March 13, 2020

Dear Parents:

As we deal with the ongoing crisis of COVID-19, we want to continue to maintain the health and safety of your children. MMCC is diligently working to make sure that all sites and classrooms are being thoroughly cleaned and sanitized. If your child is experiencing fever and respiratory symptoms, please call your pediatrician and notify us immediately. At home, please continue to wash your child’s hands frequently. Your nose, eyes and mouth are key entry points for diseases and pathogens. The use of hand sanitizers and antibacterial wipes will help combat the spread of the virus.

At the organizational level, we have circulated a memo to our staff regarding a crisis management plan as it pertains to closures and program suspensions. We will continue to keep families informed with any updates on pertinent issues. See below for guidelines and protocols on how to protect and prevent the transmission of COVID-19.

Thank you for your cooperation and continued support. Stay safe and be well.

Sincerely,

Rita Santelia, LMSW
Chief Executive Officer
What to do if you are sick with coronavirus disease 2019 (COVID-19)

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.

**Stay home except to get medical care**
You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

**Separate yourself from other people and animals in your home**

**People:** As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

**Animals:** Do not handle pets or other animals while sick. See COVID-19 and Animals for more information.

**Call ahead before visiting your doctor**
If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider’s office take steps to keep other people from getting infected or exposed.

**Clean your hands often**
Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

**Clean all “high-touch” surfaces every day**
High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

**Monitor your symptoms**
Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). Before seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider’s office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

**Discontinuing home isolation**
Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)