



Stillwater Area Public Schools COMMUNITY EDUCATION

Facility Use - COVID - 19 Reopening Plan

In order to maintain the health and safety of staff and visitors during the coronavirus pandemic, the following practices have been put in place. These practices were created under the guidance of the [Centers for Disease Control](#) (CDC) and [Minnesota Department of Health](#) (MDH). We will continue to update and revise procedures based on their guidance.

Consistent with Minnesota State Executive Orders, Stillwater Area Public Schools will begin allowing limited access to its outdoor fields and indoor facilities to authorized community groups. All users, groups and individuals must adhere to the applicable CDC and MDH guidelines.

Phases of opening:

The Minnesota Department of Health has provided a chart referencing the different [phases of reopening](#). Our intention is to stay aligned with the reopening dates and make adjustments as different phases occur. Each reopening requires different safety aspects to be in place with each organization and this planning requires additional time.

Rental Priority - same guidelines as in the past:

1. Group 1- Internal school programs
2. Group 2- Certified non-profit and/or youth organizations that reside and operate in District 834
3. Group 3 - Non-profit organizations charging admission, business commercial groups within #834, church rentals, non-profit youth associations out of district not charging admissions.
4. Group 4 - All other out of district groups.

COVID-19 Safety Plan

All users, groups, and individuals requesting facility use will need to submit a COVID-19 Safety Plan. The plan must provide how the renter will meet guidelines published by the Minnesota Department of Health (MDH). Stillwater Area Public Schools has provided a facility use [template](#). The template provides suggestions for what to include

in your safety plan. Each program is different and must follow the MDH guidelines for developing a safety plan.

The Minnesota Department of Health has provided [guidelines for reopening specific industries](#). Reference your specific industry and be sure to review all documents in that industry. Please know that in facility use we deal with farmers markets, public meetings, athletic youth associations, faith-based worship, entertainment, among other groups, as a result we are navigating all guidance documents individually. The guidelines should be used in creating your COVID-19 Safety Plan. It is also recommended to review national organization language for a specific industry.

The safety plan should be submitted as an electronic document to [Jodi Loeblein-Lecker](#).

Waiver and Release Form

All users, groups, and individuals requesting facility use will need to complete a [Stillwater Area Public Schools Waiver and Release Form](#) prior to being issued a permit. Electronic signature will be used for acceptance of the Waiver and Release Form and therefore signed by your highest ranking member of your organization.

Expectations

1. Stillwater Area Public School Staff will monitor facility use. Renters not in compliance with COVID-19 guidelines will be given **one warning** for an entire organization. A second warning would constitute cancellation of the permit and future permit uses under COVID-19 pandemic.
2. Each organization will have one designated contact person to work with the Coordinator of Facility Use. The designated person will be responsible for communicating with the Coordinator of Facility Use the following items:
 - Confirmed cases of COVID-19
 - Signing of the Waiver and Release Form via Google Survey
 - Compliance
 - Attendance records upon request
 - Promptly share safety and compliance concerns with the Facility Use Coordinator
3. There can be a secondary designated person for the organization to complete scheduling requests.

4. Group size must follow MDH Guidelines.
5. Copy the Coordinator of Facility Use on the initial email that is sent out to members of your organization explaining how you will implement COVID-19 safety plan.
6. Shared/communal food and/or drink is not permitted on school property (buildings and grounds). Eating is only permissible if medically necessary.
7. Seed and gum spitting is strictly prohibited on school property.

Steps for receiving a permit

- 1) Review COVID-19 Safety Plan resources.
- 2) Determine if your organization or group can adhere to the MDH guidelines provided.
- 3) Review COVID-19 Waiver and Release Form
- 4) Renter electronically signs COVID-19 Waiver and Release Form.
- 5) Renter reviews and complies with expectations.
- 6) Renter creates and provides a COVID-19 Safety Plan and communicates pertinent information to their participants, once approved.
- 7) Renter submits COVID-19 Safety Plan to the [Coordinator of Facility Use](#).
- 8) The Coordinator of Facility Use will review the plan for approval or return to the renter for an opportunity to amend.
- 9) Copy the Coordinator of Facility Use (loeblein-leckerj@stillwaterschools.org) on the initial email that is sent out to members of your organization explaining how your group will implement COVID-19 Safety Plan.

Please contact [Jodi Loeblein-Lecker](#) with any questions relating to facilities use 651-351-8037.