This question will be updated, as needed, based on Florida Directive)*
2. Have you had recent, direct, sustained exposure to someone who has tested positive for COVID-19? *(Exposure is defined as being within 6 feet of someone who has COVID-19 for at least 15 minutes; provided care to someone who is sick with COVID-19, direct physical contact [touched, hugged, kissed]; you shared eating or drinking utensils; or they sneezed, coughed or somehow got respiratory droplets on you.)*
3. Have you had any of these symptoms in the last 14 days?
  - a. Fever greater than 100
  - b. Difficulty breathing
  - c. Cough
  - d. Loss of sense of taste or smell
4. If the answer to #3 is yes, have you been symptom free for the past 24 hours, without the use of medications, including fever reducers or cough suppressants?

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### **ENTERING BUILDING**

- Use hand sanitizer upon entering.
- Masks are required. The Academy provides daily-use surgical masks during Phase I.
  - o Future consideration: Members and staff will discuss and come to consensus on the possible use of cloth masks.
- Hand washing upon entering and recommended during work-ordered day.
- Disposable gloves are available (optional)
- Members, staff and volunteers are provided with a list of recommended CDC practices

### **WORK-ORDERED DAY RECOMMENDATIONS**

- Practice 6' physical distancing
- Each member/staff will disinfect workstations at start of shift
- Periodic hand washing and facility cleaning as scheduled by individual team (unit) areas.

### **CULINARY ARTS**

- Follow guidelines for Back of House (inside kitchen), including use of designated work stations.
- Follow guidelines for Front of House (Dining Room) as related to service, table settings, etc.
- Diners will be offered the option of service on disposable plates/plastic ware.

### **OUTDOOR AREA**

- Members, staff and visitors have the option to go outside on Academy property, take breaks at their choosing and remove masks while maintaining physical distancing.

### **VISITORS/WALK-INS**

- Scheduled visitors will follow established screening procedures.
- Unscheduled visitors/walk-ins
  - o When capacity and availability of member/staff allows, unscheduled visitors will be screened and provided with a tour.
  - o When capacity and availability do not allow for a tour, visitors will be asked to reschedule.

***Thank You!***

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