



**Cari Marquez**  
President, Board of Directors

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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.sfcddp.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.sfcddp.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 TRABAJADORES ESENCIALES, PADRES, PROCEDIMIENTOS DE CUIDADO INFANTIL, INFORMACIÓN Y REGISTRO DE AUSENTE**

Cuando un niño está ausente; en la fecha en que el niño regresa, el padre debe firmar y escribir el motivo de la ausencia del niño y firmar. El equipo de EES llamará a los padres el mismo día de la ausencia del niño para verificar con la familia la razón de la ausencia del niño. Todos los contactos serán documentados por el equipo de EES y serán confidenciales. El equipo de EES se comunicará por correo electrónico a su Supervisor Inmediato, Administrador del Sitio, Director del Programa y Director Ejecutivo. Todos los administradores deben estar informados de las ausencias de los niños.

MCCC cumplirá con la Guía Provisional más actualizada para los Programas de Cuidado Infantil y la Nueva Directiva de Oficiales de Salud: Guía Provisional y Folleto para Personal del Departamento de Salud Pública de San Francisco (SFDPH) y PIN 20-11 de la División de Licencias de Cuidado Comunitario (CCLD).

Cuando los niños están ausentes debido a 1 de estos síntomas de COVID -19, el equipo de EES y el Personal de Enseñanza de la Revisión de la Salud Matutina no aceptarán niños para los servicios de cuidado de niños y seguirán esta guía. La agencia hace que los padres completen las Preguntas de Control de Salud Matutinas para el Cuidado Infantil de los Trabajadores Esenciales. (Por favor consulte las preguntas sobre el cuidado de la salud de la mañana para el cuidado infantil de los trabajadores esenciales). El padre debe completar el cuestionario antes de firmar al niño. Este cuestionario debe ser revisado por el equipo de EES, el Administrador del Sitio, el Gerente Administrativo de Elegibilidad y / o el personal docente antes de que los padres firmen al niño. Si el padre responde Sí a la Pregunta 3 de que el niño tiene 1 de estos síntomas a continuación; el niño no puede asistir a los servicios de cuidado infantil y debe seguir los siguientes pasos.

• Fiebre, escalofríos o temblores / temblores repetidos • Tos • Dolor de garganta • Falta de aliento, dificultad para respirar • Sensación inusualmente débil o fatigada • Pérdida de sabor u olor • Dolor muscular • Dolor de cabeza • Moqueo o congestión nasal • Diarrea

Si la respuesta a la Pregunta 3 es "sí", el niño no puede asistir a la guardería y debe seguir los pasos que se detallan en la Parte 3 a continuación. Si respondió afirmativamente a la pregunta 3: es posible que tenga COVID-19 y se le debe realizar una prueba de detección del virus antes de que el niño pueda regresar al centro. Sin una prueba, la agencia lo considerará positivo para COVID-19 y exigirá que el niño permanezca en casa durante al menos 10 días calendario. Para regresar al centro antes y proteger a los que están a su alrededor, el niño debe hacerse la prueba del virus. Se requerirá una nota del médico o el resultado de la prueba. El equipo de EES hará un seguimiento con la familia.

Parte 2: • Si respondió afirmativamente a la pregunta 1: está sujeto a la Directiva de Aislamiento para Funcionarios de Salud. El niño no asiste a los servicios de cuidado infantil y sigue los pasos de aislamiento en: <https://www.sfdcp.org/Isolation-Quarantine-Packet> (Ver adjunto) El equipo de EES hará un seguimiento con la familia.

• Si respondió afirmativamente a la pregunta 2: está sujeto a la Directiva de Cuarentena para Oficiales de Salud. El niño no asiste a la guardería. Siga los Pasos de cuarentena en: <https://www.sfdcp.org/Isolation-Quarantine-Packet> (Ver adjunto) El equipo de EES hará un seguimiento con la familia.

• ¡El niño no regresa al centro hasta que los Pasos de Aislamiento o Cuarentena le indiquen que es seguro regresar!

Siga estos pasos: 1. Comuníquese con el proveedor de atención médica de su hijo para hacerse la prueba del virus o regístrese para obtener pruebas gratuitas en CityTest SF <https://sf.gov/get-tested-covid-19-citytestsf>.

Si vive fuera de la ciudad, puede consultar con el condado donde vive, hacerse la prueba con su proveedor de atención médica habitual o usar CityTest SF.

2. Espere los resultados de su prueba en casa mientras minimiza la exposición a las personas con las que vive.

• Si su resultado es positivo (confirma que tiene el virus) vaya a la Parte 2 anterior y siga los Pasos de Aislamiento. Notifique a la agencia de inmediato contactando a su Especialista de Inscripción y Elegibilidad asignado o al Gerente Administrativo de Elegibilidad.

