



COVID-19 Program Policy Effective April 2022

To ensure a safe and productive work environment for everyone onsite at Hot Bread Kitchen's facility and offices, we are requiring that all members provide proof of up-to-date COVID-19 vaccination and booster shot records in order to participate in any and all of our programs.

We have taken this position given that:

- It is in line with the best practices and recommendations of [New York State \(NYS\) guidelines](#).
- Vaccinations and booster shots give added protection in an environment where social distancing is not always possible and pandemic conditions, including emerging variants, continue to evolve.
- It is standard across the food and facility management industries to require vaccinations and most employers require that workers be vaccinated. As such, it is critical that Hot Bread Kitchen's career program requirements also reflect the practice and standards of these two focus industries.

Vaccination and Testing Requirements:

- Before visiting Hot Bread Kitchen in-person, individuals must email proof of fully completed vaccination series and a completed booster shot (if eligible) to vax@hotbreadkitchen.org. Full vaccination status is defined by Hot Bread Kitchen as having completed the COVID-19 vaccination series (two doses of Moderna or Pfizer, or a single dose of Johnson & Johnson) AND completing a booster shot if eligible. Individuals not yet eligible for a booster shot must have fully completed the primary vaccination series, ensuring your last dose is at least two weeks (14 days) prior to arriving onsite. Individuals who become eligible for the booster shot during a Hot Bread Kitchen training program must receive the booster within two weeks of becoming eligible.
 - Recipients of the Pfizer or Moderna vaccines become eligible for a booster five months after their second dose, and recipients of the Johnson & Johnson vaccine become eligible two months after their single dose. The CDC has not yet released booster guidelines for the AstraZeneca vaccine or other vaccines beyond the three previously mentioned. Once guidelines have been announced, Hot Bread Kitchen will adjust its policy regarding other vaccines accordingly.
- Individuals may present proof of a vaccination status and completed booster shots through a photo of their paper form, digital application, or the State's Excelsior Pass. Proof of vaccination and boosters must be emailed to vax@hotbreadkitchen.org prior to visiting Hot Bread Kitchen.
- Religious or medical exemptions will be considered for our English as a Learned Language (ELL) and Digital Skills programs only.
 - Those requesting exemptions based on a medical condition or a religious belief



must submit the appropriate form or letter to vax@hotbreadkitchen.org. This information will be kept confidential. We will work with you to assess the feasibility of continuing with training or being onsite, but cannot guarantee proceeding.

Safety Onsite:

- Individuals for whom any of the following are present/true should not visit or attempt to visit Hot Bread Kitchen facilities:
 - A fever above 100.4 degrees Fahrenheit
 - Under evaluation for COVID-19 (for example, waiting for the results of a viral test to confirm infection)
 - Diagnosed with COVID-19 and not yet cleared to discontinue isolation
 - Have any of the below symptoms:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- **Masks (KN95/N95):**
 - Masks must be worn at all times when in the break room or training areas even if fully vaccinated. When in use, masks must cover the nose and mouth, and fit snugly against the face. The face covering itself must not create a hazard (i.e., have features could get caught in machinery or cause severe fogging of eyewear). The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged.
 - You may only remove your mask if eating or drinking – masks must be worn between bites and sips. Please maintain social distancing while doing so.
- Follow [NYS guidelines](#) on hygiene and sanitation as a normal best practice, including:
 - Avoid touching your face.
 - Wash your hands with soap and water often or use hand sanitizer, especially after touching frequently used items or surfaces.
 - Use hand sanitizer before using any shared equipment or high-touch surfaces such as door knobs, oven handles, printers, etc.
 - Stay home if you're not feeling well.
 - Let Hot Bread Kitchen Staff know in advance if you have been potentially exposed to COVID and have been asked to quarantine while you await testing results.



