



Critical Items to Consider When an Outside Party Utilizes Your School Building

We know some schools are being put on notice that they may be required to assist the state in any way possible during the coronavirus (COVID-19) outbreak, which could include makeshift hospitals, overflow call centers for local departments of health, child care centers for the children of emergency responders and health care workers, etc. If this is the case for your school, there are many items to consider.

If you are going to allow your facility to be used by a third party, the premises need to be in tip-top shape. While that of course includes ensuring a sanitized working space, it also includes physical condition. Make sure that all designated areas for permitted use have walking areas that are in good, flat, or level condition. Walk-off mats need to be placed in necessary areas and secured. All exits and entrances need to be clearly marked and easily accessible.

Also be sure to secure district property, such as portable devices (laptops, iPads, etc.) in advance. In addition to property, school staff should also complete a thorough check to make sure any documents containing any Personally Identifiable Information (PII) are properly secured.

At least one district employee should be on hand at all times for basic building supervision, but also to assist in the case of a problem or emergency.

Take into consideration any further precautions that might be necessary if you needed to select an area of the building for a group to use, such as restricted areas with locked doors.

Other things to consider:

- **Does the outside group have its own insurance?** Insurance agents are still working during the crisis and they should be able to provide a Certificate of Insurance (COI) naming the school as an Additional Insured on their General Liability policy. If possible, utilize a contractual/hold harmless agreement or your existing Building Use request forms to be signed by the outside group. And as always, please consult your school attorney before entering into any agreement.
- **Size needed.** Make sure that your designated space allows for full social distancing.
- **Daily cleaning.** Who will be responsible for sanitizing the building during and after the group's use? If it will be the group's responsibility, get it in writing and this makes obtaining their COI even more important.
- **Electrical needs.** The space should have sufficient outlets available to prevent the need for excessive use of extension cords. Also, a physical inspection of outside plugs/cords may be warranted.
- **Restrooms.** They should be on the same floor and in close proximity in order to control the access to non-essential areas of the building.
- **Parking.** It should be accessible with easy access to unloading of equipment near a ramp or dock, if needed.

For additional information, please contact your Educational Institutions Risk Management Specialist Mike Centrone at michael.centrone@uticanational.com.

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