

HARDING TOWNSHIP
FACILITIES RESERVATION
POLICY AND PROCEDURES

| | | | | | |
|--|--------------------|--|--------------|-----------------|---------------------|
| VOLUME: I | CHAPTER: 12 | EFFECTIVE DATE: 1/29/18 | | | |
| SUBJECT: Facilities Reservation | | | | | |
| REFERENCE: | | SPECIAL INSTRUCTIONS: | | | |
| APPLICABILITY: All Employees | | NUMBER OF PAGES: 3 Appendices #1,1A,2,3,4,4A,5,6,7,8,9 | | | |
| ADMINISTRATOR: Robert Falzarano | | <i>Robert J. Falzarano</i> | | | |
| REVIEW DATE: | | | | | |
| REVISIONS | | | | | |
| DATE: | SECTION: | APPROVED BY: | DATE: | SECTION: | APPROVED BY: |
| 6-22-20 | <i>RF</i> | | | | |
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POLICY:

The purpose of this Policy is to set forth the process for the approval and Use of Township Facilities.

PROCEDURES:

I. AUTHORIZATION FOR USE OF TOWNSHIP FACILITIES

- A. Requests for the use of Township Facilities; including fields, parks and buildings, must be submitted to the Municipal Clerk, and approved by the Township Administrator.
- B. Unless authorized by permit in accordance with the Township Regulations, Consumption of an alcoholic beverage in or upon a Township Facilities is prohibited.

II. FACILITIES RESERVATION APPLICATION / PERMIT

- A. The applicant shall complete and sign the Facilities Request Form / Permit for Township owned fields, parks, and buildings.
 - 1. Application: Appendix #1
 - 2. Use of Facilities Rules: Appendix #2
- B. A certificate of insurance for use of Township Facilities is required as outlined on Appendix #2, Use of Facilities Rules #12.
- C. The application / permit includes a section entitled "Facilities Use Questionnaire": Appendix #3. This section shall be completed and submitted to the Municipal Clerk along with the application.
- D. The Hold Harmless Agreement: Appendix #4 and #4a shall also be completed and submitted to the Municipal Clerk along with the application.
- E. The completed Facilities Reservation Application / Permit shall be submitted to the Municipal Clerk.

III. MUNICIPAL CLERK REVIEW

- A. Upon receipt of the completed Township Facilities Reservation Application/Permit Application and Appendices #1 - #4, the application shall be sent to the Municipal Clerk for review.
- B. The Municipal Clerk shall review the application and complete the Facilities Use Checklist (For office use only Appendix #5)

IV. APPROVAL/DENIAL

- A. After the Municipal Clerk reviews the application for completeness, the Facilities Reservation Application/Permit shall then be sent to the Township Administrator for review and final approval or denial.

1. If the application/permit is approved by the Township Administrator, the approved application/permit shall be sent to the Municipal Clerk and shall be filed in the Municipal Clerk's Office, and the Municipal Clerk shall notify the applicant of said approval in accordance with Section V of this policy.
2. If the application/permit is denied by the Township Administrator, the Township Administrator shall send notice of the denial to the Municipal Clerk. The application/permit denial from the Township Administrator shall be filed in the Municipal Clerk's Office, and the Municipal Clerk shall notify the applicant of said denial in accordance with section V of this policy.

V. APPLICANT NOTIFICATION

- A. The Township Administrator shall send the approved application/permit to the Municipal Clerk. The Municipal Clerk shall send the applicant written notice of the approval along with the approved application/permit. (Appendix #6)
- B. If the Township Administrator denies the application/permit, the Municipal Clerk shall similarly notify the applicant in writing. (Appendix #7) The notification shall state the reason for the denial.

