

RECIPROCAL USE AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____
2022, by and between:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

(hereinafter referred to as “SBBC”),
a political subdivision of the State of Florida
having its principal place of business at
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

THE CITY OF COOPER CITY, FLORIDA

(hereinafter referred to as “City”)
a municipal corporation of the State of Florida
whose address is
9090 SW 50th Place, Cooper City, Florida 33328

WHEREAS, partnerships instill a sense of civic pride and responsibility in students that will last far beyond their educational experience; and

WHEREAS, cities and schools may share resources to support each other’s goals and objectives; and

WHEREAS, this collaboration provides the opportunity to develop a seamless, communication infrastructure between City officials, City staff and their counterparts in the School District; and

WHEREAS, City, as part of its recreation program wishes to provide additional outdoor playground recreation facilities for its citizens; and

WHEREAS, SBBC, as the controlling body of the district schools of Broward County, Florida owns, operates and maintains various facilities throughout the county, including elementary, middle and high schools, vocational sites, training facilities and equipment in the City of Cooper City suitable for use by City in its municipal programs; and

WHEREAS, SBBC wishes to provide additional facilities for its programming; and

WHEREAS, City owns, operates and maintains numerous facilities suitable for use by SBBC for its educational, and training programs; and

WHEREAS, City and District staff have determined that entering into numerous agreements for the use of each other’s facilities on a case-by-case basis will result in the expense of additional administrative time and resources; and

WHEREAS, City and SBBC (collectively, the “Parties”) are currently engaged in a reciprocal use agreement providing for the use of each other’s facilities with a term of five (5) years which commenced on May 13, 2017 and which expires on May 12, 2022; and;

WHEREAS, the City of SBBC desire to enter into a new Reciprocal Use Agreement with a term of five (5) years and which commences immediately upon the natural expiration of the currently active reciprocal use agreement.

NOW, THEREFORE, in consideration of the premises and mutual covenants hereinafter contained, the Parties hereby agree as follows:

ARTICLE 1 - RECITALS

1.01 **Recitals.** The Parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement.** Unless terminated earlier pursuant to Section 3.05 of this Reciprocal Use Agreement (“Agreement), the term of this Agreement shall be for a period of five (5) years commencing on May 13, 2022 and expiring on May 12, 2027.

2.02 **City Licensed Facilities.**

2.02.1 **Authorized Use of City Licensed Facilities by SBBC.** City owns and operates a number of parks and facilities located in the City of Cooper City, Florida, which are suitable for use by SBBC for its educational and training programs. The City agrees to allow SBBC use of City parks and facilities and any improvements thereon (hereinafter referred to as “City Licensed Facilities”) including, but not limited to those described in **Exhibit “A”**, on such days and at such times as are mutually agreed upon by the Parks and Recreation Director or designee and the Superintendent of Schools (“Superintendent”) or designee (e.g., school principal).

2.02.2 **Procedure to Request Use of City Licensed Facilities.** The following procedure shall be followed whenever SBBC desires to use any City Licensed Facilities:

2.02.2.1 SBBC shall submit a Notice of Facility Use form, attached hereto and incorporated herein by reference as **Exhibit “C”**, to the Parks and Recreation Director or designee for use of City Licensed Facilities a minimum of fifteen (15) calendar days in advance of usage. The Notice of Facility Use form must specify the dates, times and facilities desired, to be used by SBBC and any other special terms and conditions pertaining to such usage not in conflict with this Agreement. The Notice of Facility Use Form may be revised by mutual agreement of the Superintendent of Schools or designee and the Parks and Recreation Director or designee without a formal amendment of this Agreement.

2.02.2.2 The Parks and Recreation Director or designee shall determine if the requested use conflicts or interferes with any other usage of the City Licensed Facility within eight (8) calendar days of receipt of the request. If there is no conflict in use and human resources are available, the request will be approved and returned to SBBC. If there is a conflict and the request is not approved, SBBC may appeal the denial to the City Manager. The City Manager will determine whether to uphold the denial within seven (7) calendar days of filing the appeal, and the decision of the City Manager upon such appeal shall be final.

2.02.2.3 Said City Licensed Facilities are to be used by SBBC solely for educational and training purposes which are an integral part of the Public Education Program of SBBC and for no other purpose whatsoever without the prior written consent of the City.

2.02.2.4 The use of said City Licensed Facilities by SBBC shall, at all times, be in compliance with the laws of the State of Florida, local laws and City's Code of Ordinances. SBBC shall require its instructors, agents, students and invitees to follow all rules and regulations promulgated by City.

2.02.3 Maintenance of City Licensed Facilities. City shall provide and maintain the parking lot, parking lot lighting, and ingress and egress at all City Licensed Facilities. The City shall have the continuing duty to maintain City Licensed Facilities and equipment in a safe condition and to ensure that any unsafe condition or defect in or upon City Licensed Facilities is remedied and/or repaired within a reasonable time of actual or constructive notice of such condition. If in the course of its maintenance and operation, the City becomes aware of any dangerous or unsafe condition in or upon City Licensed Facilities or equipment, City shall immediately correct the dangerous condition or prevent the use of City Licensed Facilities or equipment by other persons so as not to endanger the life or safety of persons at the Licensed Facilities or equipment. If in the course of SBBC's use and occupancy of City Licensed Facilities or equipment, SBBC becomes aware of any dangerous condition in or upon City Licensed Facilities or equipment, SBBC shall, immediately, notify the City Manager or Parks and Recreation Director or designee of such dangerous or unsafe condition and cease SBBC'S use of City Licensed Facilities or equipment which is unsafe until such time as City corrects or remedies the condition. The City shall have final determination as to what is deemed "unsafe". If SBBC does not notify the City of such dangerous conditions, and City is not otherwise aware nor should it have been aware of same, City shall not be liable to SBBC, its employees, agents or invitees for loss, personal injury or damage. This paragraph shall not create any rights for any third party to sue the City or SBBC, and there shall be no third-party beneficiary.

