

At ACCEL , our priority is to keep people at our facilities and their families healthy, especially in the midst of the COVID-19 pandemic.

# RETURN TO FACILITIES



Fall 2020

**Action Plan**

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# Return to Facilities

# Action Plan

## INTRODUCTION

At ACCEL, our priority is to keep employees, members, clients, students, and their families healthy, especially in the midst of the COVID-19 pandemic. As such, we will abide by governmental guidelines as we strive to balance public health concerns with the needs of those we serve. This “Return to Facilities Action Plan” details how we plan to keep open and reopen our facilities and still maintain all personnel and other ACCEL-related persons safe to every extent possible. This plan, which pulls from Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of administrators and employees, and outlines the steps taken to address COVID-19.

While ACCEL implements protocols to ensure the safety of everyone, it’s up to all of us to effectively execute these protocols daily. By releasing this Return to Facilities Action Plan, ACCEL hopes to clearly communicate our plans moving forward, highlight workplace protocols in place to protect people’s safety, and establish a level of comfort for everyone as they continue at or return to ACCEL facilities.

We understand that every person’s situation is different and encourage those with specific risks or concerns to reach out to their manager, the nursing office, or HR ([hr@accel.org](mailto:hr@accel.org)) to discuss alternate arrangements, should they be necessary.



## RETURN TO FACILITIES TIMELINE

Due to the evolving nature of the COVID-19 pandemic, creating an exact timeline for resuming “normal” operations is not feasible. ACCEL will continue to monitor applicable state and local guidance and determine next steps for reopening the school campuses and maintaining safety in those facilities currently open.

At this time, we’ve created this action plan for guiding ACCEL staff, students, and essential visitors to return to ACCEL facilities. To remain consistent with federal guidance, our approach to reopening our facilities and campuses mirrors to the best of our ability the guidelines included in [the AZ Road Map for reopening schools](#).

## Limited Facility Use and School Campus Closures

BISTÅ and ACCEL Adult Services (AAS) have successfully continued to operate under their individual pandemic protocols.

During the latter part of the 19-20 school year and for ESY, school services remained essential and were provided by the ACCEL team via distance learning. ACCEL school campuses and offices were, for the most part, closed. Employees were asked to continue their work remotely except when visiting the facilities to pick up materials or use needed technology.

## Phase One

As the pandemic ebbs and flows and we anticipate reopening certain ACCEL facilities, “Phase One” refers to our current actions and protocols. We acknowledge more phases will be needed as we progress down ACCEL’s journey and we will communicate those phases and changes as necessary.

ACCEL facilities have been open for employees whose jobs require their physical presence; employees able to work remotely have been encouraged to do so. In our facilities currently occupied, we use best practices of physical distancing, cleaning, and personal protective equipment (PPE). ACCEL Adult Services

and BISTÅ have remained open with some services being delivered remotely.

### School Operations

As we look ahead to this next school year, we look forward to resuming as close to normal as possible in our on-campus, in-person school operations while incorporating additional steps in our daily routine to protect the health and safety of our students and staff.

On our originally planned start date and per the guidance of Governor Ducey, ACCEL is prepared to return to school on our campuses. Unless state guidance changes, we will deliver instruction and services in-person, Monday through Friday, during regular school hours beginning August 17.

During late June and early July, we conducted a survey to gauge our parents' thoughts about returning to school and learned that a large majority of our parents strongly desire for their child to return to school in-person. Working closely with our district partners, we are also prepared to deliver virtual learning to students whose parents wish for them to temporarily remain off-campus.

A detailed return to facilities plan specific to our school campuses in Arizona can be found in the appendix. (If interested, "Our Return to Facilities Plan" for our international program is available.)

### Orientation

Most of our yearly orientation and training will be done remotely, even for employees who are physically on campus or at their offices. In-person trainings will be in smaller groups where physical distancing can be practiced.

The following protocols may continue to be put in place to promote physical distancing efforts for orientation and beyond:

- **Workstation modifications**— As feasible, workstations will be modified to create physical distancing between employees and students.
- **Less in-person meetings**—Whenever possible, virtual meetings will be used.
- **Avoid gatherings**— Gatherings of employees at ACCEL will be avoided.