VI. PERMIT POSSESSION AND PROCESSING

- A. The applicant, or an authorized representative, must be present to supervise the event during the entire time the Township facility is in use. In addition, the applicant, or an authorized representative, must have the original approved application/permit in his/her possession at all times during the event.
- B. The Municipal Clerk will send a copy of the approved application/permit to the department heads for notice and information.
- C. For sports events, the applicant shall provide all event participants and parents with the NJ Department of Health "Guidance For Sports Activities" guidelines. (Appendix #8)
- D. For all sports events, the applicant shall provide all event participants and parents with COVID-19 field use protocols. (Appendix #9)

VII. FILING

- A. A copy of the Township Facilities Use Application/Permit, Township Administrator's determination, applicant notification, application/permit, and all other documents relevant to the application/permit shall be filed with the Municipal Clerk in separate folders with the applicant's last name and address.

TOWNSHIP OF HARDING
USE OF FACILITY REQUEST FORM

GROUP OR ORGANIZATION:

Name: _____

Address: _____

Phone Day: _____ Evening: _____

RESPONSIBLE PARTY:

Name: _____

Address: _____

Phone: Day: _____ Evening: _____

Email: _____

EVENT:

Facility Requested: _____

Date and Hours Requested: _____

Estimated Number of Participants: _____

USE OF TOWNSHIP FACILITIES:

The Harding Township Committee will permit the use of Township facilities when such permission has been requested in writing and approved by the Administrator, Health Administrator, Chief of Police, Superintendent of Public Works and the Municipal Clerk for the following organizations/groups:

Departments or Agencies of the Municipal Government, other Governmental Agencies, Community Organizations formed for Charitable or Civic purposes, Groups and Uses directly related to the Township/the operations of the Township, and Organizations and Uses indirectly related to the Township.

Use of Township facilities shall not be granted for the advantage of any commercial or profit-making organization, or any purpose which is prohibited by law.

In the event the Municipal Clerk deems it advisable, any application may be submitted to the Township Committee for action. The Municipal Clerk or Committee may refuse to grant the use of a Township facility whenever, in their judgment, there is good reason why permission should be refused. All state and local fire, health, safety and police regulations will be enforced.

This form, completed (front and back), along with a Certificate of Insurance Liability shall be submitted to the Municipal Clerk at least 3 weeks in advance of the event.

On behalf of the organization listed above, we agree to abide by the Harding Township rules and regulations.

SIGNATURE: _____

DATE: _____

NO PERMIT WILL BE GRANTED UNLESS WRITTEN APPROVALS FOR BELOW ARE OBTAINED

I hereby certify that there is no objection to the granting of permission to this organization for the event as described.

(Date)

(Signature of Administrator)

(Attach Certificate of Insurance Liability)

I hereby certify that there is no objection to the granting of permission to this organization for the event as described.

(Date)

(Signature of Chief of Police)

(Traffic, Parking, and Noise Ordinance – fees may be applicable over and above normal operating costs)

I hereby certify that there is no objection to the granting of permission to this organization for the event as described.

(Date)

(Signature of Health Administrator)

(Food Handling and Sanitary Facilities)

I hereby certify that there is no objection to the granting of permission to this organization for the event as described.

(Date)

(Signature of Superintendent of DPW)

\$ _____ (Possible fees for set-up/clean-up/security when over and above normal operating costs)
(Fee if applicable)

I hereby certify that there is no objection to the granting of permission to this organization for the event as described.

(Date)

(Signature of Municipal Clerk)

(Licenses which may be required: Social permit [if liquor is available] and raffle license)

Spring/Summer Field Permit Acknowledgement Addendum

Due to the Covid-19 pandemic and the subsequent re-opening plan put in place by the Governor's office, the Township of Harding is requiring ALL permit holders of spring and summer permits to submit to the office a signed copy of this acknowledgement form which requires all participants' adherence to the NJ Department of Health's "Guidance for Sports Activities" issued pursuant to State Executive Order #EO 149.

