

BALTIMORE CITY PUBLIC SCHOOLS

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Mayor, City of Baltimore

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The Baltimore City Board of School Commissioners (“Board”) for Baltimore City Public Schools (“City Schools”) recognizes that school facilities can be utilized safely for partner and community use with appropriate restrictions in place. As such, the Board is allowing the use of school facilities for community purposes in accordance with the Annotated Code of Maryland, CDC, and state/local health departments guidelines. This document will provide the public, partners, and school-based staff guidance on the safe use of City Schools’ facilities for educational, civic, social, religious and recreational activities during this pandemic.

Any use of City Schools’ facilities will be in accordance with Executive Order 21-06-15-01 issued by the Governor of Maryland, Lawrence J. Hogan, Jr; Executive Orders issued May 14, 2021 issued by the Mayor of Baltimore City, Brandon M. Scott, as well as any subsequent or amended orders, and Board Policy FKA and Administrative Regulation FKA-RA. Anyone wishing to utilize City Schools’ facilities this Summer must obtain a Space and Use Agreement (permit) from the Office of Real Estate and Permits: <https://www.baltimorecityschools.org/using-school-buildings>.

Normal space and use fees as outlined in FKA-RA Form 1 will apply, and if applicable, will be assessed by the Office of Real Estate and Permits, along with additional cleaning fees consistent with health and safety guidelines set forth in the current version of the [City Schools’ Summer 2021 Health and Safety Guide](#), which is available on the City Schools website. The use of City Schools’ facilities is subject to change at any time based on additional executive orders from the Governor of Maryland and/or the Mayor of Baltimore City.

As City Schools continues to be required to adjust school operations in response to the COVID-19 pandemic, it is the user’s responsibility to follow all Center for Disease Control (CDC), State, and local health departments guidelines at all times concerning social distancing, screening, and the use of masks or cloth face-coverings during the user’s event/activity, including the City Schools’ Summer 2021 Health and Safety Guide (link is above). Partners must submit a written plan to City Schools’ Office of Real Estate and Permits explaining the steps its organization will take to ensure compliance, including, but not limited to, health and safety-related training for all of the organization’s staff who will participate in activities on school property. Furthermore, it is also each user’s responsibility to report cases of COVID-19- like illnesses or positive COVID-19 test results regarding anyone in the organization/group, and any participant of the user’s activities on school property to the Office of Real Estate and Permits the same day the user is informed of the test results. The user must assist in contact tracing and other mitigation efforts in collaboration with the Baltimore City Health Department. City Schools reserves the right to limit any event/activity or cancel any Space and Use Agreement due to a positive COVID-19 test result or due to school operational needs related to City Schools’ response to the COVID-19 pandemic.

The following activities, with the stipulations listed below, are allowed to take place at City Schools as of May 24, 2021.

Inside building events/activities

- No permits will be issued for any non-childcare events/activities occurring inside the building. This includes, but not limited to, sports, community meetings/gatherings, and worship services.
 - Exception
 - Swimming pool use for allowed activities under Policy FKA and FKA-RA.

Child Care (Shared & Exclusive Space Users)

Head Start, All-day Day Care Providers, Before/Aftercare Providers, Summer Camps and Baltimore City Recreation and Parks

- Summer usage must start on or after June 21, 2021.
- Program can only operate Mondays – Thursdays.
- All licensed childcare providers and summer camps can operate in City Schools based on space availability as long as there is no interference with academic programming, preparedness of space, and the availability of air purification devices as determined by City Schools.
- These providers must:
 - Operate under a Space and Use Agreement (Permit, MOU or Lease) from the Office of Real Estate and Permits (REO) with a recommendation from the school’s principal.
 - Submit a written Covid-19 safety plan explaining the steps the organization will take to ensure compliance with all CDC and/or state and local health departments guidelines, including City Schools’ Summer 2021 Health and Safety Guide, concerning social distancing, pod creation (before & aftercare providers only) quarantining, health screening and the use of masks or cloth face-coverings. Each provider must also detail its plan to communicate Health & Safety protocols to participating families:
 - In the event of a positive Covid-19 test, a probable case of Covid-19 or a close contact case of Covid-19 by any staff member, child or parents of the child, the provider must notify school principal, The Office of Real Estate & Permits, Baltimore City Health Department and City Schools’ Office of Human Capital the same day you are aware of the Covid-19 issue.
 - City Schools reserves the right to quarantine / shut down a program based on a positive Covid-19 test, a probable case of Covid-19 or close contact case of Covid-19 by a staff member, child or parent of a child in accordance with our Summer 2021 Health and Safety Guide.
 - Keep a daily contract tracing log of all persons (staff and children) who attend your program.
 - Follow all Maryland State Department of Education (“MSDE”) and state/local health departments guidelines concerning COVID-19 and the number of staff and children that may occupy a room/space.
 - Operate in spaces and during hours as indicated on the user’s childcare license.
 - Establish daily health screening (temperature checks and health screening questions, pursuant to City Schools’ Health and Safety Standard Operating Procedures) for children as well as workers.
- A face covering (nose and mouth) must be worn at all times by anyone 5 years of age or older. Children 2-4 years old may be encouraged to wear face coverings.