2.02.4 City Access to City Licensed Facilities. City and its officers, agents and employees engaged in the operation maintenance or repair of the City Licensed Facilities reserve the right, at any time, to enter upon and have free access to any and all parts of the City Licensed Facilities. City shall have the right to observe all operations of SBBC at City Licensed Facilities in regard to ensuring that said facilities are not subjected to risk of loss. City reserves the right to preclude or interrupt any act or use of equipment by SBBC within the reasonable judgment of the City Manager or Parks and Recreation Director or designee of the affected City Licensed Facilities, if it is necessary in the interest of public safety to protect person or property from exposure to risk of injury, death, damage or loss. City shall have the right to inspect any and all parts of City Licensed Facilities and make or cause to be made necessary

repairs thereto, to enforce all necessary and proper rules for the management and operation of the premises and to enforce the license obligations hereunder.

2.02.5 SBBC Property on City Licensed Facilities. City assumes no responsibility whatsoever for any property placed on its premises by SBBC, its agents, employees, representatives, independent contractors or invitees.

2.02.6 Restrictions on Items Brought onto City Licensed Facilities. SBBC agrees not to bring onto City Licensed Facilities, any material, substances, equipment or objects that are likely to endanger the life or to cause bodily injury to any person or damage to the City Licensed Facilities or which are likely to constitute a hazard to property thereon. City shall have the right to refuse to allow any such materials, substances, equipment or objects to be brought onto the City Licensed Facilities and the right to require their immediate removal from the property.

2.02.7 Construction of Improvements. SBBC shall not construct any improvements upon any of City Licensed Facilities during the term of this Agreement without prior written consent of City. Any improvement constructed upon City Licensed Facilities without prior written approval of the City shall be removed or relocated by SBBC within ten (10) days of written demand by City. SBBC is authorized to place items of movable personal property onto the City Licensed Facilities for use therein without prior written approval of City. If SBBC fails to remove items of moveable personal property upon termination of this Agreement, City may remove and store said items and SBBC shall reimburse City for the costs of relocating and storing the items.

2.02.8 Vacation of City Licensed Facilities. Upon vacation of City Licensed Facilities after each use and occupancy, SBBC shall leave said facilities in a condition equal to that at the commencement of that day's usage, ordinary use and wear thereof excepted, and shall remove from the premises all items of movable personal property brought onto the City Licensed Facilities by SBBC.

2.03 SBBC Licensed Facilities.

2.03.1 Authorized Use of SBBC Licensed Facilities by City. SBBC owns, operates and maintains various schools and facilities and any improvements thereon (hereinafter referred to as "SBBC Licensed Facilities") throughout the county, including elementary, middle, high and technical schools sites and training facilities located in and around the City of Cooper City that may be suitable for use by residents of the City of Cooper City and the City may desire to place its programs, special functions, training programs, such as Cooper City Police and/or Fire Department's implementing security training geared toward preparation for school related incidents and community meetings at these sites. SBBC agrees to allow City use of SBBC schools and facilities in the City of Cooper City, including, but not necessarily limited to those described in **Exhibit "B"**, on such days and at such times as are mutually agreed upon by the Superintendent or designee and the Parks and Recreation Director or designee.

2.03.2 Procedure to Request Use of SBBC Licensed Facilities. The following procedure shall be followed whenever the City desires to use any SBBC Licensed Facilities:

2.03.2.1 City shall submit a Notice of Facility Use form, attached hereto and incorporated herein by reference as **Exhibit "C"** to the Superintendent or designee for use of SBBC

Licensed Facilities a minimum of fifteen (15) calendar days in advance of usage (including training programs by the Cooper City Police and/or Fire-Rescue Department). The Notice of Facility Use form must specify the dates, times and facilities to be used by the City or its residents and any other special terms and conditions pertaining to such usage not in conflict with this Agreement. The Notice of Facility Use Form may be revised by mutual agreement of the Superintendent of Schools or designee and the Parks and Recreation Director or designee without a formal amendment of this Agreement.

2.03.2.2 The Superintendent or designee shall determine if the requested use conflicts or interferes with the regular or extracurricular school program, or with any other prescheduled use of SBBC Licensed Facilities by other parties within eight (8) calendar days of receipt of the request. If there is no conflict in use and human resources are available, the request will be approved and returned to the City. If there is a conflict and the request is not approved, the City may appeal the denial to SBBC's Director, Service Quality or designee. The Director, Service Quality or designee will determine whether to uphold the denial within seven (7) calendar days of filing the appeal, and the decision of the Director, Service Quality or designee upon such appeal shall be final.

2.03.2.3 The use of SBBC Licensed Facilities by the City shall, follow the applicable laws of the State of Florida and SBBC policies.

2.03.3 Maintenance of SBBC Licensed Facilities. SBBC shall provide and maintain the parking lot, parking lot lighting and ingress and egress at all SBBC Licensed Facilities. SBBC shall have the continuing duty to maintain SBBC Licensed Facilities and equipment in a safe condition and to ensure that any unsafe condition or defect in or upon SBBC Licensed Facilities and equipment is remedied and/or repaired within a reasonable time of actual or constructive notice of such condition. If in the course of its maintenance and operation, SBBC becomes aware of any dangerous or unsafe condition in or upon SBBC Licensed Facilities or equipment, SBBC shall immediately correct the dangerous condition or prevent the use of the facilities or equipment by other persons so as not to endanger the life or safety of persons at the facility. If in the course of City's use and occupancy of SBBC Licensed Facilities or equipment, City becomes aware of any dangerous condition in or upon SBBC Licensed Facilities or equipment, City shall, as soon as reasonably possible, notify the principal of SBBC Licensed Facilities being utilized, of such dangerous or unsafe condition and cease City's use of the facilities or equipment which are unsafe until such time as SBBC corrects or remedies the condition. SBBC shall have final determination as to what is deemed "unsafe". If the City does not notify SBBC of such dangerous conditions, and SBBC is not otherwise aware nor should have been aware of same, SBBC shall not be liable to City, its employees, agents or invitees for loss, personal injury or damage. This paragraph shall not create any rights for any third party to sue the City or SBBC, and there shall be no third-party beneficiary.

