

# Enhanced Use of Facilities Procedures due to COVID-19



**PLEASE NOTE:** As guidelines, response requirements and best practices change with regard to COVID-19, this document will be updated as needed. Please review periodically.

**COVID-19 AND USE OF FACILITIES (UOF):** Frederick County Public Schools is working diligently to minimize the risk of COVID-19 exposure for staff, students and community user groups (CUG) who have been approved by the Board of Education (BOE) of Frederick County to utilize FCPS facilities. As the BOE approves additional CUG-types over time, updated information will be emailed to all registered users of FCPS facilities and it will also be found on [www.fcps.org/uof](http://www.fcps.org/uof). It is important that CUGs understand that FCPS cannot guarantee that there will be no exposure to COVID-19 when utilizing FCPS facilities, and that approved user groups must follow all current CDC, state, local and FCPS guidelines while on FCPS property ([CDC Website](#)).

**REQUIRED BY ALL CUGs:** Once the BOE has given permission for a CUG-type to begin to utilize FCPS facilities, the following is required:

1. Review and complete these two documents:
  - a. COVID-19 Use of Facilities Guidelines and Usage Implementation Form (UIP). (UIP is not required by daycare groups due to formal Agreement.)
  - b. FCPS COVID-19 Use of Facilities Waiver - This form must be signed by a duly authorized representative of the organization.

Email the two completed documents to [facilities.uof@fcps.org](mailto:facilities.uof@fcps.org) with subject line ("NAME OF GROUP/COVID19 DOCUMENTS"). Send as two separate documents; do not combine into one pdf.

2. Once the documents above are emailed, wait to receive an email confirmation from the UOF Coordinator before submitting your first request form.
3. Periodically review the [FCPS Reopening and Advancing Forward plan](#) for current updates regarding Community User Groups (see *Next Steps–Logistics* section).

**POOL USER GROUPS:** Pool user groups will also follow additional guidelines in the *COVID-19 FCPS Pool Reopening Plan* (access at [FCPS Use of Facilities](#) webpage).

**HOME HEALTH SCREENING:** Prior to attending an event on an FCPS property or entering an FCPS building, it is essential that the CUG assures that participants have been screened for symptoms of COVID-19. Please review health screening signage posted on entry doors to FCPS buildings for each and every entrance (signage may be often updated based on new protocols or symptoms of COVID-19).

**HIGHER RISK INDIVIDUALS:** It is recommended that higher-risk individuals consult their medical provider to assess the risk before participating or attending any event held at an FCPS facility. For more information, on how to better protect high risk individuals from COVID-19, visit the [CDC Website](#).

**ADDITIONAL CLEANING FEES TO SUPPORT ENHANCED CLEANING/DISINFECTING:** See FCPS COVID-19 Guidelines.

**RECOMMENDATIONS/REQUIREMENTS:**

- All athletic events are required to align with the State of Maryland and Frederick County, MD orders about return to play, physical distancing measures, maximum number of people gathered and face coverings. See additional Frederick County Return to Play [guidance](#). Any violations of these requirements can result in immediate suspension of community user group use of FCPS facilities.
- Your staff will self-screen at home for symptoms and conduct screening of your participants before entering an FCPS facility or engaging in an outdoor activity on FCPS property. Signage on entry doors of an FCPS building will be read upon each and every daily entry.
- Your staff and participants will practice 6-foot physical distancing as much as possible.
- Face coverings should be worn by attendees of event consistent with [Maryland Strong: Roadmap to Recovery](#) guidance.
- Staff and participants will wash hands with soap and water, or use alcohol-based hand sanitizer upon entry to an FCPS facility or before participation in your activity.

**SUSPECTED OR POSITIVE COVID-19 CASES:** See the FCPS COVID-19 Guidelines for information.

**USE OF FACILITIES CONTACT:** If you have questions about use of facility requirements, please contact the FCPS UOF Coordinator ([facilities.uof@fcps.org](mailto:facilities.uof@fcps.org)) or 301-644-5229.

Thank you for your cooperation to assure safe use of facilities. With everyone's cooperation, it is hoped that community user group activities can be increased at FCPS locations.