Date:

ACE Mentors and Volunteers,

Part of our job as a workforce development program that directly serves students is to continue to provide opportunities, despite any challenges they or we may face. During times like these, it is important to us that we keep our community moving forward in the safest manner possible.​

​We have developed these protocols to protect you and the ACE students. It is essential that all in person participants follow the following protocols.

ALL ACE Mentor protocols, and the protocols of the student’s schools must be followed by all participants – whichever are stricter.

1. All mentors/volunteers that wish to participate in meetings held in-person will need to sign a waiver.
2. To participate in meeting that are in-person, mentors/volunteers must be vaccinated. The waiver will ask the mentor/volunteer to attest that they have been fully vaccinated.3.
3. Masks are required for all participants in ACE in-person programs.
4. At each mentoring session, there is to be a sign in sheet where everyone attending must confirm that the person has not been exposes nor is experiencing any symptoms.​
5. If the relevant protocols are not followed, mentors are to provide a warning to the students. If protocols continue to be unmet, mentors may ask the student to leave the session.​
6. If meeting location or school moves to virtual formats due to COVID, ACE in person programs must also move to virtual platforms.

**Important Reminders**

Please do not attend in person meetings if you are exhibiting any COVID-like symptoms or have had recent exposure to COVID.

* fever, cough, tiredness
* loss of taste or smell
* sore throat, headache, aches and pains
* diarrhea, a rash on skin, or discoloration of fingers or toes
* red or irritated eyes, difficulty breathing or shortness of breath
* loss of speech or mobility, or confusion
* chest pain

The safety of students, mentors, and our program is always our #1 goal. This is a challenging time for everyone. We appreciate your patience, cooperation and support during this time.