In addition to the protocols mentioned above, ACCEL will implement additional guidance designed to promote workplace safety. (See appendix for more in-depth information.)

For more specific information on our Return to Facilities Plan for our school campuses, please see the appendix.

### Considerations

It's important to note that these protocols and circumstances are subject to change based on state and local guidance, and the pandemic itself. In addition, if cases of COVID-19

spike in our state or in our local area, we will follow state and local guidance whether to remain open or to close some or all ACCEL facilities.

Please reach out to a supervisor, Human Resources ([HR@accel.org](mailto:HR@accel.org)), or your student's principal to discuss your personal situation if you have any questions or concerns regarding continuing at or returning to ACCEL facilities.

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## WORKPLACE PROTOCOLS TO FOLLOW WHEN RETURNING TO FACILITIES

ACCEL has implemented various workplace protocols designed to preserve the health and safety of everyone as they continue at or return to ACCEL facilities. This section further explains these protocols.

### **Screening, Exposure, and Confirmed Illness Protocols**

Keeping people safe is our priority. To accomplish this task, we have created various procedures for screening those who enter ACCEL facilities, dealing with exposure to COVID-19, responding to a confirmed case of COVID-19, and reporting transparency. (See appendix for more in-depth information.)

AAS and BISTÅ will continue to follow their working guidelines for employee screening, exposure, and confirmed illness protocols.

#### *Screening Protocols*

The Equal Employment Opportunity Commission permits employers to measure employees' body temperatures before allowing them to enter the worksite. Employee screening will be implemented on a nondiscriminatory basis, and all information gleaned will be treated as confidential medical information—specifically, the identity of workers exhibiting a fever or other COVID-19 symptoms will only be shared with members of administration with a true need to know.

ACCEL employees will be asked to confirm the status of their health as part of working at ACCEL facilities. ACCEL will use (or continue to use at BISTÅ and AAS) a screening protocol for symptoms, such as temperature checks and employee signed certifications. Results will be tracked separately from any personnel records and will be kept confidential.

Upon arrival at any ACCEL facility, temperature checks will be conducted for anyone entering the building. If an individual has a body temperature higher than 100.4 degrees, they will be asked to go through a verification of temperature process where other reasons for an elevated temperature will be taken into account. If the raised temperature is confirmed after a specified time, the employee, client, member, or student will be asked to return home until they are temperature free for 72 hours.

## *COVID-19 Exposure and Confirmed Illness Protocol*

Persons who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, the person should:

- Stay away from other people in their home as much as possible, staying in a separate room, and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels, and bedding.
- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

For a more specific treatise on the ACCEL COVID-19 protocol, please see the “COVID-19 Exposure and Confirmed Illness Protocol” section in the Appendix.

## **Physical Distancing Protocol**

Everyone should follow physical distancing best practices while at ACCEL’s facilities, including but not limited to classrooms, cafeterias, common areas, playgrounds, conference rooms, and office spaces. Specifically, everyone is asked to:

- Stay 6 feet away from others while inside an ACCEL facility. Where a minimum distance cannot be maintained, engineering or administrative controls will be in place such as wearing personal protective equipment (e.g., gloves, mask, etc.).
- Avoid physical contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others when possible.
- Avoid gathering when entering and exiting the facility, using only designated enter and exit areas.
- Follow any posted signage regarding COVID-19 physical distancing practices.
- Disinfect their areas often.
- Avoid touching their face.
- Avoid nonessential gatherings.
- Stagger lunches to limit the number of individuals in the break room or cafeteria.

- Avoid using common areas.

ACCEL may modify guidelines as needed. Please monitor your email and adhere to any additional guidance as it is provided.

## Health and Safety Protocols

The success of this return to facilities action plan relies on how well we all follow physical distancing and health and safety protocols. As such, the following protocols have been implemented to ensure your health and safety. Please bring any concerns regarding the following protocols to a supervisor, HR, or your child's principal immediately.

### *General Health and Hygiene*

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene at work and at home:

- Regularly wash your hands for at least 20 seconds throughout the day with water and soap, specifically before eating.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose, and mouth.

