ACES
COVID 19 Incident Protocols

The health and safety of students, administrators, and faculty have been and continues to be the highest priority and concern at ACES.

The following is a summary of COVID 19 incident protocols for reference. Please reference the ACES Reopening – Communication Plan for detailed information. It is important to keep staff & students separated and restrict student & staff movement throughout our facilities.

Suspected COVID 19 incident:

- **Building/Program Administration:**
  - If you have a student or staff member that is exhibiting COVID-19 symptoms, the person must be immediately isolated per established procedures set up by the Nursing Department for your facility. If you have any questions, please contact Meg Birmingham at mbirmingham@aces.org.
  - Contact your direct supervisor immediately.
  - Communicate the situation to the Emergency@ACES.org email; this will initiate a response from all departments (e.g., Executive Leadership Council, Head Nurse, Facilities, Transportation, & Security).
  - Prepare your staff and family notifications and wait for approval from Central Office before sending out information via parent square.
  - Recommend that the person communicate with their health care provider and be tested for COVID-19. Maintain confidentiality throughout all communication. Anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop the illness. **COVID-19 testing is recommended.**

- **Transportation:**
  - Students and staff will be dismissed from the facility as quickly as possible (staff should not dismiss before students and students should leave with their devices).
  - Transportation will coordinate the transporting of students to their homes.

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Facilities Response:
- The building areas the person came into contact with will be disinfected.
- The building will be locked down once everyone has exited the facility.
- Building is Closed Do not Enter signs will be posted at all entrances.
- Additional actions will be taken based on guidance from the health department and the outcome of the staff or student’s COVID 19 test results.

If COVID 19 test is positive:

If the test result is Positive or there are No Test Results are available:
- Students and staff cannot return until notified by Central Office.
- Schools and programs will transition to distance learning plans.
  - Building/Program Administration
    - Will send notification of results of the COVID 19 test to the team via Emergency@ACES.org.
    - Will forward copies of the COVID 19 tracing logs to security, facilities, nursing, and human resources.
  - Building/Program Nurse or designee
    - Will report the situation to the Local and State Health Department
  - Security
    - Will review tracing logs and begin contact-tracing notifications.
  - Facilities
    - Will close the building.
    - Will complete deep building disinfection.
    - Will notify everyone when the facility has been disinfected and available for occupancy.
  - ELC:
    - Will coordinate with the local health department and authorize the re-opening of the facility.
    - Communicate with sending districts, ACES staff, school/program staff, and families throughout the process and provide regular updates on decisions made.
If the test result is **Negative**:

- Students and staff cannot return until notified by Central Office.
- Schools and programs will transition to distance learning plans.

**Building/Program Administration**
- Will send notification of results of the COVID 19 test to the team via [Emergency@ACES.org](mailto:Emergency@ACES.org).
- Will forward copies of the COVID 19 tracing logs to security, facilities, nursing, and human resources.

**Building/Program Nurse or designee**
- Will report the situation to the Local and State Health Department

**Security**
- Will review tracing logs and begin contact-tracing notifications.

**Facilities**
- Will close the building.
- Will implement standard disinfection procedures.
- Will notify everyone when the facility has been disinfected and available for occupancy.

**ELC:**
- Will coordinate with the local health department and authorize the reopening of the facility.
- Communicate with sending districts, ACES staff, school/program staff, and families throughout the process and provide regular updates on decisions made.

**General Questions**

For general and/or non-emergent questions about safety and security, contact any member of the Compliance Liaison Team below or email us [SAFETY@aces.org](mailto:SAFETY@aces.org).

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<thead>
<tr>
<th>Meg Birmingham</th>
<th>Tim Gunn</th>
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<th>Jason Hiruo</th>
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