2.03.4 SBBC Access to SBBC Licensed Facilities. SBBC and its officers, agents and employees engaged in the operation, maintenance or repair of SBBC Licensed Facilities reserve the right, at any time, to enter upon and have free access to any and all parts of SBBC Licensed Facilities. SBBC shall have the right to observe all operations of City at SBBC Licensed Facilities in order to ensure that the facilities are not subjected to risk of loss. SBBC reserves the right to preclude or interrupt any act or use of equipment by City within the reasonable judgment of the Superintendent or designee of SBBC Licensed Facilities, if it is necessary in the interest of public safety to protect person or property from exposure to risk of injury, death, damage or loss. SBBC shall have the right to inspect any and all parts of

SBBC Licensed Facilities and make or cause to be made necessary repairs thereto, to enforce all necessary and proper rules for the management and operation of the premises and to enforce the license obligations hereunder.

2.03.5 City Property on SBBC Licensed Facilities. SBBC assumes no responsibility whatsoever for any property placed on the premises by City, its agents, employees, representatives, independent contractors or invitees.

2.03.6 Restrictions on Items Brought onto SBBC Licensed Facilities. City agrees not to bring onto SBBC Licensed Facilities, any material, substances, equipment or objects that are likely to endanger the life or to cause bodily injury to any person or damage to SBBC Licensed Facilities or which are likely to constitute a hazard to property thereon. SBBC shall have the right to refuse to allow any such materials, substances, equipment or objects to be brought onto SBBC Licensed Facilities and the right to require their immediate removal from the property.

2.03.7 Construction of Improvements. City shall not construct any improvements upon any of SBBC Licensed Facilities during the term of this Agreement without the prior written consent of SBBC. Any improvement constructed upon SBBC Licensed Facilities without prior written approval of SBBC shall be removed or relocated by City within ten (10) days of written demand by SBBC. City is authorized to place items of personal property onto the licensed facilities for the use thereon by City without prior written approval of SBBC. If City fails to remove items of personal property upon termination of this Agreement, SBBC may remove and store said items and City shall reimburse SBBC for the costs of relocating and storing the items.

2.03.8 Vacation of SBBC Licensed Facilities. Upon vacation of SBBC Licensed Facilities after each use and occupancy, City shall leave SBBC Licensed Facilities in a condition equal to that at the commencement of that day's usage, ordinary use and wear thereof excepted, and shall remove from the premises all items of movable personal property brought onto the SBBC Licensed Facilities by City.

2.03.9 Use of Fixed Kitchen Equipment at SBBC Licensed Facilities. The principal shall require the use of regular food service workers when fixed kitchen equipment on SBBC Licensed Facilities is used for the preparation of food for banquets, etc., and require the organization to pay the cost of the food service worker(s) involved according to the adopted School Food Services salary schedule, including retirement and other fringe benefits. The food service worker shall assist in the preparation serving and clean up.

2.04 Additional SBBC Licensed Facilities.

2.04.1 Identification of Additional SBBC Licensed Facilities. The City and SBBC agree to continue to work cooperatively to identify additional school athletic fields and educational facilities available for use by the residents of the City of Cooper City that are located outside of the City limits. The use of existing additional athletic facilities outside of the City limits may be covered by a separate agreement between SBBC and another entity, which dictates the terms of its use.

2.04.2 Procedure to Request Use of Additional SBBC Licensed Facilities. The following procedure shall be followed whenever the City desires to use any additional SBBC Licensed Facilities that are located outside of the City limits:

2.04.2.1 The City may submit a Notice of Facility Use form (attached hereto and incorporated herein by reference as **Exhibit “C”**) to the Superintendent of Schools or designee (e.g. school principal) for the use or enjoyment of additional school facilities, outside the City limits, a minimum of thirty (30) calendar days in advance of usage.

2.04.2.2 The Superintendent of Schools or designee shall determine if the requested use conflicts or interferes with any other usage of the proposed additional facility and approve or deny the requested use within fifteen (15) calendar days of receipt of the request. If there is no conflict in use and human resources are available, the request will be approved and returned to the City. If there is a conflict and the request is not approved, the City may appeal the denial to SBBC’s Director, Service Quality or designee. The Director, Service Quality or designee will determine whether to uphold the denial within fifteen (15) calendar days of filing of the appeal, and the decision of the Director, Service Quality or designee upon such appeal shall be final. In the event of a scheduling conflict, priority will be given first to SBBC functions and second to the municipality in which the proposed school is located.

2.05 Accessibility to City/SBBC Licensed Facilities and Fees for the Facilities.

The Parties agree to waive any and all rental fees except for pool usage. City/SBBC agree to waive any and all energy fees (excluding during use for summer programs or pool usage). Each party will reimburse the other party for any costs incurred only as a result of the use of the other party’s Licensed Facilities. These reimbursable costs shall be limited to custodial costs to address the operational impact of the event, energy assessment costs only during use for summer programs and personnel costs for providing access to the Licensed Facility during non-operational hours, and personnel costs for security. No personnel costs will be assessed for providing access to the Licensed Facility during non-operational hours when an authorized City/SBBC employee and/or employee volunteer provide such access. City/SBBC employees and/or employee volunteers may not remain at City/SBBC Licensed Facilities after providing access to the facility during non-operational hours. In such cases when the City/SBBC is permitted unsupervised use of City/SBBC Licensed Facilities, the City/SBBC will ensure that an agent of the City/SBBC is present during the event to provide appropriate supervision of all activities and that such agent remains on-site until relieved by an authorized City/SBBC employee and/or employee volunteer. The City/SBBC will clean up after every use and will return the Licensed Facilities to its clean, sanitary and free from trash and debris state prior to utilization by the City/SBBC. However, if the City/SBBC does not clean up after every use, then custodial costs will apply. If custodial costs apply, the custodial fee will be \$176.00 for a four (4) hour daily minimum, and \$44.00 each additional hour. If additional City/SBBC personnel are needed for City/SBBC event the cost will be \$44.00 per hour. Energy costs will only be assessed for City’s use of SBBC Licensed Facilities for their summer programs with each energy bill charged to the City being reduced by twenty percent (20%). Therefore, the City shall only pay eighty percent (80%) of the total assessed energy bill at twenty-four dollars per hour (\$24.00). The City will be responsible for consumable items costs for the City events with thirty-one (31) or more people attending a function. For 31-100 people expected at a function City will pay \$5.00 per day; for 101-200 people expected at a function \$10.00 per day; and \$5.00 additional per day for each additional 100 people expected, or part thereafter. Fees reflected herein may change due to cost escalation (as cited on the fee