Name: _____ Organization: _____ ("Organization")

(Initial)

| | |
|--|--|
| | 1) I have read, understood, and will abide by the requirements and limitations established for each of the listed contact sport categories and their effective dates as described in the NJ DOH "Guidance for Sports Activities" |
| | 2) I have read, understand, and will abide by the NJ DOH "Guidance for Sports Activities - Guidance for Operations" section #1 "Preparing a Sports Program for Practices" |
| | 3) I have read, understand, and will abide by the NJ DOH "Guidance for Sports Activities - Guidance for Operations" section #2 "Preparing a Facility for Sports Practices" |
| | 4) I have read, understand, and will abide by the NJ DOH "Guidance for Sports Activities - Guidance for Operations" section #3 "Conducting Sports Practices" |
| | 5) I have read, understand, and will abide by the NJ DOH "Guidance for Sports Activities - Guidance for Operations" section #4 "Preparing for Games and Tournaments" |

I understand that failure to comply with the NJ DOH "Guidance for Sports Activities" will result in revocation of current permits and suspension of future permits. I represent that I am an authorized representative of the Organization and have the authority to bind them by signing below. Guidance and guidelines are changing frequently. Further acknowledgement of future guidelines or amended guidelines may need to be submitted if the NJ DOH guidelines change or other executive orders are issued.

Signature: _____

Date: _____

USE OF FACILITY RULES

The Township's requires outside organizations, which those groups, committees, associations, clubs, individuals, or organizations whose functions or activities are NOT sponsored, controlled or regulated by Harding Township, are not covered by the Township's insurance, to comply with the following procedures:

1. Require a Certificate of Insurance showing minimum limits:
 - a. For individual / non-profit organizations, the minimum limits of liability to be shown on the certificate is \$500,000 combined single limit for bodily injury and property damage per occurrence and in the aggregate.
 - b. For profit-making organizations, the limit is \$1,000,000 combined single limit for bodily injury and property damage per occurrence and \$2,000,000 in the aggregate.
2. This certificate should name the Township as an additional insured and must be received prior to granting Use of the Facilities. (see Appendix #5)
3. Groups / Individuals to whom Harding Township permits use of facilities are required to sign a Hold-Harmless Agreement (Appendix #4 / Appendix #4A), holding harmless the Township from any and all liability which may occur during the time they are using the facility.

Township of Harding

21 Blue Mill Road

PO Box 666

New Vernon, NJ 07976

Use of Facilities Questionnaire

Attached additional sheets as necessary, including plans, maps, etc.

Will tents be utilized for this event: Yes _____ No _____

If so, how many: _____ What Size: _____

Will a stage be utilized: Yes _____ No _____

If so, what are the dimensions: _____

Will you be supplying tables and/or chairs for use: _____

If so, how many: _____

Will fencing, barriers, and/or barricades be utilized: Yes _____ No _____

If so, please provide a map that outlines proposed placement of fencing, barriers and/or barricades.

Will there be portable toilets: Yes _____ No _____

If so, please provide supplier's name: _____ Phone: _____

If yes, please provide a map that outlines the proposed placement of the portable toilets.

Will there be inflatable devices, amusements: Yes _____ No _____

If so, please provide supplier's name: _____ Phone: _____

(Certificate of Insurance **MUST** be provided.)

Will there be signs placed advertising the event: Yes _____ No _____

If so, please provide a map of locations where the signs will be placed.

Indicate the duration of the proposed posted sign and responsible party for removal of sign(s).

Name: _____ Phone: _____

Will equipment be on site overnight? Yes _____ No _____

If yes, please explain: _____

Appendix #3

If there will be live music, entertainment, or the use of amplified sound, please provide details: _____

If you will be selling or serving food and/or alcohol, please provide details:

Please list all event sponsors: _____

What is your plan for cleaning and disposing of all refuse from the event: _____

TOWNSHIP OF HARDING HOLD HARMLESS AGREEMENT

Between TOWNSHIP OF HARDING and _____
(Organization Name)

(Organization Address)

(Organization Phone) (Organization Type: non-profit, corp., etc)

In consideration of the use of _____
(Facility)

on _____ for the purpose
(Date or Dates)

of _____
(Purpose or Event Title)

the undersigned agrees to indemnify and hold the TOWNSHIP OF HARDING and its officers, agents and employees harmless from any and all liability, claims, costs and attorney's fees arising out of the use of the above referenced property.

