Ace CARE is an organization run by DPT students and includes three distinct branches: Ace+PT, an outpatient physical therapy clinic which provides skilled PT services to the homeless, uninsured and underinsured members of our community, ACErcise, a group exercise program for individuals with neurologic conditions, and AceBuddies, and exercise program for children and young adults with special needs. All services are provided free of charge and serve to connect unmet health and wellness needs of community members with the educational experiences of our UE students.

Students, faculty, and physical therapist volunteers from the community supervise the students to ensure safety and the delivery of quality care.

Ace CARE: COVID-19 Policies and Procedures:

Patient/Participant Admittance

Policy: All volunteers and patients choosing to participate in Ace CARE will be required to have either a physician referral or parent authorization and University participation release to receive or participate in services provided by the Ace CARE organization and our student volunteers. All volunteers and patients/participants are required to self-monitor and report signs and symptoms of COVID-19, and are subject to monitoring of COVID-19 signs and symptoms by Ace CARE volunteers. Each branch will operate at full capacity (Ace+PT 3 patients per hour, ACErcise 10 participants an hour, and AceBuddies, 40 participants per session) while adhering to social distancing guidelines throughout the entirety of each session and limiting exposure between participants. Sessions may meet in outdoor locations on campus to accommodate participant and volunteer social distancing guidelines. Adherence is highly dependent on participant motivation and appropriate self-assessment of risk. A high level of suspicion is critical to ensure cases do not go unrecognized due to a likely substantial proportion of patients/participants and volunteers presenting with atypical and/or minimal symptoms.

Procedure: All participants wishing to engage in Ace CARE services must answer a COVID symptoms check list prior to their participation. Participants must adhere to sign-in guidelines consistently each week and wear a mask at all times while on the campus of University of Evansville.

Sequence of how patients/participants will enter buildings and what will happen when they enter:

Ace+PT:Patients will enter the west doors of Graves Hall and the receptionist/student volunteer will screen the participant' temperature and aid the patient in completing the COVID-19 screen. After the patient has passed the screening, the student physical therapists will be alerted of the patient's arrival and the student physical therapist will escort the patient back to the treatment area (Graves 104)

Information retrieved from Centers for Disease Control and Prevention (2020)

immediately. Following completion of the session, the student will escort the patient to the Graves Hall lobby.

ACErcise: Participants attending ACErcise sessions will be instructed to park or be dropped off in the H-lot parking lot. A student volunteer will meet the participant in the lot and accompany the individual into Carson Center. All participants will be screened upon entry, per the policies and procedure outlined below, and if symptom free will be allowed to participate. Family members who accompany participants to exercise sessions will be asked to remain in the parking lot. Family members will not be allowed to observe exercise sessions to limit the number of individuals present. Upon session completion, student volunteers will escort participants out of the building.

AceBuddies: Participants attending AceBuddies sessions will be instructed to be dropped off at the west entrance to Lot G on Rotherwood. Cars should head north on Rotherwood so that the passenger door of the vehicle is facing Lot G. Participants may begin arriving at 9:45am. All participants will be screened, per the policies and procedures below, upon exiting their vehicle. A student volunteer will meet the participant at the entrance to Lot G to assist with transfers or assistive devices as needed and accompany the participant into the student fitness center. Wheelchairs will be available if aerobic capacity is limited. Family members or caregivers who accompany participants to AceBuddies sessions will be asked to remain in their cars until the session ends. Parking is available in Lot H (east of Black Beauty field, accessible by Frederick street) or Lot O (west of Braun stadium, accessible from Rotherwood). Pick up begins promptly at 11am and ends at 11:15am.

Cleaning Procedures

Policy: All surfaces and equipment used by volunteers and/or participants will be disinfected prior to and after use. Disinfection will be carried out by Ace CARE volunteers trained according to the procedure below. Volunteers should always read and follow the directions listed on the label of the disinfectant to ensure safe and effective use. Volunteers should never eat, drink, breathe, or inject products into their body or apply directly to their skin as they can cause serious harm.

