

INTRODUCED: April 12, 2021

AN ORDINANCE No. 2021-104

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to enter into a Facility Use Agreement between City of Richmond and School Board of the City of Richmond for the use of Department of Parks, Recreation and Community Facilities’ community centers to be known as “Community Hubs” for the purpose of connecting Richmond Public Schools’ families with information and resources to support student educational success.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: MAY 10 2021 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

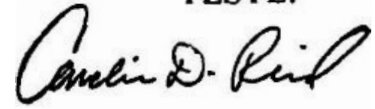
§ 1. That the Chief Administrative Officer, for and on behalf of the City of Richmond, be and is hereby authorized to enter into a Facility Use Agreement between City of Richmond and School Board of City of Richmond for the use of Department of Parks, Recreation and Community Facilities’ community centers to be known as “Community Hubs” for the purpose of connecting Richmond Public Schools’ families with information and resources to support student educational success. Such Facility Use Agreement between City of Richmond and School Board of City of Richmond shall be approved as to form by the City Attorney and shall be substantially in the form of the document attached to this ordinance.

AYES: 8 NOES: 0 ABSTAIN: _____

ADOPTED: MAY 10 2021 REJECTED: _____ STRICKEN: _____

§ 2. This ordinance shall be in force and effect upon adoption.

**A TRUE COPY:
TESTE:**

A handwritten signature in black ink, appearing to read "Carolin D. Reil". The signature is written in a cursive style with a large initial 'C'.

City Clerk



CITY OF RICHMOND

INTRACITY CORRESPONDENCE

O&R REQUEST

DATE: February 12, 2021 **EDITION** 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor *J.M.S.*

THROUGH: Lincoln Saunders, Acting Chief Administrative Officer *JELS*

THROUGH: Reginald E. Gordon, Interim Deputy Chief Administrative Officer-HS *REG*

THROUGH: Jay Brown – Director of Budget and Strategic Planning *JAB*

FROM: Christopher E. Freilke, Director of Parks and Recreation & Community Facilities *CEP*

RE: To Authorize the Chief Administrative Officer to enter into a Facility Use Agreement with the School Board of the City of Richmond to operate "Community Hubs"

ORD. OR RES. No. _____

PURPOSE: To request the adoption of an ordinance authorizing the Chief Administrative Officer, or the designee thereof, for and on behalf of the City of Richmond, to enter into a Facility Use Agreement with the School Board of the City of Richmond to operate "Community Hubs" in City community recreational centers.

REASON: The City Department of Parks, Recreation and Community Facilities (PRCF) and Richmond Public Schools (RPS) recognize the financial and social benefits to the community of entering into a partnership for the joint use of RPS and PRCF properties and facilities and desire an ordinance be adopted to enter an agreement to allow RPS to operate Community Hubs in City community recreational centers. These Community Hubs will provide much needed services to RPS families in the community.

RECOMMENDATION: The City Administration recommends adoption of this ordinance.

BACKGROUND: PRCF and RPS share the use of facilities and equipment whenever possible. City Resolution No. 95-R132-127 encourages cooperative efforts between the City and the School Board and Ordinance No.2019-266 authorized the execution of a Facility Use Agreement for the City's use of School Board facilities. The School Board has identified a need for additional services in the community for RPS families in the form of Community Hubs. The City owns community recreational facilities that can be used to help facilitate these Community Hubs. To further the

collaborative efforts between the City and the School Board for the benefit of RPS families in the community, the City and the School Board desire to enter into a Facility Use Agreement for the School Board's use of City recreational centers to operate Community Hubs. The School Board, through the Community Hubs, will do the following:

- Communicate critical information to RPS families
- Connect RPS families with resources
- Intervene in cases of chronic absenteeism
- Provide other necessary education and support to RPS families

FISCAL IMPACT / COST: Parks, Recreation and Community Facilities has budgeted staff costs associated with the use of facilities.

