



ACE MENTOR PROGRAM

ARCHITECTURE • CONSTRUCTION • ENGINEERING

COVID Protocols

The cornerstone of the ACE Mentor Program is the meeting of mentors and students together, in-person, to develop strong relationships. For the past year, the program has required the meetings be hosted on a virtual platform. The national organization has been carefully watching and evaluating the current situation in hopes of allowing mentors to meet with the students in-person again.

At this time, the National Office does feel that the safest way for the program to meet is to continue to use virtual platforms. However, many affiliates have expressed the desire to allow in-person meetings.

National has continued to monitor the situation carefully over the past few months, and particularly so given the recent increase in positivity rates and the emergence of Omicron.

However, recognizing the importance of in person mentoring to students and the affiliates that serve them, we are providing here the protocols to restart in person mentoring after the new year.

The following are the necessary steps that we anticipate requiring for in-person meetings. *ACE affiliates will ensure the following protocols are in place for meetings with students. These protocols would remain in place until further notice.*

1. Proof of Vaccination is required for all mentors* participating in in-person sessions and must be provided when requested.
2. Masks required for all mentors and guest speakers.
3. Meetings may take place at schools or offices. ALL ACE Mentor protocols, in addition to that of the meeting site, must be followed by all participants.
4. Students are required to follow the COVID protocols of the school or meeting location where the mentoring sessions are conducted, whichever is stricter.
5. Signed waivers must have been received from all participants via electronic signature. A sample waiver is included in this document.
6. Letters will be sent home to parents explaining the waiver process, the waivers, and the safety protocols.
7. At each mentoring session there is to be a sign in sheet where everyone attending provides a phone number and email address and confirms no COVID symptoms.
8. Distribute exposure protocols (here below) to all team leaders.
9. If the relevant protocols are not followed, mentors are to provide a warning to the students. If protocols continue to be unmet, mentors are to bring mentoring sessions to a close.
10. If meeting location or school moves to virtual formats due to COVID, ACE programs must also move to virtual platforms.



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***Definition of Fully Vaccinated, from CDC guidelines:**

- Two (2) doses of Pfizer or Moderna
- One dose of Johnson & Johnson
- Booster for all who are eligible (six months or later). Booster is not required at this time

School Based Meetings

1. Affiliates must confirm that the school will allow outside visitors on school grounds.
2. Affiliates must have received a copy of the COVID protocols being applied by the school and have made arrangements for prompt notification should the school's protocols change.
3. All protocols in place at the school location must be followed. If locations are requiring confirmation of vaccination, affiliates will need to present proof of compliance with vaccination requirements by mentors.
4. Comply with all governmental requirements.
5. Confirm that mentors are allowed and comfortable going into schools (it is foreseeable that not every mentor will be allowed or comfortable). ACE will be guided by the preferences of mentors should they choose to be more conservative than these protocols require, including reverting to remote mentoring where prudent.

Office or Outside Location Based Meetings

1. Affiliates must confirm that the locations will allow outside visitors.
2. Determine protocols of the location. All protocols in place must be followed. If locations are requiring vaccines, ACE volunteers will also be required to show proof of vaccination.
3. Comply with all governmental requirements.
4. Confirm that mentors are allowed and comfortable going to an outside location. (Not every mentor will be allowed or comfortable.)



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ACE Mentor Program

Student Commitment, Release, & Waiver

Attendee Safety: All attendees must read and sign this acknowledgment before participating in any ACE activity/event.

The ACE Mentor Program of America and its local affiliate ACE Mentor Program of Northeast Florida (together "ACE") values public health and your safety.

The undersigned attendee acknowledges the role everyone plays in community health and safety, and commits to follow all state, local, school and ACE requirements related to public health and social distancing at any ACE related mentoring event.

The undersigned attendee acknowledges that an inherent risk of exposure to COVID-19 and related illness exists in any place where people are or have been present. By participating in any ACE programs, the undersigned voluntarily assumes all risks of personal injury, illness and outcomes resulting from any injury or illness, including that related to exposure to COVID-19, and hereby releases and agrees not to hold the ACE Mentor Program of Northeast Florida, ACE Mentor Program of America, or any of their respective affiliates, directors, officers, employees, mentors or volunteers liable for any injury, illness or outcomes resulting from any injury or illness sustained in connection with participation in the event.

Students Signature (required of all Students)

As the participating student named below, I acknowledge and agree to the terms and conditions of this Commitment, Release & Waiver, in addition, I will not attend in-person sessions should I be exposed to COVID-19 or experience any symptoms:

Student's Name _____ **Date** _____

Student's Signature _____

Parental/Guardian Signature (if participant is under 18 years of age):

I acknowledge and confirm that I am the parent or duly authorized guardian of the participating student named above, with full authority to acknowledge and accept the terms of this Commitment, Release & Waiver on behalf the participating student, and do so by signing below:

Parent/Guardians Name _____

Parent/Guardian's Signature _____

Date _____



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Mentor Covid Commitment, Release, & Waiver

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The undersigned attendee acknowledges the role everyone plays in community health and safety, and commits to follow all state, local, school and ACE requirements related to public health and social distancing at any ACE related mentoring event.

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I hereby certify that I have received an initial vaccination of either (i) two doses of the Moderna or Pfizer COVID-19 vaccine, or (ii) one dose of the Johnson & Johnson vaccine; and that I will provide proof of this vaccination status upon request.**

Yes _____ No _____

By signing this document, I agree to the foregoing and attest that all information is true and accurate.

Name _____

Signature _____



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COVID Isolation/Quarantine Guidelines

Notifications

- For the safety of the ACE community, please monitor your group's health by confirming each participant has not been exposed in the past 14 days and has no symptoms. Confirmation should be recorded in the daily attendance log.
- Common symptoms of COVID-19 include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - GI Distress
 - Please refer to the CDC website for a full list of symptoms.
- If an ACE participant tests positive for COVID and they have been in close contact with other ACE participants in the last 14 days, the team lead should notify participants via email and/or phone call within 24 hours. Also, Team Leads, please notify the national office at info@acementor.org or regional director.
- For additional contact tracing guidelines, please refer to the [CDC website](#).

For vaccinated Individuals (greater than 2 weeks out after completing the full series)

- Do not need to quarantine if negative.
- Fully vaccinated people should get tested 3-5 days after their exposure, even if they don't have symptoms and wear a mask indoors in public for 5 days following exposure or until their test result is negative.
- Isolate for 5 days if they test positive for COVID.