



ACE MENTOR PROGRAM

ARCHITECTURE ▪ CONSTRUCTION ▪ ENGINEERING

COVID Protocols 2023

The cornerstone of the ACE Mentor Program is the meeting of mentors and students together, in person, to develop strong relationships. Over the past two years, the program has been focused on keeping our students and volunteers safe. The program has successfully taken place with both virtual and in-person meetings.

National has continued to monitor the situation carefully. National recognizes the importance of in-person mentoring to our students and the affiliates serving them.

The following are the protocols that we will require for in-person meetings. *ACE affiliates will ensure the following protocols are in place for in-person meetings. These protocols would remain in place until further notice.*

1. The parent consent form in the ACE database will **include a waiver for COVID** and all students must have a completed consent.
2. In the mentor registration, all mentors will have to **complete a waiver for COVID.**
3. **Vaccination is strongly recommended** for all mentors* and students participating in in-person sessions.
4. **Masks** for indoor meetings for all participants should follow below:
Individuals should follow [COVID-19 Community recommendations, and government, school, and site requirements.](#)
5. 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.
6. Letters to be sent home to parents explaining the safety protocols of the ACE Program. (sample available)
7. Students and mentors should be reminded that they should not attend meetings if they have been exposed or have symptoms.
8. Distribute attached exposure protocols to all team leaders.(last page of document)
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.

*Definition of Fully Vaccinated, from CDC guidelines:

- Two (2) doses of Pfizer or Moderna
- One dose of Johnson & Johnson

- RECOMMENDED: Booster(s) for all who are eligible (six months or later)



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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 make arrangements for prompt notification should the school's protocols change.
3. **All protocols in place at the school location must be followed.** If locations require vaccination confirmation, affiliates will need to present proof of compliance with vaccination requirements by attendees.
4. Determine 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.

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. Determine 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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EXPOSURE PROTOCOLS

COVID Isolation/Quarantine Guidelines

Notifications

- For the safety of the ACE community, please remind your participants that they should not attend if they have been exposed in the past 14 days and have any symptoms.
- 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, please notify the national office at info@acementor.org or the regional director.
- For additional contact tracing guidelines, please refer to the [CDC website](#).

Individuals

- Do not need to quarantine if negative.
- 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 10 days following exposure or until their test result is negative.
- Isolate for 5 days if they test positive for COVID.