I understand that this Hold Harmless also requires that the TOWNSHIP OF HARDING is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to. Unless waived in writing by TOWNSHIP OF HARDING, I agree to furnish a Certificate of Insurance specifically naming the _____
(Organization)

as an additional insured, providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$_____.

In order to induce the TOWNSHIP OF HARDING to accept this Hold Harmless Agreement,

the following information concerning the intended use of the premises is furnished:

- a. Alcoholic Beverages (will / will not) be served at this event.
- b. Total number of persons anticipated at this event is _____.
- c. Live entertainment (will / will not) be provided.
- d. Other: _____

Signed this _____ day of _____, _____

as the binding act in deed of _____
(Organization)

(Witness Signature)

(Organization Authorized Signature)

RELEASE, INDEMNIFICATION, AND HOLD HARMLESS AGREEMENT

Between the Township of Harding and _____ (hereinafter referred to as "Permit Holder")

WITNESSETH:

1. In consideration for the grant of the permit/temporary license provided herein, I

_____, with an address of _____

As an authorized representative and on behalf of the Permit Holder and its members, officers, agents, beneficiaries, affiliates and assignees, with full knowledge of the risks associated with use of the Township Facility listed below, and having conducted a physical inspection thereof and finding same to be to Permit Holder's satisfaction, hereby knowingly and voluntarily release, acquit and forever discharge and agree to defend, indemnify and holds harmless the Township of Harding, its employees, elected officials, officials, agents, volunteers, insurers, including the Township's Joint Insurance Fund, and other representatives (hereinafter referred to as the "Township") of and from all manner of action(s), losses, accounts, agreements, bills, bonds, cause(s) of action, claims, contracts, bodily injuries, controversies, covenants, damages, debts, demands, executions, judgements, promises, reckonings, specialties, suits, sums of money, trespasses and variances, whatsoever, in law or in equity (collectively "Loss"), which Permit Holder or its members, officers, agents, beneficiaries, affiliates and assignees and any third parties ever had, now have or which any personal representative, successor, heir or assign, hereinafter can, shall or may have, against the Township, by reason of any matter, cause or thing whatsoever, including but not limited to exposure to any communicable disease such as COVID-19, from the beginning of time until the date any Loss is or should have been recognized, in any way airing out of or in any manner relating to Permit Holder's access to or use of Township Facilities listed below for the purposes set form in Section 2, below.

2. The _____ Township Facilities (referred to herein as the "Facilities") will be used for the following purpose and no other (Example: XYZ Tournament,