schedule in SBBC Policy 1341 as of the effective date of this Agreement and both parties will refer to SBBC Policy 1341 for fee increases) during the term of this Agreement. If such happens the City/SBBC will communicate in writing such fee increases in a timely manner and such fees will become the effective fees and will be charged. City/SBBC will ensure the City/SBBC is provided with information regarding 24-hour emergency notification and access protocol at the time of the authorization of unsupervised access to City/SBBC Licensed Facilities to ensure the appropriate emergency procedures and agreed upon special terms and conditions are followed. All costs that are the responsibility of the City/SBBC shall be paid within 30 days of receipt of an invoice from City/SBBC. There will be no cost charged to the City by SBBC for training programs conducted by the Cooper City Police and/or Fire-Rescue Departments when such training is designed to enhance the City's response to incidents at SBBC's schools and facilitates. As cited above, if the City does not clean up after every use and return the Licensed Facilities to its clean, sanitary and free from trash and debris state prior to utilization by the Cooper City Police and/or Fire-Rescue Departments, then custodial costs will apply.

2.06 **Additional Services at City/SBBC Licensed Facilities.** The cost for additional services, i.e., security, law enforcement, personnel, etc., for events at City/SBBC Licensed Facilities shall be mutually agreed upon by the Parties prior to the scheduled events. Such agreement shall be reduced to writing in the respective Facility Use Form, with services and costs mutually agreed upon by the Superintendent of Schools or designee and the City Manager or Parks and Recreation Director or designee.

2.07 **Usage of City/SBBC Pool(s).** The City agrees to give access to the SBBC for use of City pool(s) and the SBBC agrees to give access to City for use of SBBC pool(s). The following terms and conditions shall control the shared use of the pool(s):

2.07.01 When the City/SBBC plans to use the other party's pool(s), in lieu of abiding by the processes delineated in Paragraphs 2.02.2.1, 2.02.2.2, 2.03.2.1 and 2.03.2.2, the City/SBBC may annually on June 1 (or the next business day if the initial date falls on a nationally recognized holiday or a holiday recognized by either the SBBC or City) submit a Notice of Facility Use form for the upcoming school year, attached hereto and incorporated herein by reference as **Exhibit "C"**, to the Superintendent of Schools or designee for use of SBBC pool(s) and to City Parks and Recreation Director or designee for use of City pool(s). The Notice of Facility Use form shall list the identified pool(s) intended for use by the City/SBBC for the year and shall also specify the days and times for such usage. If additional days and times are needed after the June 1 submittal date, an updated Notice of Facility Use form with the additional times and days can be submitted to the other party for consideration. Upon receipt of the form, and if all or some of the City/SBBC pool(s) are available, the Superintendent of Schools or designee, or the City Parks and Recreation Director or designee shall with fifteen (15) calendar days advise the City/SBBC of such availability.

2.07.02 The SBBC shall be responsible for all maintenance and custodial duties on the SBBC's pool. The City shall be responsible for all maintenance and custodial duties on the City's pool. However, the City will be responsible for custodial duties during the summer program on the SBBC's pool.

2.07.03 The City/SBBC will allow a total of 150 hours of pool usage a year before charging a pool usage fee. Once the 150 hours of pool usage have been met, the continued use of City/SBBC pool(s) will require the initiation of the fee based usage at fifty dollars (\$50.00) an hour for

use of each other's pool facility. Fees reflected herein for use of the pool facilities may change due to cost escalation (as cited on the fee schedule in SBBC Policy 1341 as of the effective date of this Agreement and the Parties will refer to SBBC Policy 1341 for fee increases) during the term of this Agreement. If such happens the City/SBBC will communicate in writing such fee increase in a timely manner and such fees will become the effective fees and will be charged.

2.07.04 The City/SBBC shall be responsible for abiding by all health and safety regulations of Broward County and the State of Florida.

2.07.05 During SBBC use of the City pool, the SBBC shall have a supervisor and/or teacher who shall be in charge of and supervise the pool activities. During City use of SBBC pool, the City shall have a supervisor who shall be in charge of and supervise the pool activities. If there is a need for lifeguards, City/SBBC will provide at their own expense.

2.07.06 During City/SBBC use of the pool, all pool rules promulgated by the City/SBBC shall be obeyed by the City/SBBC, its instructors, employees, agents and students.

2.08 **Insurance.** Upon execution of this Reciprocal Use Agreement, each party shall submit to the other, copies of its certificate(s) of insurance or self-insurance evidencing the required coverage.

2.09 **Required Insurance Coverages.** Each party acknowledges without waiving its right of sovereign immunity as provided by Section 768.28 Florida Statutes, that each party is self-insured for general liability under Florida Statutes with coverage limits of \$200,000 per person and \$300,000 per occurrence, or such monetary waiver limits that may change and be set forth by the legislature.

2.09.1 Each party shall keep in effect during the full term of the Agreement, self-insurance under a Risk Management Program in accordance with Section 768.28 Florida Statutes, for General and Automobile Liability.

2.09.2 Worker's Compensation Insurance with Florida statutory benefits in accordance with Chapter 440, Florida Statutes, including Employer's Liability limits not less than \$100,000/\$100,000/\$500,000 (each accident/disease-each employee/disease-policy limit).

2.09.3 Fire Legal Liability damage to Rented Premises with limits of \$500,000 per occurrence/aggregate as a condition for the reduced limit of insurance. The City is not permitted to utilize stoves, ovens, microwave ovens, hotplates or any devices which have the potential to cause a fire on SBBC Property. SBBC grants permission for the City's vendor to utilize catering warmers during the summer program.

2.09.4 Self-insurance and/or insurance requirements shall not relieve or limit the liability of either party, except to the extent provided by Section 768.28, Florida Statutes. The Parties reserve the right to require other insurance coverage that both parties deem mutually necessary depending upon the risk of loss and exposure to liability, subject to each party's Commission or Board approval, if necessary.

2.10 **Protection of Public Safety.** Each party specifically reserves the right, through its representatives, to eject any person(s) behaving in an objectionable manner from its own facilities or

facilities of the other it may be using, and upon the exercise of this authority, each party hereby waives any right and all claims for damages against the other, as a result of the ejection, whether directly or through any of its agents or employees.

