

On the fourth Thursday of each April, many workplaces participate in the "Take Our Children to Work Day" event. This national, public education program is designed to connect what children learn at school with the actual working world. This year, the date of the event falls on Thursday, April 25, 2019. You may be approached by employees asking if they can participate in this national event. At the San Diego Community College District (SDCCD), there are a few requirements that must be followed prior to the approval of the supervisor for employee participation.

The requirements for participation at SDCCD will include:

- Written permission to participate must be obtained from the employee's supervisor prior to Tuesday, April 23, 2019. (see attached Waiver form)
- The attached Waiver and Release of Liability form must be filled out, signed, and filed with the SDCCD Risk Management's Office by 5:00 p.m. on Tuesday, April 23, 2019.
- Children participating must be between the ages of 8 and 18.
- The employee bringing the child to work must be the parent or legal guardian of the child.
- The employee must have planned activities for the child which are safe and do not disrupt the workplace.

Supervisor's considerations prior to granting permission are:

- Is the work environment able to accommodate and safely support an employee bringing their child to work?
- Will there be disruption to the work of other employees if a child is allowed in the work environment?
- Have all of the questions listed below been addressed with the employee?
- Is my up line manager aware and do I have their consent to approve a child's presence in the workplace?

Please review these questions that will need to be discussed with the interested employee before signing approval of the attached Waiver and Release of Liability form:

- What activities does the employee have planned for their child to participate in on the day of the event?
- Are there any hazards or sensitive areas the child should be kept away from? (i.e., a construction zone, laboratory, areas with toxic chemicals, areas that have machinery, etc.)
- How does the employee plan to minimize work disruption throughout the time of the visit?
- How does the employee plan to accompany the child at all times throughout the day? To ensure the child's safety, another SDCCD employee cannot take responsibility for the employee's child during the visit.
- What will be the duration of the child's visit?
- Will it make sense for the child to stay for the entire work day?

- Are there arrangements in place in the event the child needs or wants to leave earlier than planned?

Once you, as the supervisor, have fulfilled all of the responsibilities in this email, you will want to ensure that the attached form is properly filled out and a copy provided to Risk Management.

Please be sure all completed Waiver and Release of Liability forms are sent to Risk Management by 5:00 p.m., Tuesday, April 23, 2019. The forms can be emailed to sdccdriskmanagement@sdccd.edu or sent via fax to 619-388-6898, Attention: Frank Fennessey.

If you have any questions, please contact Frank Fennessey in Risk Management at 619-388-6953 for assistance.