

COVID-19: FREDERICK COUNTY PUBLIC SCHOOLS USE OF FACILITIES GUIDELINES & USAGE IMPLEMENTATION PLAN



PURPOSE: Due to the ongoing public health threat of the COVID-19 pandemic, FCPS must assure a safe and clean environment, not only for staff and students, but also for community user groups (CUG), to prevent the spread of COVID-19. A Usage Implementation Plan will be required from all registered FCPS CUGs requesting use of FCPS facilities during the pandemic.

PROCESS: Once CUGs are notified that use of facilities (UOF) will reopen for CUGs, the following is required:

1. Prior to submitting a use of facilities (UOF) request form for a fiscal year (July 1-June 30) via www.fcps.org/uof the following documents must be completed and emailed to facilities.uof@fcps.org (with subject line: "Name of CUG/COVID19 documents". These documents must be submitted each fiscal year until notified they are no longer necessary.
 - a. COVID-19 Usage Implementation Plan (see page 2 of this Guideline)
 - b. COVID-19 Waiver for Use of FCPS Facilities
2. A confirmation email will be sent to you indicating that the required documents have been received. After receipt of the email, you may submit your first (and subsequent) online UOF request form for that fiscal year. UOF request forms submitted without required documents will be declined.

ALL USERS:

1. Reg. [100-01](#) and the UOF [Standard Operating Procedures](#) remain in effect, with procedural modifications as listed in this document and in the COVID-19 Enhanced UOF Procedures.
2. CUG with an athletic program should follow Frederick County [guidance for return to play](#).
3. All participants/spectators must comply with current federal, state, local and FCPS guidelines regarding COVID-19 in effect at the time of your event when on FCPS property (e.g. face coverings, social distancing, capacity limits, etc.). It is your responsibility to assure compliance. Failure to comply will result in revocation of your group's privilege to use the facility during the pandemic.
4. CUG will conduct a health screening of their participants prior to entering a FCPS facility for each event date.
5. Refer to additional information found on the [FCPS COVID-19](#) webpage.
6. **SUSPECTED/POSITIVE COVID-19 CASE:** Immediate notification must be given by CUG via email (facilities.uof@fcps.org) should any participant of your group (child, parent, coach, leader, spectator, etc.) be diagnosed with COVID-19 and was at an FCPS facility within the past fourteen (14) days. The email should include: (1) Date of diagnosis; (2) date(s) person attended event; (3) FCPS location of event; (4) if event was indoor or outdoor; (5) name of your organization; and (5) if the person diagnosed was an adult or child. Personal identifying information will not be requested to comply with [HIPAA](#); however, notification will be made by the FCPS Health Services Specialist to the Frederick County Health Department (FCHD). Isolation/quarantine procedures provided by FCHD or contact tracer must be followed.
7. During the pandemic, submission of all UOF requests will follow the seasonal submission chart posted on www.fcps.org/uof. Requests submitted early will be declined.
8. Approved events may be cancelled at any time by FCPS for any reason with minimal notice.
9. Concessions are prohibited for indoor and outdoor uses.

OUTDOOR USERS:

1. CUG must remain outside at all times and may not enter the interior of an FCPS building for any reason.
2. If your organization would like to rent a portable toilet, please contact facilities.uof@fcps.org for details on obtaining permission.
3. All trash from your group must be bagged and removed from FCPS property by your group at the conclusion of your event.

INDOOR USERS:

1. Indoor activities must conclude by 8 PM* on weekdays to give adequate time for cleaning/disinfecting by FCPS custodians/staff of the spaces used by your group. (*Pool users – end time will be at discretion of Pool Operations Supervisor)
2. All participants of your group must remain in the room(s) reserved by your organization as those will be the only areas thoroughly cleaned/sanitized after your group's use. If unauthorized areas of the building are accessed, your organization could be charged additional cleaning fees on top of those described in #6 below and could lose privilege to use the facility during the pandemic.
3. Only one set of restrooms (women and men) closest to your reserved room(s) will be unlocked for your group's use. All other restrooms will be locked. Check with custodian as to the set of restrooms available for your group's use.
4. CUG must bring and provide ample hand sanitizer for their participants on each event date.
5. All trash must be put into the room's trash receptacle and bag(s) taken with CUG when departing facility.
6. Additional Cleaning Fees for All Priority Indoor User Groups (except daycare providers – separate agreement)
 - a. During the pandemic, additional cleaning time/materials are required to meet stringent cleaning/disinfecting protocols. Additional fees will be assessed during the pandemic to help offset the costs of extra labor hours and/or cleaning supplies.
 - b. A Cleaning Fee (to be determined) per event date per request form will be added to your monthly invoice.
 - c. The COVID-19 Cleaning Fee amount or structure to CUGs may be re-evaluated and changed at any time. A notice of change will be made to CUGs via email with 30 days prior notice.

**FCPS Use of Facilities
COVID-19: Usage Implementation Plans Form**

(FILLABLE FORM -- SAVE THIS FORM TO YOUR COMPUTER PRIOR TO COMPLETION)

- Read the FCPS Guidelines on page 1 regarding use of FCPS facilities during the COVID-19 pandemic.
- Complete this form; email to facilities.uof@fcps.org prior to submitting your first fiscal year online UOF request form. A new UIP form is needed each fiscal year. **SELECT ONE ONLY:** **FY21 (July 1, 2020-June 30, 2021)** **FY22 (July 1, 2021-June 30, 2022)**
- An email will be sent that your plan and waiver has been received and that you may begin to submit UOF request forms.
- **Do not include supporting documentation or links to other websites. All information must be stated directly on this form.**

Name of Community User Group:	
Your Name:	
Your Role with Organization:	
Email Address:	
Cell Phone:	

Have you read the COVID-19 Guidelines for Use of FCPS Facilities?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you read and signed the COVID-19 Waiver for Use of FCPS Facilities? (Must be signed and email to facilities.uof@fcps.org along with this completed form)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you certify that your organization will comply with all current CDC, state, local and FCPS guidelines/procedures regarding COVID-19 at the time of your event?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will your event request be for indoor or outdoor usage?	<input type="checkbox"/> INDOOR	<input type="checkbox"/> OUTDOOR <input type="checkbox"/> BOTH
Do you agree to contact FCPS should anyone associated with your group or attending your event be diagnosed with COVID-19 within fourteen (14) days after your event on FCPS property? (See Guidelines under ALL USERS #5 for full details)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

BRIEFLY DESCRIBE THE FOLLOWING:

Describe your COVID-19 safety plan for your activity while on FCPS property:

How will you assure proper social distancing?

How will you assure face coverings are worn?

What screening protocols will you utilize?

If an indoor event, how will you control your participants from accessing unreserved areas of the building to avoid contaminating sanitized areas?

How will you communicate with your participants about the expectations to meet all COVID-19 guidelines and requirements for use in FCPS facilities?

Additional Comments:

Signature	
Date	