



Cari Marquez
President, Board of Directors

Melanie R. Santana
Executive Director

MCCC DROP OFF PROCEDURE FOR ESSENTIAL WORKERS CHILD CARE

- 1) Before arrival, at home Parent is to check their child, siblings and themselves for temperature check to be lower than 100.1 using no touch thermometer and other thermometer is less than 100.4.
- 2) Upon arrival to drop off child parent is to wear mask and bring their own pen to use for signing in child.
- 3) The Drop Off table is stationed at the front of the entrance of the agency. Parent is to not go beyond this point.
- 4) Site Manager takes child temperature and does a visual morning health check on child while MCCC assigned staff pumps hand sanitizer to Parents hands.
- 5) Parent fills out the **MCCC Morning Health Check Questions for Essential Workers Child Care** using their own pen. If parent forget his/her own pen than agency will provide a disinfected pen and once used will be put in the box labeled **(Need to be Clean)**
- 6) Once parents complete the **MCCC Morning Health Check Questions for Essential Workers Child Care** and if responses are all **NO** and child has a temperature lower than 100.1 child is accepted to attend child care services. Parent will sign in child in for the day. (If child has temperature higher than 100.1 and/or response is Yes to Question 1, 2, or 3. Site Manager. Program Director will explain to parent in the Staff Conference room at the entry way to preserve confidentiality. Site Manager/Administrative Eligibility Manager will inform parent that child will not be accepted for child care services on this date and Parent will be informed the next steps parent needs to take for health and safety of child and staff to be in compliance with the **Interim Guidance: Asking COVID-19 Screening Questions which is subject to the Health Officer Isolation Directive as of May 18, 2020.**
- 7) Assigned Teacher will walk child to the children's bathroom to wash hands using timer and singing song. Once child has completed washing hands, the MCCC staff cleans and disinfects the sink, counter, handles, soap dispenser, timer and towel dispenser that was used.
- 8) Assigned Teacher walks child to assigned classroom and child remains in the assigned classroom with Assigned Teacher.
- 9) On Monday's only, Parent is to bring sealed plastic bag with clean and washed blanket of child. Assigned staff is to wipe down the plastic bag with Bleach & Water solution before taking it into the assigned classroom.

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