• Si su resultado es negativo, no regrese al centro hasta que el niño haya tenido al menos 3 días seguidos sin fiebre y con una mejoría en los otros síntomas del niño. Consulte con el proveedor de atención médica de su hijo para decidir. El equipo de EES hará un seguimiento con la familia.

Creado el 22 de mayo de 2020



**City and County of San Francisco Health Officer Directive - Attachment**  
**Handout for Personnel (Employees, Contractors, Volunteers) of Essential Business and**  
**Other Businesses Permitted to Operate During the Health Emergency (May 18, 2020)**

Any business or entity that is subject to a Health Officer Directive to which this handout is attached (each "Business") must give a copy of this handout to Personnel who work in the City outside their household during this emergency. Go to [www.sfgcdcp.org/covid19](http://www.sfgcdcp.org/covid19) for more info or a copy of this form.

**All Personnel:** If you work outside your household in the City during this local health emergency, you may qualify for a free test for the virus that causes COVID-19, even if you have no symptoms. Contact your healthcare provider or go to **CityTestSF** at <https://sf.gov/get-tested-covid-19-citytests> to sign up for a free test.

**Part 1 – You must answer the following questions before starting your work every day that you work.**

You may be required to provide the answers in person or via phone or other electronic means to the Business before the start of each shift. If any answers change while you are at work, notify the Business by phone and leave the workplace.

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
2. Do you live in the same household with, or have you had **close contact\*** with someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus?

If the answer to either question is "yes", do not go to work and follow the steps listed in **Part 2** below.

3. Have you had any one or more of these symptoms today or within the past 24 hours, which is new or not explained by another reason?

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

If the answer to Question 3 is "yes", do not go to work and follow the steps listed in **Part 3** below.

**Part 2 –**

- If you answered **yes to Question 1**: you are subject to the Health Officer Isolation Directive. Do not go to work. **Follow Isolation Steps** at: <https://www.sfgcdcp.org/Isolation-Quarantine-Packet>
- If you answered **yes to Question 2**: you are subject to the Health Officer Quarantine Directive. Do not go to work. **Follow Quarantine Steps** at: <https://www.sfgcdcp.org/Isolation-Quarantine-Packet>
- Do not return to work until the Isolation or Quarantine Steps tell you it is safe to return!
- The meaning of \*Close Contact is explained in this document: <https://www.sfgcdcp.org/Isolation-Quarantine-Packet>

**Part 3 – If you answered yes to Question 3:**

You may have COVID-19 and **must be tested for the virus** before returning to work. Without a test, the Business must treat you as being positive for COVID-19 and require you to stay out of work for at least **10** calendar days. In order to return to work sooner and to protect those around you, you must get tested for the virus. Follow these steps:

1. Contact your usual healthcare provider about getting tested for the virus, or sign up for free testing at CityTestSF <https://sf.gov/get-tested-covid-19-citytests>. If you live outside the City, you can check with the county where you live, get tested by your usual healthcare provider, or use CityTestSF.
2. Wait for your test results at home while minimizing exposure to those you live with. A good resource is <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- If your result is positive (confirms that you have the virus) go to **Part 2** above and follow **Isolation Steps**.
- If your result is negative, do not return to work until you have had at least 3 days in a row without fever and with improvement in your other symptoms. Consult with your healthcare provider to decide.

If you have questions about any part of this Handout, please see FAQs at [www.sfgcdcp.org/covid19](http://www.sfgcdcp.org/covid19) under "Isolation & Quarantine Directives" or call 3-1-1





## **Isolation and Quarantine Steps for People Before and After COVID-19 Diagnostic Test Results**

There are a number of reasons why you may test for COVID-19 – because you have symptoms of possible infection, because you were the close contact of someone with COVID-19, or because you are in a job that recommends or requires testing. The directions below will help you to determine what you should do while you are waiting for your diagnostic test results, and what to do after your test results are available.

### **What to do while you're waiting for test results:**

**If you have any COVID-19 symptoms\*, then follow the Isolation Steps while you are waiting for results.**

*\*COVID-19 symptoms include:*

- 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 you have no symptoms but were the close contact<sup>#</sup> of a person with COVID-19, then follow the Quarantine Steps while you are waiting for your test results.**

*<sup>#</sup>You are a close contact of a COVID-19 positive person if, from 48 hours before their symptoms began, the person with COVID-19:*

- Lived or stayed overnight with you
- Was your intimate sex partner
- Took care of you or you took care of them
- Stayed within 6 feet of you for more than 10 minutes while they were not wearing a face mask
- Exposed you to direct contact with their body fluids or secretions (e.g., coughed or sneezed on you) while you were not wearing a face mask, gown, and gloves

**If you do not have COVID-19 symptoms, and are not a close contact, you just need to wait for your test results. You do not need to follow Isolation or Quarantine Steps.**