League Game, etc.): _____ on the

Date(s): _____

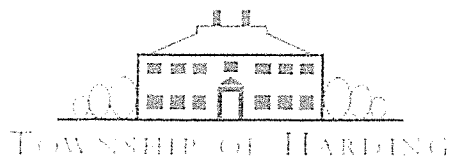
SIGNED: _____ DATE: _____

PRINT NAME: _____

WITNESS: _____ DATE: _____

USE OF FACILITY CHECKLIST

1. Hold Harmless Agreement signed and dated in favor of Township of Harding Yes ___ No ___
2. Evidence of general liability insurance (Certification of Insurance). Yes ___ No ___
3. The Certificate of Insurance should:
 - * The "Insured" should read the same as the "Applicant" Yes ___ No ___
 - * The "Insurance Company" should be shown in the "Company Affording Coverage" section Yes ___ No ___
 - * Under the "General Liability" section of the certificate the following items should be checked (X): Yes ___ No ___
 - i. Comprehensive Form or Premises/Operations
 - ii. Contractual Liability
 - iii. Host Liquor Liability (if liquor is being served)
 - * The general liability policy number should be shown on the certificate. Yes ___ No ___
 - * The policy "effective" and "expiration" date should be shown. Yes ___ No ___
 - * The "event" date must fall within the policy "effective" and "expiration" dates; otherwise, the insurance will expire before the event. Yes ___ No ___
 - * For individual and non-profit organizations, the minimum limits of liability to be shown on the certificate is \$1,000,000 combined single limit for bodily injury and property damage per occurrence and in the aggregate. Yes ___ No ___
 - * For profit-making organizations, the limit is \$1,000,000 combined single limit for bodily injury and property damage per occurrence and \$2,000,000 in the aggregate. Yes ___ No ___
 - * For individuals and informal residential groups, evidence of insurance is Preferred. Yes ___ No ___
 - * In the "Description of Operations" section, Harding Township should be named As "Additional Insured" as respect to use of our facility. Yes ___ No ___
 - * The "Certificate Holder" section should show the full name of the Municipality And the Municipal address. Yes ___ No ___
 - * The "Cancellation" section should indicate at least fifteen (15) day notice of Cancellation. Yes ___ No ___
 - * The certificate must be signed by an "authorized representative" from the user's insurance company. Yes ___ No ___



Date

Address

RE: Application for Township Facilities Reservation – Approval Status

Dear Applicant:

The permit application that you submitted for use of Township Facilities has been approved by the Township Administrator. The approved permit is enclosed.

The permit must be in your possession during the activity.

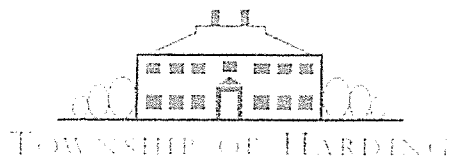
If you have any questions, please contact the Municipal Clerk (973/267-8000 ext. 1968) or by email at: lsharp@hardingnj.org.

Sincerely,

Municipal Clerk

Attachment

21 BLUE MILL ROAD, POST OFFICE BOX 666
NEW VERNON, NEW JERSEY 07976
TELEPHONE (973) 267-8000
MARLAN & ALLAN P. KIRBY MUNICIPAL BUILDING



DATE:

NAME:

ADDRESS:

RE: Application for Township Facilities Usage – **Denial Status**

Dear Applicant:

Your application was denied for the following reasons:

- 1.
- 2.
- 3.
- 4.

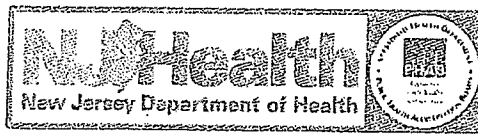
If you have any questions, please do not hesitate to contact me directly at 973/267-8000 extension 1968 or by email at: lsharp@hardingnj.org.

Sincerely,

Municipal Clerk

21 BLUE MILL ROAD, POST OFFICE BOX 666
NEW VERNON, NEW JERSEY 07976
TELEPHONE (973) 267-8000
MARIAN & ALLAN P. KIRBY MUNICIPAL BUILDING

B 6-22-2020



Guidance for Sports Activities

*Executive Order No. 149, issued on May 29, 2020, permitted sporting activities, including organized sports, to resume on June 22, 2020. Permissible sporting activities must take place in **outdoor** settings only in a manner that **does not involve person-to-person contact** or routinely entail individuals interacting within six feet of one another, and may not resume until June 22, 2020 or later. However, as indicated below, we expect to be able to allow certain contact activities starting July 6, assuming we continue to make progress in our fight against COVID-19.*

This "Guidance for Sports Activities" published by the New Jersey Department of Health (NJDOH) is intended to guide organizations that oversee sports activities as they resume operations to ensure the health and safety of staff, participants, and their families. The Guidance address skill-building drills and team-based practices as described in the [Centers for Disease Control and Prevention \(CDC\) Guidance on Youth Sports](#).