2.11 **License not Lease.** This Agreement shall not be deemed to be a lease of any facilities, the use of which is permitted hereunder, but rather a license to use and occupy the respective premises under the terms and conditions stated herein. No leasehold interest in either City Licensed Facilities or SBBC Licensed Facilities is conferred to the using party under the provisions hereof.

2.12 **Notice.** When either Party desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC: Superintendent of Schools
The School Board of Broward County, Florida
600 Southeast Third Avenue
Fort Lauderdale, Florida 33301

With a Copy to: Director, Facility Planning & Real Estate Department
School Board of Broward County, Florida
600 Southeast Third Avenue - 8th Floor
Fort Lauderdale, Florida 33301

To City: City Manager
9090 SW 50th Place
Cooper City, FL 33328

With a Copy to: Parks and Recreation Director
City of Cooper City
9090 SW 50th Place
Cooper City, FL 33328

With a Copy to: City Attorney
9090 SW 50th Place
Cooper City, FL 33328

2.13 **Background Screening:** City/SBBC agrees to comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes, and all of its personnel who (1) are to be permitted access to city parks and school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of city/school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by City/SBBC in advance of City/SBBC or its personnel providing any services under the conditions described in the previous sentence. City/SBBC shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed

by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to City/SBBC and its personnel. The parties agree that the failure of City/SBBC to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling City/SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. To the extent permitted by law, City/SBBC agrees to indemnify and hold harmless City/SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting in City's/SBBC's failure to comply with the requirements of this Section or with Sections 1012.32 and 1012.465, Florida Statutes. Nothing herein shall be construed as a waiver by SBBC or City of sovereign immunity or of any rights or limits to liability existing under Section 768.28, Florida Statutes.

2.14 **Indemnification**. Each party agrees to be fully responsible for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations. Nothing contained herein is intended nor shall be construed to waive any party's rights, immunities or limits to liability existing under the common law or Section 768.28, Florida Statutes.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity**. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third-Party Beneficiaries**. The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The Parties agree that there are no third-party beneficiaries to this Agreement and that no third-party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

3.03 **Independent Contractor**. The Parties to this agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party or its respective agents, employees, subcontractors or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits or any other benefits of SBBC employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. SBBC shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds or insurance for the City or the City's officers, employees, agents, subcontractors or assignees. No right to City retirement, leave benefits or any other benefits of City employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. City shall not be responsible for social security,

withholding taxes, contributions to unemployment compensation funds or insurance for SBBC or SBBC's officers, employees, agents, subcontractors or assignees.

3.04 **Equal Opportunity Provision.** The Parties agree that no person shall be subjected to discrimination because of age, race, color, disability, gender identity, gender expression marital status, national origin, religion, sex or sexual orientation in the performance of the parties' respective duties, responsibilities and obligations under this Agreement.

3.05 **Termination.** This Agreement may be canceled with or without cause by SBBC during the term hereof upon thirty (30) days written notice to the City of its desire to terminate this Agreement. SBBC shall have no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, title to such property shall pass to SBBC, and SBBC may use or dispose of such property as SBBC deems fit and appropriate.

This Agreement may be canceled with or without cause by the City during the term hereof upon thirty (30) days written notice to the SBBC of its desire to terminate this Agreement. The City shall have no liability for any property left on City's property by any party to this Agreement after the termination of this Agreement. Any party contracting with City under this Agreement agrees that any of its property placed upon City's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion or cancellation of this Agreement and that any such property remaining upon City's facilities after that time shall be deemed to be abandoned, title to such property shall pass to the City, and City may use or dispose of such property as City deems fit and appropriate.

3.06 **Default.** The Parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) day period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) days written notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.05.

3.07 **Annual Appropriation.** The performance and obligations of SBBC and City under this Agreement shall be contingent upon an annual budgetary appropriation by their respective governing bodies. If funds are not allocated by either governing body for the payment of services or products to be provided under this Agreement, this Agreement may be terminated at the end of the period for which funds have been allocated. The non-allocating party shall notify the other party at the earliest possible time before such termination. No penalty shall accrue to the non-allocating party in the event this

provision is exercised, and the non-allocating party shall not be obligated or liable for any future payments due or any damages as a result of termination under this section.

3.08 **Excess Funds.** Any party receiving funds paid by SBBC under this Agreement agrees to promptly notify SBBC of any funds erroneously received from SBBC upon the discovery of such erroneous payment or overpayment. Any such excess funds shall be refunded to SBBC. Any party receiving funds paid by City under this Agreement agrees to promptly notify City of any funds erroneously received from City upon the discovery of such erroneous payment or overpayment. Any such excess funds shall be refunded to City.

3.09 **Public Records.** Pursuant to Section 119.0701, Florida Statutes, City and SBBC are required to (a) keep and maintain available for public inspection any records that pertain to services rendered under this Agreement; (b) provide the public with access to public records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) meet all requirements for retaining public records and transfer, at no cost, to the other party all public records in that party's possession upon termination of its contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All of such party's records stored electronically must be provided to the other party in a format that is compatible with the other party's information technology systems. Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law. Each party acknowledges that this Agreement and all attachments thereto are public records and do not constitute trade secrets.

3.10 **Student Records:** Notwithstanding any provision to the contrary within this Agreement, any party contracting with SBBC under this Agreement shall fully comply with the requirements of Sections 1002.22 and 1002.221, Florida Statutes; FERPA, and any other state or federal law or regulation regarding the confidentiality of student information and records. To the extent permitted by law each such party agrees, for itself, its officers, employees, agents, representatives, contractors or sub-contractors, to fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes.

3.11 **Compliance with Laws.** Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.12 **Place of Performance.** All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.13 **Governing Law and Venue.** This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida.

3.14 **Entirety of Agreement.** This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the Parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the Parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.15 **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns.

3.16 **Assignment.** Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.17 **Incorporation by Reference.** Exhibits “A”, “B”, “C”, and “D” attached hereto and referenced herein shall be deemed to be incorporated into this Agreement by reference. In the event of any conflict or inconsistency between this Agreement and the provisions in the incorporated Exhibits, the terms of this Agreement shall supersede and prevail over the terms in the Exhibits.