- All children and staff must have their own refillable water bottle/cup and it is the provider's responsibility to provide additional drinking water for the children and staff.
- Workers must teach and reinforce handwashing with children and assist the children with washing their hands frequently throughout the day.
- Children's hands must be washed immediately upon arrival and prior to leaving at the end of the day.
- Users must clean, sanitize and disinfect frequently touched surfaces throughout the day in accordance with CDC recommendations and avoid the use of items that cannot be sanitized.
- Users must clean, sanitize and disinfect the rooms/areas (including restrooms) they have utilized at the end of each day or hire a contractor to do the job.
- Parents must wear face coverings (nose and mouth) when dropping off and picking up their child/children and cannot proceed past the threshold (front door) of the school.
- City Schools will not perform Covid-19 testing on participants or providers.
- City Schools will not supply providers with PPE (mask, face shields, desk shields, gloves...etc.). it is the provider's responsibly to provide these items.

Summer Camps Only

- Must obtain a Youth Camp Certificate from the Maryland Department of Mental Health and Hygiene, Or,
- Obtain a letter of exception from the Maryland Department of Mental Health and Hygiene.

Baltimore City Recreation and Parks Only

- Can utilize shared space at a school that is attached to a recreation center that you previously utilized for regular recreation programming or summer camp.

Before and Aftercare Providers Only

- Before and Aftercare Providers will provide the school principal with a registration log of all children registered for their program. An updated sheet must be provided to the principal when a child leaves or is added to your program.
- Before and After Care Provides must, to the greatest extent possible, group the students according to the school's pod structure. The school principal will provide you with podding information (rosters of which students are in which pod) based on the registration log you provide to the school. Programs should group students from the same pod together. When students from multiple pods must be mixed into one before/ aftercare program, strategic seating charts should be created to sit students from the same pod near each other and keep students from different pods as distant as possible. Programs must follow the district's general social distancing rules set forth in the standard operating procedure for all students. It is imperative that students from different pods NEVER come within 6 feet of one another.
- Before and Aftercare Providers can serve only the families of children who report to in-person learning that day, from that school. You cannot serve the families of children who do not attend the school that you are located at.
- Children who are quarantined from their school pod are not permitted to attend your program until they have been cleared by the school. The school principal will notify you of any children who have been quarantined from their pod due to Covid-19.

Amateur Youth & Adult Sports

- Must operate under a permit from the Office of Real Estate and Permits (REO) with a recommendation from the school's principal.
- Must submit a written Covid-19 safety plan with the user's permit application to City Schools explaining the steps the organization will take to ensure compliance with all CDC and/or state and local health department guidelines, including City Schools' Summer 2021 Health and Safety Guide, concerning social distancing, screening and the use of masks or cloth face-coverings.
- Allow for teams to obtain a permit for practices, games, and scrimmages for outside field use only.
- No inside building usage at this time.
- Tournaments are prohibited.
- All Sports allowed.
- Spectator and Social Distancing:
 - Maximum of 1,000 persons are allowed to attend the event.
 - Must be able to maintain 6 ft. Social Distancing from each other.
- Face coverings (must cover the nose and mouth) are required if six feet social distancing cannot be maintained.
 - Parents/guardians – Required if 6ft feet social distancing cannot not be maintain from others outside your household
 - Players - While on the sidelines, bench or dugout.
 - Coaches/volunteers – Required if 6ft social distancing cannot be maintained from other outside your household.
 - Umpire - While on the sidelines, bench or dugout.
 - Referee – While on the sidelines, bench or dugout.
- Contact tracing log
 - A log shall be maintained by the team of all persons who are present for the event, including the name, contact information and time of attendance for all participants; referees and/or officials; trainers, coaches and staff, and spectators in order to assist with contract tracing.
- Concessions
 - Teams may sell concessions and participants can enjoy food and drink as long as they maintain 6ft feet social distance from others outside their household.
- Sport Safety
 - Baseball/Softball.
 - If team bats and helmets must be shared, equipment must be sanitized in between each use.
 - Must use a different baseball/softball each ½ inning.
 - Cheerleading
 - No Stunts.
 - Football/Lacrosse
 - Players must wear full finger sports gloves while playing.
 - Shared equipment must be sanitized in between each use.

