



The Commonwealth of Massachusetts

Department of Early Education and Care

Temporary Working Procedure	
Donating and Receiving Supplies for Exempt Emergency Child Care Programs	Field Operations – Exempt Emergency Child Care
Effective Date: April 24, 2020	

Policy Statement

To slow the spread of coronavirus, Governor Baker has temporarily closed all early childhood education programs across the State of Massachusetts. The closure remains in place until June 29, 2020 and may be extended as needed. Emergency child care programs authorized by the Massachusetts Department of Early Education and Care (EEC) will be the only child care programs that are allowed to operate during this time. Emergency child care programs are for when all other non-group-care settings have been exhausted and families have no other options, and priority access to emergency child care shall be given to vulnerable children, and the children of families designated as "COVID-19 Essential Workforces," with emphasis on those in the health care, public health, and human services and law enforcement, public safety, and first responder fields.

To support Exempt Emergency Child Care Programs in their efforts to continue to provide safe and healthy child care during the COVID-19 pandemic, EEC sets forth this temporary procedure for collecting, handling, and distributing donations of supplies for emergency child care programs.

Individuals interested in making a donation must follow the procedure outlined below. *EEC will not accept donations outside of this process.*

1. Individuals interested in donating supplies shall email the appropriate regional office contact identified below. The email should include a description of what will be donated and the condition of all supplies, the contact name of person designated to pick up donations, the preferred pick-up day and time, and the vehicle to be used for pick-up of donations. EEC will not accept donations of used, damaged, or previously opened supplies. All donations must be in their original packaging and in new, unopened, unexpired condition.

EEC will only accept donations of the following supplies:

- **paper goods (paper towels, napkins, toilet paper, diapers, wipes, tissues)**
 - **cleaning supplies (bleach, EPA-approved disinfectant or sanitizer)**
 - **handwashing supplies (liquid hand soap, paper towels, alcohol-based hand sanitizer)**
2. Once EEC has approved the offer to donate, an email will be sent to the donating individual from the regional office contact outlining when and where the supplies should be delivered. Supplies will only be accepted at the designated place, date, and time. Do not leave unapproved and unsolicited donations at the EEC office.

3. EEC staff will accept delivery of supplies at the designated date, time, and location, wearing gloves and masks. All individuals shall maintain strict social distancing during the drop off of donations.
 - Supplies will be cleaned and disinfected in accordance with [CDC guidelines](#). When necessary, supplies will be cleaned with soap and water first to remove any visible dirt. Once cleaned, supplies will be sprayed down with disinfectant which will be allowed to dry on surface of boxes/containers in accordance with the label instructions.
 - Once disinfected, all donations shall be counted and organized for distribution by EEC staff wearing gloves and masks and maintaining social distancing.

4. An Excel spreadsheet shall be maintained by EEC regional office staff that will track supply requests and program information, including contact name of person designated to pick up donations, preferred pick-up day and time, and vehicle to be used for pick-up of donations. EECCPs may request supplies by contacting their EEC Licensor/Regional Team Member directly or by contacting the regional office through the contact information below. When requested supplies become available, an email notification will be sent to the provider from the regional office contact to include instructions for pick-up.

5. Individuals picking up donated supplies shall arrive according to assigned time and location. A copy of the EEC email confirmation must be presented and all individuals must maintain strict social distancing upon arrival. EEC staff wearing gloves and masks will verify the email confirmation.

EEC Regional Office	Email Contact for Donation Interests
Region 1 – Western Massachusetts 1441 Main Street in Springfield, MA 413-788-8401	erin.craft@mass.gov
Region 2 – Central Massachusetts 324R Clark St , Worcester, MA 508-798-5180	marisol.ledoux@mass.gov
Region 3 – Northeastern Massachusetts 360 Merrimack Street, Suite 315, Lawrence, MA 978-681-9684	beth.dillon@mass.gov with a cc: to maria.martinez@mass.gov
Region 5 – Southeastern Massachusetts One Washington Street, Suite 230, Taunton, MA 508-828-5025	diana.phillips@mass.gov
Region 6 – Metro Boston 1250 Hancock Street, Suite 604-N, Quincy, MA 617-472-2881	kelly.meehan@mass.gov