



**Cari Marquez**  
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## **MCCC ESSENTIAL WORKERS, PARENT, CHILD CARE PROCEDURES, INFORMATION, AND ABSENTEE LOG**

When a child is absent; on the date child is returning parent is to sign and write reason for child absence and sign. Parent will be called by EES Team on the same day of child's absence to check in with family of the reason of child's absence. All contacts will be documented by EES Team and remain confidential. EES team will communicate by email to their immediate Supervisor; Site Manager, Program Director and Executive Director. All Administrators must be in communication of children's absences.

MCCC will comply with the most updated Interim Guidance for Child Care Programs and New Health Officer Directive: Interim Guidance and Handout for Personnel by San Francisco Department of Public Health (SFDPH) and PIN 20-11 by Community Care Licensing Division (CCLD).

When children are absent due to 1 of these COVID -19 symptoms the EES Team and Morning Health Check Drop Off Teaching staff is not to accept child for child care services and follow this guidance. The agency has parent fill out **Morning Health Check Questions for Essential Workers Child Care**. (Please see Morning Health Care Questions for Essential Workers Child Care) The questionnaire must be completed by parent before signing in child. This questionnaire must be reviewed by EES Team, Site Manager, Administrative Eligibility Manager and/or Teaching staff before parent signs in child. If parent answers Yes to Question 3 of child having 1 of these symptoms below; child cannot attend for child care services and follow the next steps.

• Fever, Chills, or Repeated Shaking/Shivering • Cough • Sore Throat • Shortness of Breath, Difficulty Breathing • Feeling Unusually Weak or Fatigued • Loss of Taste or Smell • Muscle pain • Headache • Runny or congested nose • Diarrhea

If the answer to Question 3 is "yes", child cannot attend child care and follow the steps listed in Part 3 below. If you answered yes to Question 3: You may have COVID-19 and must be tested for the virus before child can return to the center. Without a test, the agency will treat it as being positive for COVID-19 and require for child to stay home for at least 10 calendar days. In order to return to the center sooner and to protect those around you, child must get tested for the virus. A doctor note will be required or test result. EES Team will be following up with the family.

Part 2 – • If you answered yes to Question 1: you are subject to the Health Officer Isolation Directive. Child does not attend child care services and Follow Isolation Steps at: <https://www.sfcddcp.org/Isolation-Quarantine-Packet> (See attached) EES team will follow up with family.

• If you answered yes to Question 2: you are subject to the Health Officer Quarantine Directive. Child Does not attend child care. Follow Quarantine Steps at: <https://www.sfcddcp.org/Isolation-Quarantine-Packet> (See attached) EES Team will follow up with the family.

• Child does not return to the center until the Isolation or Quarantine Steps tell you it is safe to return!  
Follow these steps: 1. Contact your child's healthcare provider about getting tested for the virus, or sign up for free testing at CityTest SF <https://sf.gov/get-tested-covid-19-citytestsf>.

If you live outside the City, you can check with the county where you live, get tested by your usual healthcare provider, or use CityTest SF.

2. Wait for your test results at home while minimizing exposure to those you live with.

• If your result is positive (confirms that you have the virus) go to Part 2 above and follow Isolation Steps. Please notify the agency right away by contacting your assigned Enrollment & Eligibility Specialist or Administrative Eligibility Manager.

• If your result is negative, do not return to the center until child has had at least 3 days in a row without fever and with improvement in child's other symptoms. Consult with your child's healthcare provider to decide. EES team will follow up with family.

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## MCCC 基本工作者，父母，兒童護理程序，信息和缺勤記錄

當孩子不在時；在孩子返回父母之日簽署並寫下孩子缺席的原因並簽署。EES 小組會在孩子缺席的同一天致電家長，與家人核實孩子缺席的原因。所有聯繫人都將由 EES 團隊記錄下來並保持機密。EES 團隊將通過電子郵件與他們的直接主管溝通；站點經理，程序總監和執行總監。所有管理員都必須與孩子們缺席溝通。

MCCC 將遵守舊金山公共衛生部（SFPDH）最新發布的《兒童保育計劃暫行指南》和《新衛生官員指令：人事暫行指南和講義》以及社區照護許可司（CCLD）的 PIN 20-11。

當因這些 COVID-19 症狀之一而缺勤的兒童時，EES 小組和“早晨健康檢查”送返學教職人員不得接受兒童提供托兒服務，並遵循此指南。該機構的父母填寫了《基本工作人員兒童保健的早晨健康檢查問題》。

（請參閱“基本工作者托兒所的早晨保健問題”）在簽約孩子之前，必須由父母填寫調查表。在父母簽孩子入學之前，必須由 EES 團隊，現場經理，行政資格經理和/或教學人員審閱此問卷。如果父母對以下症狀之一的孩子的問題 3 回答“是”；兒童無法參加兒童保育服務，請按照以下步驟操作。

•發燒，發冷或反復搖動/顫抖•咳嗽•喉嚨痛•呼吸短促，呼吸困難•感覺異常疲弱或疲勞•味覺或氣味流失•肌肉疼痛•頭痛•流鼻涕或鼻塞•腹瀉

如果對問題 3 的回答為“是”，則兒童無法參加兒童照料，無法執行下面第 3 部分中列出的步驟。如果您對問題 3 的回答為“是”，則您可能患有 COVID-19，必須對孩子進行病毒測試，然後孩子才能返回中心。未經測試，該機構將其視為對 COVID-19 呈陽性，並要求兒童在家里至少呆 10 個日曆日。為了盡快返回中心並保護您周圍的人，兒童必須接受病毒測試。需要醫生記錄或檢查結果。EES 團隊將跟進該家庭。

第 2 部分–如果您對問題 1 的回答為“是”，則您將受《衛生官員隔離指令》的約束。兒童不參加兒童保育服務，請遵循以下隔離步驟：<https://www.sfcdcp.org/Isolation-Quarantine-Packet>（請參閱附件）EES 團隊將與家人進行跟進。

•如果您對問題 2 的回答為“是”，則您將受《衛生官員檢疫指令》的約束。兒童不參加兒童保育。請遵循以下隔離步驟：<https://www.sfcdcp.org/Isolation-Quarantine-Packet>（請參閱附件）EES 團隊將跟進該家庭。

•在隔離或隔離步驟告訴您可以安全返回之前，兒童不會回到中心！

請執行以下步驟：1.與您的孩子的醫療保健提供者聯繫以獲取有關病毒測試的信息，或在 CityTest SF 上註冊免費測試 <https://sf.gov/get-tested-covid-19-citytestsf>

如果您居住在城市以外，則可以向您所在的縣諮詢，由通常的醫療保健提供者進行檢查，或使用 CityTest SF。

2.在家裡等待您的測試結果，同時減少與住在一起的家人接觸。

•如果結果為陽性（確認您已感染病毒），請轉到上面的第 2 部分，然後按照隔離步驟進行操作。請立即與您分配的招生與資格專家或行政資格經理聯繫，以通知該機構。

•如果您的結果是否定的，請在孩子連續三天沒有發燒並且孩子的其他症狀有所改善之前，不要回到中心。請諮詢您孩子的醫療保健提供者以決定。EES 團隊將跟進家人。

創建於 2020 年 5 月 22 日