Participant Drop-Off Procedure

Participant transports please enter the driving lane closest to the building in the back parking lot. A staff member will attend to the first transport waiting outside of door “I”. Participants will be brought into the building one at a time. The staff member will check the participant for flu-like symptoms as well as a temperature of 100 degrees or higher. Participants with either or both of these will not be able to attend services and will need to return home. They will need to be taken back home with their parent/caregiver and follow proper procedures before returning to services. These procedures include:

- Contacting your health care provider of the symptoms
- Telling your health care provider the nature of the participant’s service programming (ie. Adult Day Services at Catholic Charities, Summer Programming for individuals with special needs)
- Find out proper steps to be taken next (seriousness of symptoms, COVID-19 testing, etc.)
- Contact program coordinator as soon as possible with information found out above, including nature of symptoms, when the participant is safe to return, whether testing needs to be done, and results of testing (if necessary)

After the staff member checks in the participant, the staff member will give the “all clear” sign to the transport at which time they are able to drive away and the next transport will move forward for check in.

Please allow Catholic Charities staff members to bring participants from their transports into the building as well as taking them out of the building and to their transports. We want to limit the number of people who come in the building to reduce the number of people that our participants have exposure to in the building.