FISCAL IMPLICATIONS: None

BUDGET AMENDMENT NECESSARY: None

REVENUE TO CITY: None

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: April 12, 2021

CITY COUNCIL PUBLIC HEARING DATE: April 26, 2021

REQUESTED AGENDA: Consent Agenda

RECOMMENDED COUNCIL COMMITTEE: Education and Human Services Standing Committee

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:

AFFECTED AGENCIES: Parks & Rec, Budget, and Finance Departments

RELATIONSHIP TO EXISTING ORD. OR RES.:

- Ordinance No.2019-266 authorized the execution of a Facility Use Agreement for the City's use of School Board facilities
- Resolution No. 95-R132-127 encourages cooperative efforts between the City and the School Board

REQUIRED CHANGES TO WORK PROGRAM(S): None

ATTACHMENTS: Facility Use Agreement between the City and the School Board of the City of Richmond with Attachments

O&R Request
February 12, 2020
Page 3 of 3

STAFF: Christopher Frelke – Director of Parks, Recreation & Community Facilities 646-1128
Isaac Adedokun - Parks, Recreation & Community Facilities-646-5703
Ray Chavis – Parks, Recreation & Community Facilities 646-1084

FACILITY USE AGREEMENT

between

CITY OF RICHMOND

and

SCHOOL BOARD OF THE CITY RICHMOND

THIS AGREEMENT, is made and entered into this ____ day of _____, 2021 by and between the City of Richmond, a municipal corporation of the Commonwealth of Virginia (the "City"), acting for the purpose of this Agreement through the Department of Parks, Recreation, and Community Facilities ("DPRCF"), and the School Board of the City of Richmond, (the "School Board"), collectively the "Parties".

WHEREAS, City Resolution No. 95-R132-127 encourages cooperative efforts between the Parties; and

WHEREAS, City Ordinance No. 2019-266 authorized the Chief Administrative Officer, for and on behalf of the City, to execute a Facility Use Agreement between the Parties for the purpose of facilitating the joint use of the City's public schools and DPRCF's properties and facilities; and

WHEREAS, the School Board desires to open "Community Hubs" in the City, defined as meeting spaces wherein the School Board will communicate critical information to Richmond Public Schools ("RPS") families, connect RPS families with resources, intervene in cases of chronic absenteeism, and provide other necessary education and support to RPS families; and

WHEREAS, the City owns real property in the City of Richmond, including community recreational facilities that can be used by the School Board for Community Hubs; and

WHEREAS, the Parties desire to enter into an agreement governing the use of City community recreational facilities as described below (hereinafter "Agreement"); and

NOW, THEREFORE, the Parties agree to cooperate with each other as follows:

1.0 Term of Agreement

This Agreement shall commence upon signature of all Parties and continue through June 18, 2021 unless terminated sooner as provided for in section 11.0 of this Agreement. The term of this Agreement shall be automatically renewed on June 18, 2021 for a period of five years and in a like manner in succeeding years, unless terminated pursuant to section 11.0 of this Agreement.

2.0 Facilities Covered

For purposes of this Agreement, the term "Community Hub Areas" means the designated meeting rooms owned and managed by the City at the community recreational facilities identified in Attachment A to this Agreement. The Parties shall have the right to add or

exclude Community Hub Areas during the term of this Agreement, provided that any such change shall be in writing and approved by both Parties.

3.0 School Board Use of Community Hub Areas

The City shall be entitled to the exclusive use of all Community Hub Areas for recreational activities, and, at such other times as Community Hub Areas are being used by the City or its agents.

The School Board shall be afforded first priority use to Community Hub Areas when such use does not conflict with the City's activities or non-City related events which have been previously approved by the City.

3.1 School Board Access to Community Hub Areas

3.1.1 The School Board shall have access to Community Hub Areas for Community Hubs at the locations identified in Attachment A to this Agreement. The Community Hubs will operate Monday through Friday from 8:00 AM to 6:00 PM. Such use shall be referred to as "Community Hub Hours".

The Community Hubs will be open on the same schedule as the City. For example, if the City facility is closed due to inclement weather, holiday, or planned break, the Community Hub will also be closed.