To help people remain healthy, ACCEL has hand sanitizer and disinfecting wipes available throughout the facilities. It is suggested that people wash their hands more frequently than normal. Additionally, we have instructed the office/campus cleaning crews to disinfect key areas such as faucets and door handles on a regular basis throughout the day.

In addition, adults are required to wear face coverings when in ACCEL facilities. While employees will be provided a limited number of face coverings and face shields (as needed), ACCEL recommends employees bring their own face coverings in accordance with CDC guidelines. Please ensure facemasks are appropriate for a professional work environment and for the population we serve (e.g., no scary faces, cartoon faces, etc.). When local and state governmental guidance changes, ACCEL will communicate specific ACCEL protocol changes with employees, members, clients, and students.

Finally, people who are feeling sick are asked to stay home from ACCEL facilities. Employees who have symptoms of acute respiratory illness should immediately seek medical attention and follow the guidance of a health care provider. Employees with symptoms will work with HR for their specific situation. (Please see the Appendix for more information.)

### *Mental Health Considerations*

ACCEL understands that the COVID-19 pandemic has increased stress levels across the country. We want to prioritize good mental health during these uncertain times. As such, we have made every effort to ensure that ACCEL facilities are safe to return to work and learn. Supervisors are aware of mental health considerations during this transition. Employees, staff, clients, members, and students with concerns regarding their mental health should request additional resources from their supervisor, HR, or school principal.

### *Cleaning and Disinfecting Protocol*

We all must do our part to help keep the facilities as clean as possible by cleaning and disinfecting work areas and surfaces we commonly use. Everyone should also avoid using the work areas, tools, and equipment of others. Additionally, whenever a common piece of equipment (e.g., printer) is used, it should be wiped down prior to and following use. Everyone should wash their hands with water and soap for at least 20 seconds after cleaning or sanitizing a surface.

ACCEL building maintenance will facilitate cleaning of common areas and other frequently touched surfaces throughout the day.

### *Office Procedures*

In addition to the guidance outlined above, ACCEL has implemented the following workplace procedures to be followed until physical distancing guidelines are lifted:

- **Deliveries**— ACCEL will set up contactless drop zones for all deliveries, including mail and packages. Assigned personnel will process mail and packages utilizing gloves.
- **Visitors**—Until further notice, all nonessential visitors are prohibited and any outside meetings should be conducted virtually. For business-critical visits, ACCEL will take steps to safeguard employees and visitors by:
  - Checking every visitor for temperature and visual symptoms,
  - Requiring visitors to go directly to the meeting area without unnecessarily interacting with others, and
  - Requiring visitors to practice physical distancing, use PPE, and good hygiene while on-site.

ACCEL may add to this list of workplace procedures as we continue at or return to facilities. Please monitor ACCEL communications to ensure you're up to date on all health and safety communications.



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## CONCLUSION

ACCEL looks forward to the future of all of us being back at ACCEL facilities. The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. As communicated throughout this “Return to Facilities Action Plan,” we are prioritizing the health of our employees, students, clients, and members every step of the way as we continue our needed services.

We will execute on our plan cautiously, following applicable state and local guidance as much as possible. We also understand that everyone’s needs and situations will be different. Please discuss any concerns you have as it relates to personal health or situation with a supervisor, HR, or principal.

Finally, we ask that you are patient and understanding of the fact that the COVID-19 pandemic may require plans to change. Everyone will be given as much notice as possible in the event of an unforeseen change to this plan.

Employees should direct questions regarding the content of this action plan to their supervisor. Furthermore, while the strategies highlighted in this document can protect us from COVID-19, it’s important to follow CDC guidance at all times.