This guidance document does not apply to professional sports activities or US national team activities.

High school sporting activities under the jurisdiction of the New Jersey Interscholastic Athletic Association (NJSIAA) must abide by NJSIAA protocols, which shall consider NJDOH guidance. Per Executive Order No. 149 (2020), NJSIAA activities may not resume before June 30, 2020.

As a reminder, youth sports summer camps that are permitted to open on or after July 6, 2020, must follow all applicable summer camp guidance, available [here](#), in addition to these Standards for Sports Activities.

As of June 22, 2020:

***Inter-team games, scrimmages, and tournaments** are permitted for low-risk sports, such as golf and individual running events (a more complete list is available below).*

***Contact sports**, which are defined as any sports categorized as medium or high risk (a more complete list is available below), must limit activities exclusively to no-contact drills, practices, and simulations of game situations as of June 22. By July 6, it is anticipated that traditional practices and competitions will be able to resume for medium-risk sports, such as baseball, softball, basketball, and soccer, and by July 20, it is anticipated that competitions will be able to resume for high-risk sports, such as football.*

The public health data on which this document is based can and do change frequently. Organizers should check back frequently for updates. NJDOH also encourages organizers to keep informed of guidance from the CDC, which may change regularly.

Sports program operators must abide by the following timeline:

| Risk Level | Examples | Important Dates |
|--|---|-------------------------------|
| High Risk - Sports that involve close, sustained | Rugby, boxing, judo, karate, taekwondo, wrestling, pair figure skating, football, group dance, group cheer. | No-contact practices: June 22 |



| | | |
|--|---|---|
| contact between participants | | Contact practices and competitions: July 20 |
| Medium Risk - Sports that involve some close, sustained contact, but with protective equipment in place between participants OR intermittent close contact OR group sports OR sports that use equipment that cannot be cleaned between participants. | Lacrosse, hockey, multi-person rowing, multi-person kayaking, multi-person canoeing, water polo, swimming relays, fencing, cycling in a group, running in a close group, group sailing, volleyball, soccer, basketball, baseball/softball, short track. | No-contact practices: June 22 Contact practices and competitions: July 6 |
| Low Risk - Sports that can be done individually, do not involve person-to-person contact and do not routinely entail individuals interacting within six feet of one another | Archery, shooting/clay target, individual running events, individual cycling events, individual swimming, individual rowing, individual diving, equestrian jumping or dressage, golf, individual sailing, weightlifting, skiing, snowboarding, tennis, individual dance, pole vault, high jump, long jump, marathon, triathlon, cross country, track and field, disc golf, badminton. | Practices and competitions: June 22 |

Guidance for Operations

Outdoor Sports and Athletic Facilities Organizations, businesses, schools, and government entities that operate outdoor sports facilities, such as athletic fields, courts and other playing surfaces, outdoor pools, and sailing and boating facilities that are permitted to reopen their premises and facilities to adult sports and supervised youth sport leagues, summer sports camps, and other athletic activities should follow the safety measures outlined below. As a reminder, municipalities retain the discretion to open or close municipal fields or facilities.

1. Preparing a Sports Program for Practices

- a. Each sports program shall create a plan ("program preparation plan") to ensure the following:
 - i. Identify adult staff members or volunteers to help remind coaches, players and staff of social distancing. Use of signs, tapes or physical barriers can be used to assist with guiding social distancing requirements.
 - ii. Within the program, consider creating consistent groups of the same staff, volunteers, and athletes, and avoid mixing between groups.



