



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 and meeting site must be followed by all participants – whichever are stricter.

1. **Vaccination is strongly recommended** for all mentors* and students participating in in-person sessions.
2. **Masks** for indoor meetings for all participants should follow below:
Individuals should follow [COVID-19 Community recommendations, government, school, and site requirements](#).
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. Letters to be sent home to parents explaining the safety protocols of the ACE Program.
5. Students and mentors should be reminded that they should not attend meetings if they have been exposed or have symptoms.
6. Distribute attached exposure protocols to all team leaders.
7. 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.
8. If meeting location or school moves to virtual formats due to COVID, ACE 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.