3.1.2 The School Board shall obtain written permission from the City to access Community Hub Areas outside of those times stated in section 3.1.1 above. Such use shall be referred to as "Community Hub After-Hours".

3.1.3 If an event is scheduled at a City facility that requires the use of a Community Hub Area after the School Board has scheduled a Community Hub activity or event at the City facility during the times stated in section 3.1.1 or 3.1.2 above the School Board will relinquish its right to use the Community Hub Area provided the City delivers written notice at least twenty-four (24) hours in advance of the School Board's scheduled activity or event.

3.2 Parking Facilities

During Community Hub Hours and Community Hub After-Hours the City shall make the parking facilities associated with the community recreational facility available to participants of the Community Hub.

4.0 Compliance with the Law

All use of City property shall be in accordance with state and local law. In the case of a conflict between the terms of this Agreement and the requirements of state law, the state law shall govern. Any actions taken by the City or the School Board that are required by state law, but are inconsistent with the terms of this Agreement shall not be construed to be a breach or default of this Agreement.

5.0 Obligations of the School Board

5.1 Designation of Employee

The School Board shall designate an employee with whom the City, or any authorized agent of the City may confer regarding the terms of this Agreement.

5.2 Access and Security

The School Board shall provide the personnel necessary to open and close the Community Hub Areas during Community Hub Hours and Community Hub After-Hours and personnel will be present throughout the duration of the activity or event.

5.2.1 As agreed upon by the Parties, based on the size and scope of the activity or event, the School Board may be required to provide outside security to be present throughout the duration of the activity or event, at the School Board's sole expense, during Community Hub After-Hours.

5.3 Maintenance, Inspection and Notification

The School Board shall maintain the Community Hub Areas in the condition they were received. Prior to and at the conclusion of the use of Community Hub Areas during Community Hub Hours and Community Hub After-Hours, the Parties shall jointly inspect and document the condition of the area and whether any damage is noted as a result of improper use of the area. The City shall notify the School Board in writing, within three (3) days of inspection of any damage and request for repairs. The City's failure to do so shall constitute a waiver of ability to recover any damages.

5.4 Supervision

5.4.1 Community Hub Areas During Community Hub Hours

Each Community Hub shall have at least two family liaisons (see Attachment A). In addition to the family liaisons, the School Board shall provide a hub coordinator, as appropriate, to be present throughout the duration of the Community Hub, to direct or supervise activities at Community Hub Areas. Based on the number of participants at a Community Hub, additional personnel may be required, as agreed upon by the Parties. The School Board shall enforce all City rules, regulations, and policies provided by the City while supervising activities at Community

Hub Areas. The School Board shall certify that the personnel designated to direct or supervise activities has not been convicted of a felony or any offense involving the sexual molestation, physical sexual abuse, or rape of a child or any other sexual abuse of a child. The City reserves the right to terminate Community Hub Hours if there is inadequate supervision.

5.4.2 Community Hub Areas During Community Hub After-Hours

As agreed upon by the Parties, based on the size and scope of the activity or event, the School Board shall provide at least two personnel to be present throughout the duration of the activity or event during Community Hub After-Hours. The School Board shall certify that the personnel designated to direct or supervise activities has not been convicted of a felony or any offense involving the sexual molestation, physical sexual abuse, or rape of a child or any other sexual abuse of a child. The City reserves the right to terminate Community Hub After-Hours if there is inadequate supervision.

5.5 Equipment and Storage

The School Board shall furnish all expendable equipment and materials necessary to carry out its Community Hubs. All equipment and materials shall remain the property of the School Board. The School Board will permit the City to use the equipment and materials at each of the Community Hub Areas. The City will not be liable for any damage to any of the School Board's equipment or materials unless damaged as a result of any improper use or negligence by the City. To the extent that storage is available, the City will store the School Boards equipment in a secure area in a location specified by the City.

