



## COVID-19 ADDENDUM TO FACILITY USE AGREEMENT

We, the Menasha Joint School District, initially responded to the direction from Wisconsin's Public Health Officials, whom was tasked with managing COVID-19, to close our facilities and cease offering services. We are now responding to the direction to reopen our facilities and offer services to our community cautiously, with the safety of our staff and community being our priority. This includes permitting user group's access to our facilities, but solely on the basis that COVID-19 precautions will be adhered to by any and all user groups and individual participants. COVID-19 remains a worldwide pandemic and a threat to our local health and safety. We know the following (this list is not intended to be exhaustive):

1. The infectious agent, SARS-CoV-2, has caused cases and outbreaks of a serious communicable disease known as COVID-19 among the population of Wisconsin.
2. A person infected with SARS-CoV-2 can infect other people with whom the infected person is in contact; and
3. The gathering of people in close contact with one another can promote the transmission of SARS-CoV-2 and increase the number of people who develop COVID-19.

We cannot be certain that a person (of any age) will not contract SARS-CoV-2 at one of our facilities and/or while participating in one of our programs, but we have taken the steps necessary to develop our COVID-19 policy and procedures, which is available for your review upon request. Despite our continuous efforts to implement our COVID-19 policy and procedures, **the risk remains that a COVID-19 outbreak could occur.**

As a representative/agent of the facility user group, you are required to read and confirm that you understand the Menasha Joint School District COVID-19 policies and procedures.

The FACILITY USER is required to distribute a copy of this COVID-19 Addendum to Facility Use Agreement to the participants (to include its employees, invitees, participants, volunteers, and all other related persons, agents and entities) to review and sign for the activity for which you are utilizing our facilities. The FACILITY USER is required to take steps to ensure that participants act in accordance with all the COVID-19 policies, procedures and best practices. Failure to adhere to the same could result in your user group's permit being revoked without refund of any fees and/or any particular person being banned from access to our facilities.

For more information regarding the risks associated with COVID-19, please reference the following websites, including, but not limited to:

- a) <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- b) <https://www.dhs.wisconsin.gov/covid-19/index.html>

It is vital that any participant who believes that they may have become ill within 14 days of visiting one of our facilities report this immediately to the City of Menasha Health Department at (920) 967-3520 and seeks appropriate medical attention. We will share personal information for the purposes of contact tracing if the need arises. To attend our facilities, all persons taking part in Facility Use activities must consent to the same.

**Addendum acknowledgement: I acknowledge that I have read this addendum and agree to all of its terms and that I fully understand my responsibility to adhere to all COVID-19 guidelines and instruction during the use of the District facility.**

Name of Facility Requestor's Organization: \_\_\_\_\_

Name of Representative (Please Print): \_\_\_\_\_

Signature of Representative/Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

## Facilities Use Guidelines Addendum for SARS-CoV-2 (COVID-19)

***The first line of defense is following the Center for Disease Control Basic COVID-19 Guidance:***

### **PRACTICE GOOD HYGIENE**

- Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- Avoid touching your face area.
- Sneeze or cough into a tissue or the inside of your elbow.
- Disinfect frequently used items and surfaces as much as possible.
- Strongly consider using cloth face coverings while using facilities, and particularly when in large groups.
- SOCIAL DISTANCE as much as possible 6' apart to the best of your ability

### **PEOPLE WHO FEEL SICK MUST STAY AT HOME**

- Do NOT allow those who display symptoms of COVID-19 into the facility.

### **GENERAL GUIDELINES FOR ALL USERS**

- All user groups are encouraged to follow federal (CDC), state (DHS), and local regulations (City of Menasha Health Department) and all Menasha Joint School District policies for Facility Use.
- Physical distancing and protective equipment – Users are required to ensure all users meet current regulations. Social distance, PPE if required, gloves and face coverings as directed
- Temperature checks and symptom screening – All users will ensure CDC guidance for screening is conducted.
- Sanitation – User groups will need to bring their own sanitization products for users and equipment.
- ***Users will be required to submit a written plan to ensure they are following all applicable safety guidance to Menasha Joint School District PRIOR to being allowed to use the facility.***
- Minimize group sizes to as small as possible
- Set space up for minimal use of hands and touching items

**Do NOT allow symptomatic people within the facility.** Send them home if they arrive and do not allow them to return until cleared by a medical provider. If they do not have an immediate way to depart, separate the individuals from the rest of the group.