3.18 **Captions.** The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way effect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.19 **Severability.** In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.20 **Preparation of Agreement.** The Parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their

joint effort. The language agreed to herein express their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.21 **Amendments.** No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.22 **Waiver.** The Parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.23 **Force Majeure.** Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure. In the event any of the licensed facilities, or any part thereof, shall be destroyed by fire or any other cause, or if any other casualty or any unforeseen occurrence shall render the fulfillment of this Agreement by either party impossible, then and thereupon, this Agreement shall be modified to exclude the use of the damaged licensed facility until such time as the owning party, at its discretion, returns the facility to an operable condition.

3.24 **Survival.** All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC and City, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

3.25 **Contract Administration.** SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement. Such actions shall include, but not be limited to, the immediate suspension of the use or occupancy of any or all SBBC Licensed Facilities as a result of the anticipation of imminent existence or existence of any of the conditions listed in Article 3.23 - Force Majeure - hereinabove.

3.26 **Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

3.27 **Operating Protocols and COVID-19 Community Levels.** The Centers for Disease Control and Prevention (the "CDC") has established a system by which it ranks the risk associated with

COVID-19 as either *low*, *medium*, or *high* based on state and county data.¹ These rankings (“COVID-19 Community Levels” or “CCL”) are updated every Thursday by 8 pm ET and published on the CDC’s COVID-19 County Check webpage:

<https://www.cdc.gov/TemplatePackage/contrib/widgets/covidcountycheck/>

3.27.01 The Parties mutually agree that at any time the CCL for Broward County is “*high*,” they shall comply with the Operating Protocols set forth herein and attached hereto as **Exhibit “D.”** The Parties may, by mutual agreement, choose to comply with the Operating Protocols if the CCL is below “*high*.” The Superintendent of Schools or designee and the City Manager or designee are hereby authorized to agree on behalf of their respective parties to comply with the Operating Protocols when the CCL is below “*high*.”

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¹ The CDC looks at the combination of three metrics — new COVID-19 admissions per 100,000 population in the past 7 days, the percent of staffed inpatient beds occupied by COVID-19 patients, and total new COVID-19 cases per 100,000 population in the past 7 days — to determine the COVID-19 community level. New COVID-19 admissions and the percent of staffed inpatient beds occupied represent the current potential for strain on the health system. Data on new cases acts as an early warning indicator of potential increases in health system strain in the event of a COVID-19 surge.

IN WITNESS WHEREOF, the Parties hereto have each executed this Agreement for reciprocal use of facilities on the dates indicated below.

FOR SBBC

(CORPORATE SEAL)

THE SCHOOL BOARD OF BROWARD
COUNTY, FLORIDA

ATTEST:

By: _____
Laurie Rich Levinson, Chair

Dr. Vickie L. Cartwright,
Superintendent of Schools

Approved as to form and legal content:

Office of the General Counsel

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FOR CITY

ATTEST:

THE CITY OF COOPER CITY, FLORIDA, a
municipal corporation of the State of Florida

City Clerk

By: _____
Joseph Napoli, City Manager

Date: _____

Endorsed as to Form & Legality for the
Use and Reliance of the City of Cooper City
Florida, only.

Jacob Horowitz, City Attorney

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EXHIBIT "A"
CITY LICENSED FACILITIES**

**Other City owned facilities within the corporate limits of the City of Cooper City may be added by mutual agreement of the Superintendent of Schools (or designee) and the City Manager (or designee) and without formal amendment of this Agreement.

BILL LIPS SPORTS COMPLEX

11700 SW 49th Place, 33330

CHASE PARK

9100 SW 49th Street, 33328

CHRISTIE SCHAFALE PARK

4900 SW 87th Avenue, 33328

COLONY PARK

9001 SW 52nd Court, 33328

COOPER CITY COMMUNITY CENTER

9000 SW 50th Place, 33328

COOPER CITY- CITY HALL

9090 SW 50th Place, 33328

COOPER CITY MEMORIAL PARK

9001 SW 51st Street, 33328

SUELLEN H. FARDELMANN SPORTS COMPLEX

10300 Stirling Road, 33026

COOPER CITY POOL AND TENNIS CENTER

11600 Stonebridge Parkway, 33026

COOPER POINT PARK

8963 SW 58th Court, 33328

DAWN PARK

5725 SW 99th Lane, 33328

DIAMOND HEAD PARK

3699 NW 89th Way, 33024

ELLIE KOZAK PARK

SW 88th Avenue & 56th Place, 33328

ENCORE PARK

5701 SW 89th Way, 33328

FLAMINGO PARK

5300 SW 122nd Avenue, 33330

FLAMINGO WEST PARK

6201 S. Flamingo Road, 33330

FOREST LAKE PARK

5700 SW 113th Avenue, 33330

NATALIE'S COVE PARK

12107 Natalie's Cove Road, 33330

PINE LAKE PARK

10001 SW 49th Street, 33328

POINCIANA PARK

11601 SW 59th Street, 33330

POOL AND TENNIS CENTER PARK

11600 Stonebridge Parkway, 33026

STIRLING PALM PARK

5879 SW 102nd Avenue, 33328

TAMARIND PARK

5475 SW 115th Avenue, 33330

TED FERONE PARK

5090 SW 106th Avenue, 33328

EXHIBIT “B”
SBBC LICENSED FACILITIES **

** Other SBBC owned facilities within the corporate limits of the City of Cooper City, may be added by mutual agreement of the Superintendent of Schools (or designee) and the City Manager (or designee) and without formal amendment of this Agreement.