5.6 Custodial and Other Staff

5.6.1 Community Hub Hours

The City shall make its trash receptacles available during Community Hub Hours. The School Board shall encourage participants of Community Hubs to dispose of trash in the trash receptacles and strive to maintain the Community Hub Areas in neat, orderly, and sanitary condition at all times during Community Hub Hours.

There shall be no City custodial and other staff fees associated with the Community Hubs during Community Hub Hours.

5.6.2 Community Hub After-Hours

The City shall make its trash receptacles available during Community Hub After-Hours. The School Board shall encourage participants of Community Hubs to dispose of trash in the trash receptacles and strive to

maintain the Community Hub Areas in neat, orderly, and sanitary condition at all times during Community Hub Hours After-Hours.

The School Board shall use its own custodial staff to provide custodial services for each hour after regular working hours, on weekends, holidays, and days when the City facility is not scheduled to be open.

The School Board shall pay the cost of any additional City staff services that may be required for each hour after regular working hours, on weekends, holidays, and days when the City facility is not scheduled to be open. The current rate is \$35.00 per hour per staff. The regular staff schedule is attached to this Agreement for convenience. (See Attachment B). Upon the conclusion of an event during Community Hub After-Hours, School Board personnel and City staff shall confirm the number of hours of staff services by signing a Facilities Hours Staff Form. (See Attachment C). The School Board will submit the Facility Hours Staff Form to the City within forty-eight (48) hours of the Community Hub After-Hours. The City will provide the School Board with an invoice for City staff services quarterly with payment due within forty-five (45) days of receipt of the invoice. The School Board shall notify the City within seven (7) days of any dispute related to payment for staff services. The Parties shall attempt to resolve any dispute related to payment for staff services so that the invoice is paid within forty-five (45) days of being issued.

5.7 COVID-19 Safety Precautions

- 5.7.1 The School Board will provide all staff, students, parents, guardians, and visitors of a Community Hub with the information necessary to properly complete a COVID-19 self-assessment in compliance with the CDC and VDH prior to coming to a Community Hub.**
- 5.7.2 The School Board will require all staff, students, household family members of students, and visitors of a Community Hub to complete a COVID-19 self-assessment at home in compliance with the CDC and VDH screening questions prior to arrival at a Community Hub.**
- 5.7.3 Upon arrival and prior to entering a Community Hub, the School Board will complete a separate COVID-19 screening of all staff, students, parents, guardians, and visitors to the Community Hub in compliance with CDC and VDH guidelines, including screening questions and temperature checks.**
- 5.7.4 The School Board will prohibit staff, students, parents, guardians, and visitors from coming to a Community Hub if they are experiencing COVID-19 symptoms or if they have been exposed to presumptive positive or positive COVID-19 cases.**

- 5.7.5** The School Board shall notify the Director of DPRCF or his designee and the community center supervisor immediately upon learning that a staff member, student, parent, guardian, or visitor of a Community Hub exhibits COVID-19 symptoms or has come into contact with an individual who is presumptive positive or has tested positive for COVID-19.
- 5.7.6** If a staff member, student, parent, guardian, or visitor of a Community Hub begins to exhibit COVID-19 symptoms while at a Community Hub, the School Board shall require that person to leave immediately and notify the Director of DPRCF or his designee and the community center supervisor immediately.
- 5.7.7** The School Board shall require all staff, students, parents, guardians, and visitors of a Community Hub to wear a mask or face covering at all times while at a Community Hub, unless the individual has been previously identified as one who is medically fragile and unable to wear a mask or face covering for medical reasons.
- 5.7.8** The School Board shall provide a mask or face covering to any staff, student, parent, guardian, or visitor of a Community Hub who does not have one prior to entering a Community Hub Area.
- 5.7.9** The School Board shall require all staff, students, parents, guardians, and visitors at a Community Hub to maintain 6 feet of social distancing and wash hands with soap and water and/or disinfect hands frequently in compliance with CDC and VDH COVID-19 guidelines. The School Board will supply a hand sanitizing station in each Community Hub Area.
- 5.7.10** The School Board shall not permit any staff member to enter a Community Hub without a signed COVID-19 Acknowledgment of Risk. (See Attachment D).