- Footballs must be sanitized between possessions.
 - Soccer
 - Goalie must wear gloves.
 - Tennis/Pickleball
 - If team rackets are shared, equipment must be sanitized in between each use.
 - Track & Field
 - Participants must have their own space to place their equipment.
 - If equipment is shared, equipment must be sanitized in between each use
 - Swimming
 - Face covering are required by all not in the water.
 - Participants not in the water must maintain 6ft social distance from others.
 - User responsible for cleaning and sanitizing the swimming deck, bleachers / chairs and locker rooms.
 - Referees
 - Electronic whistles must be utilized at all times. Regular whistles are not allowed.
 - Must maintain social distancing when not on the field or during half time.
- General Safety
 - Temperature checks mandatory for all coaches, volunteers, and players before each game, practice, and scrimmage.
 - Hand sanitizer available and used by all players/coaches during practices, games, and when entering/exiting the field.
 - No sharing of water bottles by players/coaches/referees and no central station water stations.
 - No sharing of personal equipment.
 - Players must maintain social distancing while on the bench/dugout/sidelines.
 - Players must have their own separately designated area to place their equipment.
 - No high fives or handshakes allowed by anyone, at any time.
- After the team's game, all players, coaches, and parents/guardians must quickly exit the field area.
 - If multiple teams are playing on one day, there must be at least a 45-minute gap in between each game to allow for teams to fully exit the area and any shared equipment to be cleaned and sanitized.
 - The next team is not allowed on the premises until the previous teams/parents/guardians/coaches fully exit.
 - No access to the main school building or any building at the field.
 - Participants must frequently use alcohol-based hand sanitizer during the practice/game.
- Discipline
 - 1st Issue/Violation
 - Organization/Team is issued a formal written warning.
 - Organization/Team must submit a written confirmation that rules will be followed and an action plan to ensure compliance going forward.
 - 2nd Issue/Violation
 - Organization/Team is suspended for one week from games and practices.
 - 3rd Issue/Violation

- Organization/Team season is over, permit canceled for all usage of City Schools facilities.

Outside building events/activities (parking lot/grassy area)

- Must operate under a permit from the Office of Real Estate and Permits (REO) with a recommendation from the school’s principal.
- Must submit a written Covid-19 safety plan with the user’s permit application to City Schools explaining the steps the organization will take to ensure compliance with all CDC and/or state and local health department guidelines, City Schools’ Summer 2021 Health and Safety Guide, concerning social distancing, screening and the use of masks or cloth face-coverings.
- Event/activity type must be permitted by the Governor’s and Mayor’s Executive Orders.
- No access to the main school building or any building at the location, no exceptions.
- Maximum of 500 participants are allowed at the event at any one time.
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- Mask are required if you cannot maintain 6ft social distancing from others outside of your household.
- Food/drink can be consumed on City Schools facilities as long as 6ft social distancing is maintain from others outside your household.
- Must keep a contract tracing log of everyone who attends your event. Contact log must include full name and contact phone number.
- Users and all participants must practice social distancing and remain at least 6 feet from each other. If seating is utilized, the user must require adequate numbers of seats and/or rows between participants to maintain the appropriate social distancing.
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Parking only events (bus trips)

- Must operate under a permit from the Office of Real Estate and Permits (REO) with a recommendation from the school’s principal.
- Activity must comply with Board Policy FKA’s, and Administrative Regulation FKA-RA’s normal permit process.

All permit holders must notify the Office of Real Estate and Permits immediately if any participant tests positive for COVID-19.

Below are links to the Federal, State, City Guidelines, Executive Orders and City Schools policies:

- CDC COVID-19
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- MSDE Child Care COVID-19 Guidance
<https://earlychildhood.marylandpublicschools.org/covid-faqs>
- State of Maryland Department of Health directives – Youth Camps
<https://phpa.health.maryland.gov/OEHFP/CHS/Pages/YCCertification.aspx>
<https://phpa.health.maryland.gov/Documents/2020.05.27.02%20-%20MDH%20Order%20-%20Youth%20Camps.pdf>

- State of Maryland Executive Orders, COVID-19 information, and Press Releases -
<https://governor.maryland.gov/category/press-releases/>
<https://governor.maryland.gov/marylandunites>
<https://commerce.maryland.gov/Documents/BusinessResource/Youth-Camps-COVID-19-Directives.pdf>
- Baltimore City Executive Orders
<https://www.baltimorecity.gov/executive-orders>
- Baltimore City Public Schools Policies and Regulations
<https://go.boarddocs.com/mabe/bcps/Board.nsf/goto?open&id=87UHP87D677F>

If you have questions, please contact Gregory Gamble, Real Estate Agent, Office of Real Estate and Permits at 443-635-2602, email REO@bcps.k12.md.us or gsgamble@bcps.k12.md.us .