### **What to do after you get your test results:**

**If you test positive, follow the Isolation Steps**

**If you test negative AND:**

1. You were not a close contact and have no COVID-19 symptoms ⇒ you can resume your regular activities.
2. You were a close contact<sup>#</sup> of a COVID-19 positive person ⇒ continue to follow the Quarantine Steps.
3. You were not a close contact but have COVID-19 symptoms\* ⇒
  - If your healthcare provider thinks you have COVID-19, continue to follow the Isolation Steps.
  - If you are in close contact with a vulnerable person,\*\* you should consider remaining in isolation for the entire isolation period, as described in Isolation Steps.
  - Otherwise, follow Isolation Steps until your fever has been gone without taking fever-lowering medication and your symptoms have been improving, both for 72 hours.

*\*\*A vulnerable person is someone who is:*

- Age 60 years or older
- Staying in a nursing home or long-term care facility
- Has asthma (moderate-to-severe)
- Has chronic lung disease
- Has diabetes (type 1, type 2, or gestational)
- Has serious heart conditions (including heart failure, coronary artery disease, congenital heart disease, cardiomyopathies, and pulmonary hypertension)
- Has high blood pressure
- Has chronic kidney disease being treated with dialysis
- Has severe obesity (body mass index of 40 or greater)
- Has chronic liver disease
- Immunocompromised (including cancer treatment, bone marrow or organ transplantation, immune deficiencies, HIV with a low CD4 cell count or not on HIV treatment, and prolonged use of corticosteroids and other immune weakening medication)





## Home Isolation and Quarantine Guidelines for People with Coronavirus-2019 (COVID-19) Infection and their Household or Close Contacts

- 1) If you have a test confirmation or a doctor's diagnosis of COVID-19, you are subject to Health Officer Isolation Directive, which is available at <https://www.sfdph.org/dph/alerts/files/Blanket-Isolation-Directive-05.2020.pdf>
- 2) If you are in a household that has COVID-19 or you have had close contact with a person who has COVID-19, you are subject to Health Officer Quarantine Directive, which is available at <https://www.sfdph.org/dph/alerts/files/Blanket-Quarantine-Directive-05.2020.pdf>
- 3) If you are awaiting test results, follow the Home Isolation Steps (below) until results arrive. If your results are negative, check with your doctor before you stop following the Home Isolation Steps.

### Home Isolation Steps

If you have been diagnosed with COVID-19 **or** you are awaiting COVID-19 test results, you must follow these Home Isolation Steps to prevent the spread of disease.

#### **Stay home until you have recovered**

- Most people with COVID-19 have mild illness and can recover at home. If you are 60 years or older or have a condition such as heart, lung, or kidney disease, diabetes, high blood pressure, or a weakened immune system, you are at higher risk of getting more seriously ill.
- Do not go to work, school, or public areas.
- Stay home until recovered. Recovery means: your fever is gone for the past 72 hours without the use of fever-reducing medicine like acetaminophen (Tylenol®) **and** your cough or trouble breathing has improved, **and** it's been at least **10 days** after your first symptoms. If you had a positive COVID-19 test but never had symptoms, stay home for at least **10 days** after the date of your test.

#### **Close Contacts**

- People in your home, your sex partners, and people who take care of you or who you take care of, are considered "close contacts." Also considered close contacts are people who you can identify who stayed within 6 feet of you for more than 10 minutes while you were not wearing a facemask, or who had direct contact with your body fluids or secretions while they were not wearing a facemask, gown, and gloves.
- If you have a test confirmation or doctor's diagnosis of COVID-19, then everyone who you had close contact with from 48 hours before your symptoms began until you self-isolated, should follow the Home Quarantine Steps. Please share this document with them. To request help in notifying your Close Contacts without revealing your identity to them, please call 415-554-2830.

#### **What if you can't separate yourself from others?**

- Anyone who continues to be in close contact with you will need to begin a new quarantine cycle of 14 full days after the last day that person had close contact with you, or from the date that your isolation ends.

#### **Which groups do not have to self-isolate?**

- Minor children and individuals with special needs who require specialized care

### Home Quarantine Steps

If you live in a household with **or** had close contact with someone diagnosed with COVID-19 (including contact from 48 hours before that person had any symptoms, until they self-isolated) you must follow these Home Quarantine Steps. It can take up to 14 days to develop symptoms if you become infected with COVID-19. You must stay home and monitor your own health during this time to prevent passing infection to anyone else.

#### **Stay home to see if you develop symptoms**

- You must stay in home quarantine for 14 full days after you were last in close contact with the person with COVID-19.
- Close contact with a person with COVID-19 is described in the column to the left.
- If you are unable to avoid close contact with the person with COVID-19, you must stay in quarantine for **14 full days** after the day that person completed their self-isolation. This is likely to be at least 24 days total.

