



## ACES Summer 2020 Reopening Protocols Supplement

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 protocols for reference. Please reference the ACES Reopening – Communication Plan for detailed information.

### Entering the Facility:

- **NO outside visitors** are to enter the building (contact your direct supervisor if there is an issue).
- Deliveries are to be left on the loading dock and brought into the building by ACES.
- Repair workers are to sign in at the office, report to the custodian, and must wear the appropriate PPE.
- All non-building staff must sign in at the main office and complete the COVID 19 tracing log sheet. This includes other ACES staff members & parents.
- All people entering the building must have their temperature taken. If their temperature is 100 degrees or above, they must leave the building immediately.
- Students entering the building must line up 6-feet apart outside the building wearing a facemask. Their temperature must be taken at the door before entering the building.
- If a possible COVID 19 situation arises, contact your administrator and nurse.
  - Symptoms or situations to be aware of include:
  - has the person had close exposure with someone or is the person experiencing any of the following symptoms:
    - Fever or chills.
    - Cough
    - Shortness of breath or difficulty breathing
    - Fatigue
    - Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea.
    - The person has had close exposure to anyone who has tested positive for COVID-19 or traveled to a high exposure area.

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

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The Regional Educational Service Center Serving South Central Connecticut  
 Peter C. Young Building • 350 State Street • North Haven, CT 06473-3108 • Phone 203.498.6800 • Fax  
 203.498.6890 • [www.aces.org](http://www.aces.org)

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### **Within the Facility:**

- Wash hands with soap and water for 20-30 seconds as often as required.
- Wear a facemask and additional PPE as required.
- Face masks must be worn all the time when on school property by everyone per State guidelines.
- At Non-School locations, if social distancing can be maintained, such as working in your office, then you can remove your mask. However, be cautious and aware of your surroundings. Social distancing requirements must be adhered to.
- Maintain 6' distance at all times.
- Place signs - reminding students and staff to wash hands before and after using the restroom, to wear PPE, signs of COVID 19, Cough & Sneezing and sign in signs at all entrances.
- All water fountains are to be shut off.
- Elevator use is to be limited, and PPE must be used in the elevator if more than one person needs to use it – i.e., Staff & Student.
- All stairs need to be configured to maintain the six ft.—social distancing. **Note: Building emergency egress routes cannot be altered from posted routes.**
- Floor markings must be installed to establish and maintain social distancing.
- Furniture must be set up to meet the required state social distancing.

### **Cleaning & Disinfecting:**

- Hand hygiene: – Reinforce to staff and children, regular handwashing with soap and water for at least 20-30 seconds should be done. – Alcohol-based hand sanitizers should be provided at every school entrance.
- Respiratory hygiene: Encourage all staff and children to cover coughs and sneezes with tissues or the corner of the elbow. Dispose of soiled tissues immediately after use.
- All bathrooms are to be cleaned and disinfected twice a day and noted on the log.
- Physical distancing:
  - Multi-stall bathrooms should only be used by those who feel well.
  - **A separate bathroom should be designated for any student that becomes ill.**
  - In multi-stall shared bathrooms, in-use bathroom stalls and sinks should be greater than 6 feet apart. If that is not the case, tape off some stalls or sinks and place a sign indicating they should not be used.

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- If there are multiple bathrooms available, specific bathrooms should be assigned to students by zone, and students should only use their designated bathrooms.
- Bathroom occupancy is determined by the number of persons that can use the facility while maintaining 6 feet social distance; therefore, it will vary based on the size and layout of each bathroom.
- CDC Disinfecting link: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> .
- Know how to use disinfectants correctly. READ THE LABEL to determine the appropriate application procedure, dilution contact/”dwell” time (time needed for the disinfectant to work as indicated), and personal protective equipment (PPE) – Clean surfaces before use. Disinfectants cannot penetrate the dirt barrier. – Use green-certified products. If using Enviro Care Neutral Disinfectant spray on the surface and do not wipe off.
- Conduct disinfecting to minimize exposure to children or periods of lowest occupancy. – Use the least amount of disinfectant recommended.
- Spot disinfecting of high-touch surfaces are to be performed throughout the day. This is to be performed by all staff as required. This includes but not limited to door handles, elevator buttons, equipment, handrails.

**Training:**

- All ACES staff must attend an in-person or video training that covers social distancing, cleaning protocols, and hygiene practices.

**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
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