- iii. Individuals shall remain 6 feet apart from one another whenever impossible. This applies to athletes, coaching staff, parents/guardians, and other spectators.
- iv. Coaching staff and parents/guardians should wear cloth face coverings. Athletes are also encouraged to wear cloth or disposable face coverings when not engaging in vigorous activity, such as when sitting on the bench, when interacting with an athletic trainer, etc. Face coverings should **not** be worn by staff or athletes when engaging in high intensity aerobic or anaerobic workouts or while in the water, or where doing so would inhibit the individual's health.
- v. Create staggered schedules to limit contact between groups and/or players.
- vi. All staff should be educated on COVID-19 health and safety protocols prior to the resumption of athletic activities, including:
 1. Revised practice rules and regulations in place during COVID-19;
 2. The importance of staying home when experiencing symptoms of COVID-19 or residing with someone experiencing symptoms of COVID-19;
 3. Social distancing and face coverings;
 4. Proper hand hygiene;
 5. How to address a situation in which an athlete presents with symptoms of COVID-19; and
 6. How do address situations in which social distancing or other necessary requirements are challenged by athletes or parents/guardians/visitors.
- vii. Educate athletes and coaching staff about when they should stay home and when they can return to activity.
 1. Actively encourage sick staff, families, and players to stay home. Develop policies that encourage sick employees to stay at home without fear of reprisal, and ensure employees are aware of these policies.
 2. Individuals, including coaches, players, and families, should stay home if they have tested positive for or are showing COVID-19 symptoms.
 3. Individuals, including coaches, players, and families, who have recently had a close contact with a person with COVID-19 should also stay home and monitor their health.
 4. Immediately separate coaches, staff, officials, and athletes with COVID-19 symptoms at any sports activity. Individuals who have had close contact with a person who has symptoms should be separated and sent home as well, and follow CDC guidance for community-related exposure.
 5. Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility.
- viii. All athletes, coaches, and staff should bring their own water and drinks to practice activities. Team water coolers for sharing through disposable cups should not be permitted
- ix. Encourage athletes to use their own equipment to the extent possible.



- x. Discourage sharing of equipment as much as possible. If equipment is shared, coaching staff should be aware of the sanitation procedures for team equipment (balls, bats, etc.) and sufficient disinfecting wipes or similar products should be made available. Consult CDC guidance for cleaning and disinfection.
- xi. Discourage use of locker rooms or facility showers. If facility showers need to be used, only allow shower and locker room use if there are partitions or signage in place to ensure that athletes maintain proper physical distancing of 6 feet.
- b. Communicate applicable details of the plan to parents/guardians and/or participants before commencing practices.
- c. Organizers should further consult and implement, as appropriate, recommendations listed in the CDC guidance regarding assessing risk, promoting healthy behaviors, and maintaining a healthy environment during youth sports.

2. Preparing a Facility for Sports Practices

- a. Each facility that will be used for practices should ensure:
 - i. Signage posted in highly visible locations with reminders regarding social distancing protocols, face covering requirements, and good hygiene practices (e.g., hand hygiene, covering coughs);
 - ii. Reduced crowding and proper social distancing around entrances, exits, and other high-traffic areas of the facility;
 - iii. Routine and frequent sanitization and disinfecting, particularly of high-touch surfaces in accordance with CDC recommendations;
 - iv. Limit occupancy in restrooms that remain open to avoid over-crowding, maintain social distancing through signage and, where practicable, utilize attendants to monitor capacity; and
 - v. Have hand sanitizer, disinfecting wipes, soap and water, or other sanitizing materials readily available at entrances, exits, benches, dugouts, and any other area prone to gathering or high traffic.

On any given field or space, there must be sufficient space between designated groups to prevent any interaction between the groups.

3. Conducting Sports Practices

- a. Coaches, staff, visitors and athletes will be required to abide by the gatherings limitations outlined in Executive Order No. 152 (2020), or the Order in effect at the time of competition.
- b. Screen athletes, coaches, staff and others participating in practice sessions, via temperature check and health questionnaire, at the beginning of each session. Players, coaches, staff, and volunteers showing symptoms of COVID-19 shall not be permitted to participate. If any individual develops symptoms of COVID-19 during the activity, they



should promptly inform organizers and must be removed from the activity and instructed to return home.