#### **What if you develop symptoms?**

- COVID-19 symptoms include fever, chills, cough, shortness of breath, sore throat, runny nose, or muscle pain, headache, nausea, vomiting, diarrhea, or losing the sense of smell or taste.
- If you develop any of the above symptoms, and they are new symptoms that you don't usually have in daily life, then you may have COVID-19 and you must follow the Home Isolation Steps.
- Monitor your symptoms closely and seek medical advice or medical care if symptoms worsen, especially if you are at a higher risk of serious illness.
- Check with your medical provider or seek COVID-19 diagnostic testing to confirm the diagnosis.

#### **Which groups do not have to quarantine?**

- Minor children and individuals with special needs who require specialized care
- Essential COVID-19 Response Workers\* (check employer's policy; try to follow Home Quarantine Steps while not at work)

\*Essential COVID-19 Response Workers includes healthcare workers, laboratory personnel handling COVID-19 specimens, morgue workers, first responders, law enforcement, sanitation workers, 911 and 311 operators, emergency management personnel, individuals assigned to work as Disaster Service Workers, and individuals who work in long-term care facilities or homeless shelters.





## Restrictions and Information that Apply to **BOTH** Home Isolation and Home Quarantine

- Stay home except to seek medical care. Do not go to work, school, or public areas.
- Do not use public transportation, ride shares or taxis.
- Separate yourself from others in your home, especially people who are at higher risk of serious illness.
- Stay in a specific room and away from other people in your home as much as possible. Use a separate bathroom, if available.
- Do not prepare or serve food to others.
- Do not allow visitors into your home.
- Limit your contact with pets.

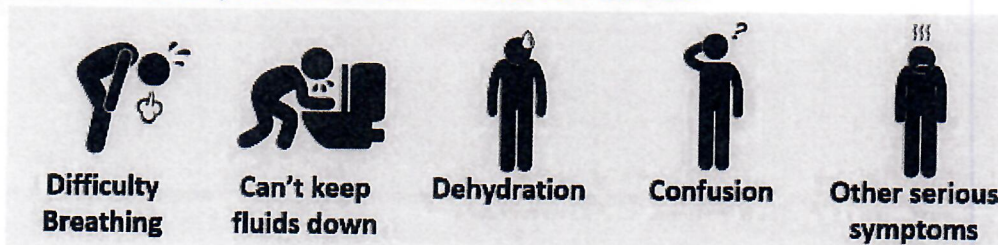
If you cannot meet the requirements for Isolation or Quarantine where you currently live, you can contact 3-1-1 to request assistance with housing, food, or other needs.

### Prevent the spread:

- Wear a face covering or mask if you are in the same room with others. If you are unable to wear a face covering or mask, others should wear a face covering or mask if they share or enter the room.
- Cover your coughs and sneezes. Cover your mouth and nose with a tissue or sneeze into your sleeve -- not into your hands -- then throw away the tissue into a lined trashcan and immediately wash hands.
- Wash your hands often and thoroughly with soap and water for at least 20 seconds - especially after coughing, sneezing, or blowing your nose, or after going to the bathroom. Alcohol-based hand sanitizer with a minimum content of 60% alcohol can be used instead of soap and water if the hands are not visibly dirty.
- Do not share household items such as dishes, cups, utensils, towels, bedding with other people. After using these items, wash them thoroughly with soap and water. Laundry may be washed in a standard washing machine with warm water and detergent; bleach may be added but is not necessary.
- Clean and disinfect all "high-touch" surfaces every day (including counters, tabletops, doorknobs, faucets, toilets, phones, tv remotes, keys, keyboards), and especially any surfaces that may have body fluids on them. Use household cleaning and disinfectant sprays or wipes, according to the product label instructions. More info: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>

### Practice home care:

- Rest and drink plenty of fluids. You may take acetaminophen (Tylenol®) to reduce fever and pain.
  - Do not give children younger than age 2 years any medications without first checking with a doctor.
  - Note that medicines do not "cure" COVID-19 and do not stop you from spreading the virus.
- Seek medical care if your symptoms get worse, especially if you are at a higher risk of serious illness.
- **Symptoms that indicate you should seek medical care include:**



- If possible, call ahead before going to your doctor's office or hospital and tell them you are in Isolation for COVID-19 to prepare health care personnel for your arrival and protect others from getting infected.
  - Do not wait in any waiting rooms and do wear a face covering or mask at all times if possible.
  - Do not use public transportation.
  - If you call 911, first notify the dispatch and paramedics that you are under isolation for COVID-19.

Copies of these Guidelines and answers to common questions are available in multiple languages. Visit <http://www.sfgdcp.org/covid19> under **Isolation and Quarantine Directives** or call 3-1-1.

**Thank you for your cooperation in this important public health matter.**





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## **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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