

Guidelines for HSA Events During the 2020/21 School Year

The following guidelines are to help in planning HSA events for the 2020-21 school year. It is critically important that HSAs arrange and organize events in accordance with safety precautions to minimize the risk of spreading COVID-19. This is important not only to reduce actual risk, but also as a demonstration of the commitment of HSAs to provide enrichment activities in a safe manner that will not increase the risk to our Glen Rock schools and broader community.

Please abide by the following guidelines:

- HSA Presidents should keep the Federated HSA calendar updated through the standard process. As long as events are included on the Federated HSA calendar, they are covered under the district's insurance policy, even if off-site.
- There will be no indoor HSA activities on school property at any time. There should be no events during the interim time between AM and PM elementary school sections. Also, there will be no access to school bathrooms for outdoor events.
- No school musicals or plays.
- HSAs can do virtual events.
- With the Principal's approval, HSAs CAN have speakers/assembly type events as long as they are held outside with social distancing. These should be done on a class by class or grade basis (depending on what the teacher's are comfortable with), not the entire school.
- HSAs can do events outside on school grounds, as long as events are approved by the school Principal and adhere to the Covid-19 Social Distancing rules from the CDC and the District, summarized as follows:
 - Actual attendance (not only registration) needs to be tracked; and records kept for at least two weeks.
 - Consider potential needs for contact tracing when thinking of how to run events. If you are notified that someone subsequently was diagnosed with COVID, would you be able to notify individuals that were in close contact with that person without identifying the infected person?
 - On the day of the event, prior to participation, participants should go through the guidelines on the GR Schools COVID form, even if they're not turning it in. Or, even better, use the paper COVID form and have participants turn it in as they arrive. Families should not participate in the event if all members are not "all clear". The same rules apply for all events and to everyone--parents, kids, etc.
 - If people/family groups won't be 6 feet apart at all times, they need to wear masks. Better yet, require masks at all times.
 - There should be no sharing of items and efforts should be made to minimize contact of items by multiple people.
 - Have hand sanitizer readily available and have all participants use hand sanitizer right before participating.
 - There will be no access to bathrooms for any events.

- For athletic events, such as the “Color Run”, organizations should follow [NJSIAA rules](#).
- HSAs can request supplies (ex/tables) for outdoor events via the SchoolDude system. Items should be cleaned/wiped down before and after usage.
- All HSA events that need school facilities must continue to be approved by the corresponding Principal of each school, updated on the Federated HSA Calendar, and submitted to the "School Dude" system for approval (same as in the past).
- In addition to HSA events, other meetings that typically occur in schools, like Boys and Girl Scouts, will now have to use alternate venues.
- If events are held at other venues, the HSAs should follow the rules of the venue. But in any case, all events should be added to the Federated HSA calendar through the standard process.

Version: September 21, 2020, by Colleen Manley, Federated HSA President