Procedure: Ace CARE volunteers will disinfect all surfaces before participant use and those that are touched by volunteers or participants after each use.

a. Always read and follow the direction on the label to ensure safe and effective use. Volunteers must:
    i. Wear gloves for any potential splash hazards.
    ii. Use no more than the amount recommended on the bottle.
    iii. Use water at room temperature for dilution (unless stated otherwise on label)
    iv. Avoid mixing chemical products
    v. Label diluted cleaning solutions
    vi. Store and use chemicals out of the reach of children and pets

Information retrieved from Centers for Disease Control and Prevention (2020)

b. Diluted household bleach solutions may also be used if appropriate for the surface.

    i. Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.

    ii. Unexpired household bleach will be effective against coronaviruses when properly diluted.

    iii. Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

    iv. Leave solution on the surface for at least 1 minute.

    v. To make a bleach solution, mix:

        1. 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water
           OR
        2. 4 teaspoons bleach per quart of room temperature water

    vi. Bleach solutions will be effective for disinfection up to 24 hours.

    vii. Alcohol solutions with at least 70% alcohol may also be used.

Sign-In Procedure

- **COVID Symptom Checklist**

  Policy: Volunteers/patients/participants should not participate in any services of Ace CARE if they are experiencing the following:

  a. A fever (temperature $\geq$ 100.4^{o}F)

      i. Even if you've utilized fever-reducing medications and the fever is no longer present

  b. Known exposure to a person who is COVID-19 positive in the last 14 days

  c. Symptoms of COVID-19 including:

- Fever or chills

Information retrieved from Centers for Disease Control and Prevention (2020)

- 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

Procedure: All volunteers/participants should review the reasons to not attend Ace CARE services prior to participation and be considerate of others. A cloth face covering or mask is mandatory while on the University of Evansville's campus. While inside a building, the following guidelines must be adhered to

a. Maintain a 6-foot distance between yourself and others except when delivering direct services to a patient or participant
b. Wear a cloth face covering that covers the mouth and nose
c. Wear eye covering/protection when delivering direct services to a patient or participant
d. Maintain proper personal hygiene
    i. Frequent washing hands with soap and water or hand sanitizer with >60% alcohol

Failure to abide by this policy and procedure may result in being dismissed from Ace CARE services.

- **Temperature checks**

Policy: All volunteers/participants will be required to have their temperature checked on arrival for services by an Ace CARE volunteer using an Ace CARE thermometer.

Procedure: Prior to beginning Ace CARE services all volunteers/participants will have their temperature checked with a temporal thermometer by an Ace CARE volunteer. Any

individual with a temperature ≥ 100.4°F within the last 14 days will not be permitted to participate in Ace CARE services.

How to take Temperature using a Temporal Thermometer

1. Turn on thermometer
2. Gently sweep the thermometer across the client's forehead
3. Remove the thermometer and read the number
    i. Fever: Any temperature 100.4 F or greater is considered a fever
    ii. No fever: People with temperatures at or below 100.3 F may continue with Ace CARE services
4. Clean the thermometer with an alcohol wipe (or isopropyl alcohol on a cotton swab). You can reuse the same wipe as long as it remains wet.

- **Gloves**

Policy: All volunteers will be required to wear gloves while working with patients/ participants, performing skin to skin contact, or cleaning and disinfecting.

Procedure: Hand Hygiene should be performed using an alcohol-based hand sanitizer that contains 60-95% alcohol or washing hands with soap and water for at least 20 seconds. If hands are visibly soiled, soap and water should be used before returning to alcohol-based sanitizer. Volunteers must change gloves before seeing a new participant.

How to Safely Remove Gloves

1. Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
2. Hold removed glove in gloved hand
3. Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
4. Discard gloves in a waste container

- **Face Coverings**

Policy: The health and safety of our volunteers and participants is our highest priority. All individuals will be required to wear a mask or cloth face-covering that covers his or her mouth and nose at all times* while in and on the University of Evansville's campus. This policy is in effect until such a time that the CDC changes recommended guidelines and/or the coronavirus does not pose a threat to individuals.

*Please note the following exceptions:

1. Individuals whose health and safety is put at risk by wearing a mask or cloth face-covering are not required to do so.
2. Individuals who wish to eat or drink in approved or designated spaces may remove their mask to do so, provided they are situated six feet away from others, perform the necessary hand hygiene and replace the mask when they are done.

