

## 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](mailto:mbirmingham@aces.org).
  - Contact your direct supervisor immediately.
  - Communicate the situation to the [Emergency@ACES.org](mailto: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.

### ***“Advocacy Commitment Excellence Service”***

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The Regional Educational Service Center Serving South Central Connecticut  
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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](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 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.

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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 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.

**General Questions**

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

Meg Birmingham Nursing Coordinator/Health Advisor <a href="mailto:mbirmingham@aces.org">mbirmingham@aces.org</a> 203-498-6800	Tim Gunn Director of Facilities <a href="mailto:tgunn@aces.org">tgunn@aces.org</a> 203-498-6800
Jason Hiruo Director of Safety <a href="mailto:Jhiruo@aces.org">Jhiruo@aces.org</a> 203-498-6800	William A. Rice Assistant Executive of Schools and Curriculum <a href="mailto:wrice@aces.org">wrice@aces.org</a> 203-498-6800

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