# APPENDIX

## Campus Return to Facilities Plan

Student Arrival and Departure	
Phase 1	<p><b>Buses</b></p> <ul style="list-style-type: none"><li>● We will follow the same process for bus arrival times as last year.</li><li>● Upon arrival, students will pass through separate stations for:<ul style="list-style-type: none"><li>○ Students will have their temperature taken and checked for symptoms.<ul style="list-style-type: none"><li>■ Students with temperatures above 100.4 degrees will be excused from school for the day.</li><li>■ If a student's bus, parent, or guardian has left, the student will be isolated, parents/guardians will be called by ACCEL staff and parents/guardians will be required to immediately pick up the student from school.</li><li>■ Taking a student's diagnosis into consideration, a student with the following symptoms may be excused from school for the day: Fever, cough, shortness of breath/trouble breathing, sore throat, headache, runny nose, nausea/vomiting, diarrhea.</li></ul></li><li>○ Staff will be required to wear gloves and face masks at each station.</li></ul></li><li>● Students will sanitize hands before entering the building.</li><li>● Each classroom's staff will collect their students upon arrival and escort them to their classroom.</li><li>● Markers will be displayed on the ground for easy navigation as we will be observing physical distancing for the arrival and departure from busses.</li><li>● Students will be encouraged to wear face masks.</li><li>● Sanitizing stations will be available throughout the campus.</li></ul> <p><b>Parent Drop Off/Pick Up</b></p> <ul style="list-style-type: none"><li>● We will use a drive through approach for drop off and pick up.</li></ul> <p><b>Drop Off</b></p> <ul style="list-style-type: none"><li>● Parents or caregivers will not be allowed to enter our facilities.</li><li>● Vehicles will enter from one direction of our campus and exit another.</li><li>● Vehicles will have mirror hangers with student names.</li><li>● Students will be greeted by a staff member who will take their temperature in the vehicle.</li><li>● Staff from students' classrooms will be notified of their students' arrivals and will receive the students and escort them to class.</li></ul> <p><b>Pick up</b></p> <ul style="list-style-type: none"><li>● During pick up, vehicles will enter and exit in the same fashion as drop off.</li><li>● Vehicles will have mirror hangers with student names.</li><li>● Staff will notify classrooms when a student's vehicle has arrived.</li><li>● Students will be escorted outside to their vehicle with a staff member.</li></ul>

Classroom	
Phase 1	<ul style="list-style-type: none"> <li>● Teachers will review COVID Safety and protocols with students each morning.</li> <li>● Each desk/workstation will be assigned to a specific student.</li> <li>● To avoid consistent face-to-face contact, student desks will face the same direction.</li> <li>● Ensuring physical distancing, students will be seperated 6 feet apart</li> <li>● Students will not share supplies.</li> <li>● Rotations and common area protocols will be instituted for specific activities to ensure cleanliness and safety.</li> <li>● Face masks will be required by staff.</li> <li>● Students will be encouraged to wear face masks.</li> <li>● Students and/or staff will disinfect personal areas after each transition, including areas for arrival, lunch, restrooms, and dismissal after each.</li> <li>● Students and staff will disinfect high touch areas, personal areas, and personal items at the end of each school day.</li> <li>● The janitorial crew will complete a deep clean nightly.</li> <li>● Lunches will be prepared by lunch staff and delivered to classrooms.</li> <li>● Students will eat at designated personal desks or areas within the classroom.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>● ACCEL will continue to have a cleaning crew provide sanitation support five days a week.</li> <li>● Hourly cleaning protocol practiced in house supported by all staff using cleaning supplies that meet the standards of the CDC (e.g., door handles, knobs, water dispensers, restroom facilities, Tables/chairs, computer and all components/iPads, communication devices, toys, tasks, etc.)</li> <li>● Cleaning kits will be available for everyone’s use:             <ul style="list-style-type: none"> <li>○ Multiple spray bottles</li> <li>○ Soap and water (safe for student use)</li> <li>○ Spartan all-purpose cleaner</li> <li>○ Spartan disinfectant</li> <li>○ Mix of bleach water for cleaning toys and tasking materials at days end</li> <li>○ Disinfecting Wipes (for use during rotations, learning centers, and for bodily fluids clean up)</li> </ul> </li> <li>● Hand washing schedules will be required upon arrival to any facility, after bathroom use, prior to and after any food related process, after outdoor activities, and after rotations/learning centers.</li> <li>● Hand sanitizer will be available throughout all facilities.</li> <li>● Communal drinking fountains will be closed. We will continue to have water dispensers readily available for all facilities.</li> <li>● As many doors will be kept open, as feasible, throughout our facilities during the day. This practice is to help with air circulation throughout our buildings.</li> </ul>