- Leave the kitchen immediately and alert the program instructor if you show symptoms associated with COVID-19.
- **If you experience any *COVID-19 related symptoms*, or have been potentially exposed to COVID and are awaiting test results, please stay home. Contact and follow the advice of your medical provider.**



Commonly Asked Questions

1. Does Hot Bread Kitchen require vaccination to participate in its programs?

Yes, Hot Bread Kitchen requires participants in all programs (Food Career, Facility Management, English as a Learned Language and Digital Skills) to be vaccinated and, if eligible, to have completed a booster shot. Religious or medical exemptions will be considered for our English as a Learned Language (ELL) and Digital Skills programs only. Proof of vaccination and completed booster shots must be sent to vax@hotbreadkitchen.org before an individual visits Hot Bread Kitchen.

2. Why does HBK require vaccination?

[For the safety and security of staff and participants](#), and due to the enclosed kitchen space which makes social distancing challenging, Hot Bread Kitchen is requiring vaccination and, for eligible individuals, booster shots.

[Food industry jobs, including jobs where Hot Bread Kitchen members will work post-program, are also requiring vaccination of employees](#). Facility Management trainees are also required to get vaccinated as jobs in the field require vaccination. As new variants emerge, businesses are increasingly requiring booster shots in addition to a completed primary vaccination series.

3. Can people with religious or medical exemptions participate?

Religious or medical exemptions will be considered for our English as a Learned Language (ELL) and Digital Skills programs only. Hot Bread Kitchen will evaluate and grant requests for exemptions on a case-by-case basis. If the request is granted, exempt participants will be required to produce negative COVID-19 PCR or rapid antigen tests *twice per week*.

4. Why does HBK not consider religious or medical exemptions for its career programs?

It is standard across the food and facility management industries for employers to require that workers be vaccinated. As such, it is critical that Hot Bread Kitchen's career program requirements also reflect the practice and standards of these two focus industries.

5. What will happen if a person who has spent time in Hot Bread Kitchen's physical spaces tests positive for COVID-19?

If a COVID-19 infection prevents an individual from continuing their participation in a Hot Bread Kitchen program, they may reapply for a future program. Hot Bread Kitchen staff will also assess the safety of continuing the program in the event a participant reports a positive COVID-19 test.

The person diagnosed with COVID-19 must immediately notify their program instructor of their diagnosis. The infected individual should isolate for 5 days and cannot return to Hot Bread Kitchen until their isolation period is over. To calculate the 5 full day isolation period, day 0 is the first day of symptoms. Day 1 is the first full day after symptoms have developed.



If an individual tests positive for COVID-19 and never develops symptoms, day 0 is the day of their positive viral test (based on the date tested) and day 1 is the first full day after a positive test result. If an individual develops symptoms after testing positive, the 5-day isolation period must start over (Day 0 is the first day of symptoms; Day 1 is the first full day after symptoms developed).

The infected person must also share the names of all individuals affiliated with Hot Bread Kitchen they had close contact with while the infected person was contagious. *Hot Bread Kitchen will keep the identity of the infected individual confidential.*

- People with COVID-19 are considered contagious starting 48 hours before their symptoms begin until 1) they haven't had a fever for at least 24 hours, 2) their symptoms have improved, AND 3) at least 5 days have passed since their symptoms began. If the person with COVID-19 never had symptoms, then they are considered contagious starting 48 hours before their test that confirmed they have COVID-19 until 5 days after the date of that test.
- A close contact is someone who was within 6 feet of a person with COVID-19 for a period of time that *cumulatively* adds up to at least 15 minutes in 24 hours (masked or unmasked) when that person was contagious.
- All close contacts should self-monitor for symptoms and get tested 5-7 days after exposure. According to [NYS Guidelines](#), close contacts do not need to quarantine if they fall into the below categories:
 - You are ages 12 or older and have received all recommended vaccine doses, including boosters when eligible and additional primary shots for some immunocompromised people.
 - You had confirmed COVID-19 within the last 90 days (you tested positive using a viral test).