

Building Use Guidelines
COVID-19 Pandemic Considerations
As of September 10, 2020

Groups requesting use of district buildings are subject to rules, procedures and policies of the district. Due to the current COVID-19 pandemic, it may be necessary for the district to implement additional measures to help mitigate the spread of the COVID-19. The measures are subject to change as needed.

As delineated in Board Policy Rule 830-Rule(1), Use of School Facilities:

- 1) The district will give priority to groups as defined below:
 - Level 1
 - Hamilton School District groups, community service clubs (i.e., Boy Scouts, Girl Scouts, Lions Club, Sussex Area Service Club) and designated youth partners who provide substantial financial and in-kind contributions
 - Level 2
 - Community based youth groups (nonprofit or profit organizations)
 - Level 3
 - Out of district use or adult (nonprofit or profit groups)

The district will begin to allow **outdoor** building and ground usage on **September 7** and **indoor** facility usage on **September 12** for **levels 1 and 2 only at this time**, as defined above.

The district will continue to review conditions concerning public health and impact of the pandemic and will **adjust guidelines and access as deemed necessary**. This may mean that previously approved facilities and grounds usage requests could be denied on a temporary basis. Per 830-Rule (1), Use of School Facilities, the district also reserves the right to cancel use of the facility due to weather or other emergency.

Groups requesting access at this time must follow all district guidelines including the following:

- 1) Face coverings are required while inside buildings (Player participants will follow athletic guidelines)
- 2) Social distancing rules are in effect and must be adhered to
- 3) Each group must supply the district with a written plan regarding protocols being implemented to mitigate the spread of COVID-19 or fill out the Building Use Questionnaire. The group will need to address the following questions:
 - a) What is the anticipated size of the group? Groups must be able to maintain social distancing within space utilized and follow current guidelines.
 - i) Groups should be limited to participants only. **AT THIS TIME THE DISTRICT WILL NOT BE APPROVING FACILITY USE FOR OUTSIDE GROUP LARGE EVENTS SUCH AS TOURNAMENTS, CONCERTS, ETC.**
 - b) What activities are planned in the spaces requested?
 - c) What precautions will be taken (pre-screening of participants, seating, spacing, hand and general hygiene practices, etc.)?
 - d) Who will maintain a list of all attendees to be kept for contact tracing purposes?
- 4) The group may be assessed additional costs for cleaning
- 5) The availability of facilities for outside group use may be limited to ensure thorough cleaning processes are completed by the district
- 6) At this time, facilities will be available only until 8:00 p.m.

Building Use Questionnaire

COVID-19 Pandemic Considerations

As of September 10, 2020

Groups should complete the following questionnaire or supply a written plan of their protocols to the building principal (with Application and Agreement for Use of School Building/Equipment form) to ensure precautions will be taken to help mitigate the spread of COVID-19. Failure to comply with safety protocols may result in the cancellation of future building usage.

Groups requesting access at this time must follow all district guidelines as well as the following:

- 1) Face coverings are required while inside buildings (Player participants will follow athletic guidelines)
- 2) Social distancing rules are in effect and must be adhered to
- 3) Each group must supply the district with a written plan regarding protocols being implemented to help mitigate the spread of COVID-19.
- 4) The group also will need to complete the following:
 - a) Indicate the anticipated size of the group. Groups must be able to maintain social distancing within space utilized and follow current guidelines. Groups should be limited to participants only. **(AT THIS TIME THE DISTRICT WILL NOT BE APPROVING FACILITY USE FOR OUTSIDE GROUP LARGE EVENTS SUCH AS TOURNAMENTS, CONCERTS, ETC.).**
 - b) List activities planned in the spaces requested.
 - c) Provide a description of the precautions that will be taken (pre-screening of participants, seating, spacing, hand and general hygiene practices, etc.).
 - d) Maintain a list of all attendees for contact tracing purposes.

Signature: _____

Date: _____

Printed Name: _____

Organization: _____

Building Principal: _____

Date: _____