### Outdoor Learning

Phase 1	<ul style="list-style-type: none"><li>● Large playground playset will be closed and roped off.</li><li>● As necessary, movement and sensory breaks will be completed in classrooms.</li></ul>
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### Hallways

Phase 1	<ul style="list-style-type: none"><li>● Time in hallways will be limited to essential activities.</li><li>● Hallway walls will be marked every 6 feet to provide students a visual cue of social distancing to be maintained.</li><li>● Students will not use drinking fountains. Drinking fountains will be taped off. Students will bring labeled reusable water bottles. Staff will be responsible for filling up water bottles for students.</li></ul>
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### Restrooms

Phase 1	<ul style="list-style-type: none"><li>● Staff will supervise students in the restroom areas.</li><li>● Handwashing for 20 seconds will be strongly encouraged.</li><li>● Restrooms will be disinfected several times per day.</li></ul>
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### Staff

Phase 1	<ul style="list-style-type: none"><li>● Staff will be trained in COVID symptoms and safety protocols.</li><li>● Upon entering the facilities, staff will undergo a temperature and visual symptom check.</li><li>● Staff with a temperature of above 100.4 degrees will be sent home.</li><li>● If any symptoms are caused by allergies, medical documentation of allergies will be required from a licensed doctor.</li><li>● Staff will wear masks at all times while on campus.</li><li>● While working directly with students, staff may wear face shields or masks.</li><li>● Gloves will be used when employees are cleaning, toileting, and assisting students/clients/members while eating. Gloves should be used for such purposes and immediately discarded as to not spread any germs or disease.</li><li>● Staff will not congregate in groups larger than recommended by the CDC.</li><li>● Please see the “COVID-19 Exposure and Confirmed Illness Protocol” section for more information.</li></ul>
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Parents	
Phase 1	<ul style="list-style-type: none"> <li>● While the ACCEL staff will do its best to implement the appropriate safety precautions, parents must know that there is no guarantee that a student will not be exposed or become sick with COVID-19 (or any other illness). By sending their child to school, parents are assuming that risk.</li> <li>● Students will be encouraged and staff will help students wear masks, however, parents must know that ACCEL cannot guarantee their child will wear a mask for all or part of a day.</li> <li>● Parents will not enter campus. If necessary to physically contact someone in the school, the parent must call the receptionist to make arrangements.</li> <li>● All meetings, as much as possible, will be held via video conferencing. Strict physical distancing will be observed if a meeting must be in person.</li> </ul>

Physical Interventions	
Phase 1	<ul style="list-style-type: none"> <li>● As always, only the least intrusive intervention will be used to help students curtail their physical aggression or self-injurious behavior. Trained ACCEL staff members will work with students with a behavioral intervention; physical distancing will not be maintained.</li> <li>● Staff will wear gloves and masks during physical interventions, as possible.</li> <li>● No face masks may cover a student’s face during a physical intervention.</li> <li>● Equipment will be thoroughly disinfected.</li> </ul>

COVID-19 Exposure and Confirmed Illness Protocol	
Phase 1	<p><b>Watch for symptoms</b></p> <ul style="list-style-type: none"> <li>● People with COVID-19 have had a wide array of symptoms reported, ranging from mild symptoms to severe illness.</li> <li>● Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:               <ul style="list-style-type: none"> <li>○ Fever (&gt;100.4) or chills</li> <li>○ Shortness of breath</li> <li>○ Cough</li> <li>○ Diarrhea</li> <li>○ Difficulty breathing</li> <li>○ Sore throat</li> <li>○ Nausea or vomiting</li> <li>○ Fatigue</li> <li>○ Congestion or runny nose</li> <li>○ Headache</li> <li>○ New loss of taste or smell</li> </ul> </li> </ul>

- Muscle or body aches

**What you need to know**

According to the CDC, anyone can have mild to severe symptoms. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness. Individuals with underlying medical conditions may contact HR ([HR@accel.org](mailto:HR@accel.org)) for support.