- c. Limit practice activities to those that do not involve person-to-person contact between athletes and/or coaching staff. For example, focus on individual skill-building activities.
 - d. Adhere to precautions outlined in the program preparation plan.
 - e. Ensure that athletes and coaches adhere to social distancing while not actively involved in practice activities (on the bench, in the dugout, etc.). Consider assigning coaching staff to monitor sideline social distancing.
 - f. If any equipment is provided by the operator, operators must minimize equipment sharing and clean and disinfect shared equipment at the end of a practice session using a product from the list of disinfectants meeting EPA criteria for use against the novel coronavirus. Do not permit athletes to share food, beverages, water bottles, towels, pinnies, gloves, helmets or any other equipment or materials that is involved in direct bodily contact.
 - g. Consider dividing larger teams into smaller groups and staggering practices at different times or across different days.
 - h. Limit any nonessential visitors, spectators, staff, volunteers, vendors, members of the media, and activities involving external groups or organizations as much as possible. Visitors and spectators should wear face coverings at all times, unless doing so would inhibit the individual's health or the individual is under the age of two.
 - i. Operators are encouraged to mark off spectator/chaperone viewing sites to allow for social distancing. Visitors showing symptoms of COVID-19 shall not be permitted to attend.
 - j. Restrict spitting, handshakes, high-fives, team huddles, and any other close-contacting activities.
4. Preparing for games and tournaments

Competitions, tournaments, and other activities or events that involve interaction between athletes from the same team or between teams carry significant risks that operators, towns, coaches, parents and others should carefully consider before proceeding. If participating in or organizing a competition:

- a. Follow protocols listed above under "conducting sports practices."
- b. When competitions are permitted, based on the dates outlined in the chart above, coaches, staff, visitors and athletes will be required to abide by the gatherings limitations outlined in Executive Order No. 152 (2020), or the Order in effect at the time of competition. It is anticipated that the permissible number will increase to 250 on June 22 and 500 people on July 3 if the downward trends in the state's COVID-19 outbreak continues.
- c. Concession stands should meet the requirements for outdoor dining outlined in Executive Order No. 150 (2020) and Department of Health Executive Directive No. 20-014.



- d. Consider social distancing requirements when scheduling contests and events. Social distancing will need to be maintained on buses/vans. Thus, multiple buses/vans and/or individual parent/guardian transportation will likely be required. Games should be scheduled at intervals that allow for proper sanitation of facilities and equipment following each game.

Additional notes:

Programs that are governed by formal league rules or other binding agreements or affiliations should comply with any COVID-19 and other health and safety rules applicable under those authorities but must abide by the timeline regarding permitted practice activities and competition dates.

Township of Township of Harding **Covid-19 Field Use**
Safety Protocols

- Must adhere to six-foot physical distancing rule at all times.
- Athletes must wear face coverings at all times when not actively participating in the field of play.
- Coaches must wear face coverings at all times.
- Anyone experiencing COVID-19 symptoms must stay home.
- Bring your own sanitizer and disinfecting wipes. Hand sanitizing is strongly recommended.
- No team water coolers or shared drink stations. Each person should bring individual water containers. Water fountains in the park will be off.
- Players should refrain from “high fives”, handshake lines and other physical contact.
- No spitting, eating seeds, gum, or other similar products.
- Parents/spectators must adhere to six-foot social distancing practices. This includes in and around bleachers for anyone not in the same family.
- Parents/spectators must keep ten feet or more distance from the playing field. Face coverings are strongly recommended at all times.
- The number of nonessential visitors, spectators, staff, volunteers, vendors, members of the media, and activities involving external groups or organizations must be limited as much as possible.
- Operators are encouraged to mark off spectator/chaperone viewing sites to allow for social distancing.
- Practices should be staggered at different times or across different days.
- Larger teams should be divided into smaller groups.
- A Waiver and Release form must be signed by the organization’s representative and returned before a (permit; permission; approval, whichever is applicable) can be issued. The waiver will be emailed to you shortly.

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