Cooper City Elementary
5080 SW 92nd Avenue
Cooper City, FL 33328

Embassy Creek Elementary
10950 SE Lake Boulevard
Cooper City, FL 33026

Griffin Elementary
5050 SW 116th Avenue
Cooper City, FL 33330

Pioneer Middle
5350 SW 90th Avenue
Cooper City, FL 33328

Cooper City High
9401 Stirling Road
Cooper City, FL 33328

EXHIBIT "C"

NOTICE OF FACILITY USE FORM FOR RECIPROCAL USE AGREEMENT BETWEEN
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA AND DESIGNATED
LOCAL GOVERNMENTAL AGENCY

Name of Local Government

Date Filed

Location

Type of Activity

Facility

Date(s) Needed

Time(s) Needed

CHARGES (IF APPLICABLE)

Service/Item

Fee

Total Fee(s) Due

NOTE: Please list the Service/Item on additional blank page(s) if you need space for additional information

CONTACTS/AUTHORIZED SIGNATURE

For School: Principal

For Local Government: Parks and Recreation Director or
Equivalent Position

Name

Title

Date

Signature:

Approve

Disapprove

Name

Title

Date

Signature:

Approve

Disapprove

RATIONALE FOR DISAPPROVAL

FOR SBBC USE ONLY

IF DISAPPROVED APPEAL TO
OFFICE OF CHIEF SERVICE QUALITY OFFICER
1400 NE 6th Street
Pompano Beach, FL 33060
Phone: (754) 321-3838; Fax: (754) 321-3885

State Reasons for Appeal

Appeal Approved Appeal Disapproved

Authorized Signature: _____

Title

Date:

State Rational for Disapproval

FOR MUNICIPAL USE ONLY

IF DISAPPROVED APPEAL TO
CITY/TOWN MANAGER

State Reasons for Appeal

Appeal Approved Appeal Disapproved

Authorized Signature: _____

Title

Date:

State Rational for Disapproval

EXHIBIT D

OPERATING PROTOCOLS

The Parties to the Agreement to which this exhibit is attached are responsible to comply with all of the following protocols before, during and after use of each other's facilities designated in Exhibits "A" and "B." Failure to comply with such protocols may be considered to be a material breach of the agreement to which this exhibit is attached. Updates to these protocols may be made at any time if agreed to in writing by both the Superintendent or designee and the Director, Parks and Recreation or designee.

Before entering a facility, all individuals should answer the following self-assessment questions at home each morning prior to departure:

1. Do I feel warm, have a fever or elevated temperature (100.4), or have the chills?
2. Do I have a persistent cough, runny nose or sore throat?
3. Have I recently had a loss of taste or smell?
4. Has anyone in my household tested positive for COVID-19?
5. Have I been in close, unprotected contact with anyone who has tested positive for COVID-19 (spent longer than 15 minutes within six (6) feet of someone who was sick with a fever and cough or confirmed/suspected of having COVID-19?)
6. Am I feeling otherwise sick or ill today?
7. Am I awaiting test results for COVID-19?
8. Have I tested positive for COVID-19?
9. Have I been told to self-quarantine or self-isolate by a doctor or SBBC administrator?

If you can answer "NO" to all of these questions, you may enter the facility.

If you answered "YES" to any of these questions, you may not enter the facility until such time as you may answer "NO" to all of these questions.

Occupants should continue to:

- Wash hands regularly using disinfectant soap and warm water.
- Utilize alcohol-based hand sanitizer when unable to wash hands.
- Practice physical distancing.
- Notify manager and go home immediately if they begin to feel unwell.

As the State of Florida and Broward County continue working to contain the spread of COVID-19, offers the following guidance to all individuals entering each other's facilities. Such information should be shared with all employees, vendors and visitors, licensees and invitees that come to the facilities.

If anyone has had ancillary contact with someone who has (or may have) COVID-19, you should monitor your symptoms for fourteen (14) days. If anyone has had "close contact" as defined below, you should follow procedures as outlined in the Response Procedures section of this document.

Below you will find additional CDC guidance defining "close contact," which should be used to determine if quarantine or isolation is necessary for an individual.

About COVID-19

According to the CDC, COVID-19 is thought to spread mainly through close contact from person- to-person. How easily a virus spreads from person to person can vary.

The virus that causes COVID-19 can be spread through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It may also be possible for a person to get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. However, the risk for this is much lower according to health officials. COVID-19 may be spread by people who are not “showing” symptoms.

Preventative Measures

The best way to prevent COVID-19 is to avoid being exposed to the virus. For the safety of yourself and those around you, you shall follow these CDC and Florida Department of Health (FDOH) guidelines:

1. Practice good hygiene.
 - a. Wash your hands with soap and water for 20 seconds, especially after touching frequently used items or surfaces, using the restroom, and before eating. If soap and water is not readily available, use a hand sanitizer that contains at least 60% alcohol. Rub your hands for 20 seconds or until completely dry.
 - b. Avoid touching your eyes, nose, or mouth with unwashed hands or after touching surfaces.
 - c. Sneeze and cough into a tissue or inside of your elbow. Dispose of tissue in trash can and wash your hands.
2. Practice Physical Distancing.
 - a. If you are around other people, keep six (6) feet between you when possible. Avoid hugs, handshakes, large gatherings and close quarters.
 - b. Do not gather in groups of ten (10) or more. Follow appropriate physical distancing guidelines.
3. Avoid contact with people who are sick and stay home if anyone has any of the following acute symptoms:
 - a. Temperature of 100.4 F degrees or greater
 - b. Persistent cough
 - c. Shortness of breath
 - d. Chills, repeated shaking with chills
 - e. Muscle pain
 - f. Headache
 - g. Sore throat
 - h. New loss of taste or smell
 - i. Vomiting or diarrhea
4. Wear a face covering in all common areas, including but not limited to: Main lobby, elevators, parking garage elevator vestibules, concession areas, conference rooms, etc.
5. Refer to the CDC for additional details about properly wearing, removing and washing cloth face coverings.

6. CITY must ask anyone not adhering to these protocols to vacate Each other's facilities.

Personal Protective Equipment (PPE)

A face mask must always be worn on Each other's facilities. There are limited circumstances when an alternative face covering is permitted by the Centers for Disease Control and Prevention (CDC) in lieu of a face mask in school settings set forth in guidance dated August 11, 2020 titled "Guidance for K-12 School Administrators on the Use of Cloth Face Coverings in Schools":

CDC recognizes that wearing face masks may not be possible in every situation or for some people. In some situations, wearing a face mask may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a face mask or to reduce the risk of COVID-19 spreading if it is not possible to wear one. [Cloth face coverings](#) should not be placed on:

- Children younger than 2 years old.
- Anyone who has trouble breathing or is unconscious.
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

[Appropriate and consistent use](#) of cloth face coverings may be challenging for individuals, including:

- Younger individuals, such as those in early elementary school.
- Individuals with severe asthma or other breathing difficulties.
- Individuals with special educational or healthcare needs, including intellectual and developmental disabilities, mental health conditions, and sensory concerns or tactile sensitivity.

