



FACILITY USE GUIDELINES DURING THE COVID-19 PANDEMIC

The Trust has received questions regarding the use of district facilities during the COVID-19 pandemic. This document offers specific risk management guidelines and recommendations. We hope it will help districts take appropriate precautions for use of their facilities by district staff and/or third parties.

ATTENDANCE

Event attendance at district facilities should be limited to reduce the potential for spread of the virus, and to meet ADHS recommendations for mass gatherings—currently limited to fewer than 10 people. (See the “Updated Recommendations” tab [here](#) for the latest information.)

VENUE CHOICE AND CLEANING/DISINFECTING

Select a large and/or open-air venue that can accommodate all attendees consistent with [social distancing guidelines](#) (a distance of at least six feet between individuals). If the ceremony is indoors, make sure there is sufficient ventilation.

Ensure that the facility is cleaned and disinfected, following [CDC guidelines](#), both before and after the event.

ADMITTANCE PROTOCOLS

The Trust recommends that event attendees have their temperatures taken before being granted entrance to the event. Anyone with a fever of 100.4°F or higher should not be admitted. The temperature checks should be conducted in private, and those administering them should have adequate personal protective equipment (PPE).

Prior to admittance, individuals should also be verbally screened to determine if they have been in direct contact with someone who has tested positive for COVID-19 in the past 14 days. If so, they should not attend the event.

ATTENDEE RESPONSIBILITIES

All attendees should follow [CDC social distancing guidelines](#) while at the event, and should [wear face coverings](#) when social distancing measures are difficult to maintain.

SPECIAL CONSIDERATION: THIRD-PARTY USE OF FACILITIES

When district facilities are to be used by non-district personnel, the above guidelines and recommendations still apply. Community users should be made aware of this.

In light of the added cleaning and disinfecting measures to be taken, districts may wish to charge community users more than the standard facility use fee. Outside groups should *not* be permitted to clean or disinfect the facility themselves before or after the event.

Finally, in recognition of the increased liability faced by districts during the COVID-19 pandemic, facility users should be asked to sign an updated facility use agreement, available [here](#).

ADDITIONAL MEASURES TO CONSIDER

Below are additional guidelines that districts should take into account when using district facilities during the pandemic, or permitting outside groups to do so:

- If possible, the event should be streamed or recorded to allow an option other than in-person attendance. Then, consider encouraging interested parties to participate virtually rather than in-person. In particular, encourage individuals at higher risk for severe illness (per [CDC guidelines](#)) to consider participating remotely.
- Where possible, facilities should be set up to encourage social distancing. Examples include spaced seating, reminder signs, and marked standing spots.
- Once the event ends, care should be taken to ensure that social distancing is maintained as participants leave.

CONTACT US

If you have any questions or concerns, you can reach out directly to your Trust and Alliance contacts (e.g., member services coordinator, loss control consultant, and/or claims adjuster). If you don't know who those contacts are, email the-trust@the-trust.org or call us at 800.266.4911.