**What to do if you experience symptoms of illness**

In order to prevent the spread of illness, it is critical that staff immediately report to Human Resources any symptoms and/or possible exposure of the COVID-19 virus, as soon as possible (and no later than 24 hours). Human Resources can be reached by email 7 days a week at: [HR@accel.org](mailto:HR@accel.org). Staff members should continue to report their absences daily on the Attendance line, as well as contacting Human Resources. If symptoms of illness occur while working onsite at an ACCEL facility, staff should notify their supervisor and report to Nursing. Staff members should use proper PPE and social distance guidelines on their way to Nursing and as they leave campus. The CDC has recommended the following guidance in these situations (July 2020):

*Stay home except to get medical care*

- Most people with COVID-19 have mild illness and can recover at home without medical care.
- Do not leave your home, except to get medical care. Do not accept visitors.
- Avoid public transportation, ride-sharing, taxis or close interactions with others.
- Take care of yourself. Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.

*Separate yourself from other people*

- Avoid visitors at home and notify household members of your symptoms and/or possible exposure.
- As much as possible, stay in a specific room and away from other people and pets in your home.
- Clean high-touch surfaces daily. If possible, you should use a separate bathroom.
- Avoid sharing household items, including drinking cups, eating utensils, towels, and bedding.
- If you need to be around other people or animals in your home, wear a cloth face covering.

*Monitor your symptoms*

- Follow care instructions from your healthcare provider and local health department.
- Be sure to seek medical care immediately if you have trouble breathing, or have any other emergency warning signs, or if you believe you are experiencing an emergency
- Continue to stay in communication with Human Resources regarding your status ([HR@accel.org](mailto:HR@accel.org))

**What if I'm symptomatic and I think (or know) I had COVID-19**

If you have or think you might have COVID-19, it is important to stay home and away from other people. Staying away from others helps stop the spread of COVID-19. If you have an emergency warning sign (including trouble breathing), get emergency medical care immediately. According to the CDC recommendations, individuals who are symptomatic can be with others after they meet the following three criteria:

- At least 10 days since symptoms first appeared AND
- At least 24 hours with no fever without fever-reducing medication AND
- Symptoms have improved

**What if I test positive for COVID-19 but had no symptoms**

Depending on your healthcare provider's advice and availability of testing, your medical professional may request you take a test to see if you still have COVID-19.

- When an employee, client, member, or student tests positive for COVID-19, deep-cleaning procedures are triggered.
- According to the CDC recommendations, individuals without symptoms can be with others after 10 days have passed since the test.
- If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID-19."

**What if I've had contact with someone who tested positive for COVID-19**

- It is important for staff members to use good judgement to limit their exposure to illness. Employees are encouraged to stay home as much as possible, and to exercise caution when visiting public places or interacting with others outside their household. Washing your hands regularly, wearing PPE and adhering to social distancing guidelines are important ways to keep yourself, your family and those we serve, safe.
- If you have had **close and sustained contact** with someone who has tested positive for COVID-19, you should immediately notify Human Resources ([HR@accel.org](mailto:HR@accel.org)) and your supervisor.
- "Close and sustained contact " is defined as living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for 15+ minutes, or has been in direct contact with secretions (e.g., sharing utensils, being coughed on) from a

person who has tested positive for COVID-19, while that person was symptomatic. Close and sustained contact which occurred prior to the development of symptoms is not considered to be an exposure.

- Employees in this situation should partner with HR and plan to stay home for 14 days after exposure, based on the time it takes to develop illness. Staff members with this concern should contact Human Resources ([HR@accel.org](mailto:HR@accel.org)).

**Reporting Transparency Protocol**

- Any person who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify HR ([HR@accel.org](mailto:HR@accel.org)) immediately. This information will be tracked separately from personnel records, and names will not be released.
- Depending on the circumstances, ACCEL may notify impacted employees if there is a confirmed case of COVID-19 in the workplace. ACCEL may elect to close the office/campus/classroom for a period following a confirmed case to allow for natural deactivation of the virus and so cleaning protocols can be exercised. Staff members in this situation should discuss their situation with Human Resources ([HR@accel.org](mailto:HR@accel.org)).