   Procedure: All volunteers and patients/participants will be issued a face-covering that they will be expected to wear properly. Face-coverings need to cover the mouth and nose of the wearer at all times.*

   *Failure of a student to abide by this policy and procedure will result in the student's inability to participate in Ace CARE.

- **Hand Hygiene**

  Policy**:** Washing your hands is one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals. You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available. Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label. All volunteers/participants will be required to wash their hands using the provided alcohol-based hand sanitizer prior to participating in activities.

  Procedure:

  Washing Hands:

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

   Using Hand Sanitizer:

1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 sec

- **Visitors**

  Policy: In order to decrease potential exposure to all patients, participants, students and volunteers, all branches of Ace CARE will limit the number of individuals present. Therefore, until it is deemed safe by the University task force and Ace CARE leadership, patients and participants will not be allowed to bring a guest with them to any session.

Should a patient, participant, student or PT volunteer test positive for the virus, the Ace CARE compliance officer will be responsible for notifying individuals of a potential exposure. This information will also be shared per the University policy. Any student or employee will be required to submit the Coronavirus Exposure, Testing and Confirmed Diagnosis online form.

AceRACE

Policy: The race will be a Virtual 5K starting on Wednesday October 28th and ending on Saturday October 31st. As always, Ace CARE student volunteers will be required to either run the race OR volunteer their time to help with creating packets/packet pick up.

Procedure:

1. Participants will sign up online at https://www.uealumnionline.com/s/1096/giving18/form.aspx?sid=1096&gid=1&pgid=2807&cid=4820&ecid=4820
2. Participants will be able to sign-up their dog to receive a doggie bag via a google form sent to their emails. Participants will also fill out a waiver and email it back. We must have the waiver before we can send them their race packet.
3. Registration will end Monday October 12th
4. T-shirts will arrive by Monday October 19th
5. Packets will be made Monday October 19th through Wednesday the 21st . Packets will include:

Information retrieved from Centers for Disease Control and Prevention (2020)

a. T-shirt

b. Doggie bag

c. Advertisement for companies that donated at GOLD level
d. Donated coupons (if any) from local businesses
e. Flyer indicating how participants can follow along via social media and how prizes will work

6. Packets will be mailed via cheapest service by Wednesday Oct 21st for all non-UE students

7. Packets will be given to students on Monday the 26th or Tuesday the 27th at Stone Center and main UE campus.

    a. For the Stone Center pick up, since we will no longer be having the race in person, we still wanted to do something to treat our student volunteers. We will be having free food given at the packet pick-up table for the students along with bottles of water.

    b. Possible food: Individually wrapped food items, granola bars, apples, and bananas

    c. This is food/drinks that students can either eat that day or save for after the race like during the 5K in person.

8. Race will be open on Wed the 28th through Sat the 31st. This will include a variety of things throughout including but not limited to:

    a. Warm-up video posted to social media for participants to use (if they wish)

    b. Live videos each day the race is open from different student volunteers so participants feel included in the run

    c. Spotify playlist that participants can listen to on their run

9. Race will end Oct 31st at midnight. Sunday November 1st winners will be announced and prizes will be mailed to the winners. Prizes include:

    a. Fastest time- Participants will show their time by posting on our social media page, tagging us on social media, or emailing us a photo of an app that records time/pace

    b. First dog- Same procedure as fastest time plus a photo of the participant and the dog

    c. Best Costume- Participants are encouraged to still run in their Halloween costume's if they would like. They can then send us photos of them where we

will then post them on social media in an album. The photo with the most likes by the end of Sunday Nov 1st at noon will be the winner. Participants are encouraged to share their photo in order to get more likes.

10. The evening of Sunday Nov 1st we will post a video thanking everyone, announcing winners/money raised, and hopefully have special guest appearances from our Ace CARE student volunteers, PT volunteers, 3 branches participants, Ace Purple, and Prez P thanking everyone for participating and being a part of this race. Also, including why AceCARE in general is important and what this money that we raise goes toward.
11. Prizes will be sent in the mail (unless it is a UE student) by Monday November 2nd or Tuesday November 3rd.

Information retrieved from Centers for Disease Control and Prevention (2020)