While [cloth face coverings](#) are strongly encouraged to reduce the spread of COVID-19, CDC recognizes there are specific instances when wearing a cloth face covering may not be feasible. In these instances, the individual should consider [adaptations and alternatives](#) whenever possible. individuals may need to consult with healthcare providers for advice about wearing cloth face coverings.

Consider use of clear face coverings that cover the nose and wrap securely around the face. Clear face coverings should be determined not to cause any breathing difficulties or over heating for the wearer. Teachers and staff who may consider using clear face coverings include:

- Those who interact with individuals who are deaf or hard of hearing, per the [Individuals with Disabilities Education Act](#)
- Those working with young students learning to read
- Individuals and those working with such individuals whose primary language is not English
- Those working with individuals with disabilities

Clear face coverings are not face shields. **CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings because of a lack of evidence of their effectiveness for source control.**

Therefore, considering the CDC guidance of "adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a face mask or to reduce the risk of COVID- 19 spreading if it is not possible to wear one", the following allowances shall be considered:

- a. Individuals who need a break from their face mask, may do so provided social distancing can be maintained under specific outdoor circumstance (not indoor).
- b. Occupants who need a break from wearing their face mask while on Each other's facilities, may do so if alone in a self-contained room or outdoors maintaining social distancing. An occupant may not utilize common space, for example a conference room, break room, stairwell or any unoccupied location for a mask break. A cloth face mask must be worn during all other times and locations.
- c. While eating breakfast or lunch or while drinking water– No face covering is required while eating or drinking in designated areas as long as social distancing practices are in place.
- d. No face covering is required during outdoor activities as long as social distancing practices are in place. Individuals must wear cloth face masks to and from such activities.
- e. Face shields that completely cover the face, wrap around the face and extend below the chin, will be allowed to be worn by individuals aged 10 and younger and individuals with disabilities as long as either social distancing practices are in place and/or physical barriers of separation are in place between individuals. A cloth face mask must be worn during all other times and locations. Face shields are not substitutes for cloth face masks nor are being used for normal everyday activities and only allowed in this narrow use.

In this operating protocol, the term face mask, cloth face mask or cloth face covering are interchangeable.

Single use face masks approved by the Food & Drug Administration (FDA) and the Centers for Disease Control and Prevention (CDC) are allowed.

Per CDC Guidance “The purpose of masks is to keep respiratory droplets from reaching others to aid with source control. Masks with one-way valves or vents allow exhaled air to be expelled out through holes in the material. This can allow exhaled respiratory droplets to reach others and potentially spread the COVID-19 virus. **Therefore, CDC does not recommend using masks if they have an exhalation valve or vent.**”

Disinfection of Each other's facilities by CITY

The Parties shall sanitize all “high” and “low” touch-zones immediately after occupancy of any interior space within the Each other's facilities with Wex-Cide Healthcare Germicidal Disinfectant (or other comparable product), including but not limited to: All doors and door handles, stairwell doors and railings, countertops, conference rooms, break rooms, kitchens, elevator and elevator call buttons, restrooms, microwaves, water dispensers, etc., elevator call buttons, restrooms, microwaves, water dispensers, etc.

In the event an individual who tests positive for COVID-19 has visited one or more facility, such facility (or facilities) shall be thoroughly cleaned, sanitized and disinfected by the applicable party that owns such facility (or facilities). **Occupants must be sent home if site sanitization needs to occur during a workday. Immediately after cleaning, the facilities shall be deemed safe for return to normal operations.**

Reporting Procedures

If any individual thinks he or she has been exposed to the virus or if he or she has tested positive for COVID-19, such individual shall fill out the online [Coronavirus Notification Form](#) as soon as possible and quarantine while waiting for guidance from the SBBC's Risk Management Department or local/state health officials. Individuals filling out the online form shall identify themselves as "*Volunteer*" in response to question number 3 which asks to indicate your "*primary role in the BCPS community.*"

Responses to this survey shall be considered educational records with regards to students and employment records with regards to occupants and are subject to all applicable privacy statutes, regulations, and guidance including FERPA, IDEA, and HIPAA. The form is pursuant to School Board Policy 5012 - Treatment of Student and Employees with Communicable Diseases and Conditions. The information submitted through this form will remain confidential and only shared with the few individuals needed to maintain a safe environment in our District facilities.

Procedures for Facilities with Positive COVID-19 Cases Within the Past 14 Days

The CDC has defined "close contact" which will help determine who should be self-isolated/quarantined/tested based on potential exposure to COVID-19.

What counts as close contact?

- You were within six (6) feet of someone who has COVID-19 for at least 15 minutes.
- You provided care at home to someone who is sick with COVID-19.
- You had direct physical contact with the person (touched, hugged, or kissed them).
- You shared drinking or eating utensils.
- They sneezed, coughed, or somehow got respiratory droplets on you.

Steps to take if anyone has had "close contact" with someone who has COVID-19:

- Quarantine: Stay home and monitor your health.
- Get tested: Testing is now more readily available. If you are able to schedule a COVID-19 test, you should do so. (Note: Tests are deemed to be more accurate if conducted more than 24 hours after last potential exposure to the virus.)

Or

- Quarantine: Stay home for 14 days after your last contact with the person who has COVID-19.
- Watch for fever (100.4 F), cough, shortness of breath, loss of taste or other symptoms of COVID-19.
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19.

Anyone who has been in close contact (as defined above) with an individual who has COVID-19 needs to quarantine for at least fourteen (14) days or, receive two (2) negative COVID-19 test

results with one (1) taken more than 24 hours after exposure. This includes contact with people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus.

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from the state or local health department.

Returning to Facilities

Any individual who has tested positive for COVID-19 must provide two (2) negative test results for COVID-19 with one (1) test being done 24 hours before returning to a facility.

Additionally, anyone who has had close contact with an individual who tested positive for COVID-19 must either 1) self-quarantine for fourteen (14) days AND be asymptomatic or, 2) provide two negative results for a COVID-19 test, one of which must have been taken more than 24 hours after last potential exposure.

If anyone has any questions, you may contact the Florida Department of Health - Broward Call Center for COVID-19 at 954-412-7300 or, the **SBBC Risk Management Department at (754) 321-1900.**

Additional information on COVID-19 is also available on The Center for Disease Control (CDC) website, www.cdc.gov/nCoV.