6.0 Obligations of the City

6.1 Designation of Employee

The City shall designate an employee with whom the School Board, or any authorized agent of the School Board, may confer regarding the terms of this agreement.

6.2 Access and Security

The City shall provide access to the Community Hub Areas as described herein. A City employee is required to be present at the Community Hub Area during Community Hub Hours and Community Hub After-Hours and shall close the Community Hub Area after an activity or event ends.

6.3 Inspection and Notification

Prior to and at the conclusion of the use of Community Hub Areas during Community Hub Hours and Community Hub After-Hours, the Parties shall jointly inspect and document the condition of the area and whether any damage is noted as a result of improper use of the area. The City shall notify the School Board in writing, within three (3) days of inspection of any damage and request for repairs. The City's failure to do so shall constitute a waiver of ability to recover any damages. Such notice shall comply with section 18.0 of this Agreement identifying the Community Hub Area, date of detection, name of inspector, description of damage, and estimated or fixed costs of repair or property replacement.

6.4 Community Center Supervisor

The community center supervisor is responsible for the daily administration and operation of the Community Hub Areas. The community center supervisor reserves the right to recommend to the Director of the DPRCF that the School Board's use of Community Hub Areas be suspended as a result of noncompliance with the terms of this Agreement.

6.5 Equipment and Storage

See section 5.5 above.

6.6 Custodial

6.6.1 Community Hub Hours

See section 5.6.1 above.

6.6.2 Community Hub-After-Hours

See section 5.6.2 above.

6.7 Restroom Facilities

The City shall make available and maintain restroom facilities during Community Hub Hours and Community Hub-After Hours.

6.8 Maintenance

The City shall perform normal maintenance of Community Hub Areas at a basic level of service subject to normal wear and tear. The City shall notify the School Board of any known changes in condition to Community Hub Areas within twenty-four (24) hours of becoming aware of any changes in condition.

6.9 COVID-19 Safety Precautions

6.9.1 The City will comply with all CDC and VDH COVID-19 guidelines at each community recreational facility where a Community Hub is located.

6.9.2 The City will notify Jason Kamras, Superintendent, Richmond Public Schools, or his designee, immediately if there is a confirmed COVID-19 case at a Community Hub location.

6.9.3 The City will supply hand sanitizing stations in all common areas at Community Hub locations.

7.0 Restitution and Repairs

The School Board shall be responsible for any restitution or repairs resulting from the School Board's improper use of Community Hub Areas during Community Hub Hours and Community Hub After-Hours.

7.1 Inspection and Notification

The City shall, through its designated employee, inspect and notify the School Board of any damage, as described in section 6.3 above.

7.2 Disagreements

The School Board shall retain the right to disagree with any and all items of damage to Community Hub Areas, property, materials, or equipment as identified by the City, provided this disagreement is made in writing within seven (7) days after a first notification.

7.2.1 The School Board shall notify the City of any disagreements clearly identifying the reasons for refusing responsibility for the damages. Such notice shall be pursuant to the terms of section 18.0 of this Agreement.

7.2.2 After proper notification, designated representatives of the City and the School Board shall make an on-site investigation and attempt to settle the disagreement.

7.2.3 In the event an agreement cannot be reached, the matter shall be referred to the Director of DPRCF and the School Board Superintendent, or their designees, for resolution.

7.2.4 The City shall have the right to make immediate emergency repairs or replacements to property without voiding the School Board's right to disagree.

8.0 Operational Costs

8.1 Documentation of Costs

The City and the School Board shall maintain records of costs associated with this Agreement.

8.2 Payment of Overtime

The School Board shall bear the cost of any overtime incurred for City staff, in carrying out this Agreement pursuant to section 5.6.2 of this Agreement.

9.0 Liability

The Parties understand and agree that to the extent permitted by law, the School Board will be liable for any and all costs, damages, or expenses arising from any injury to persons or property at a Community Hub Area attributable to the negligence of the School Board, its employees or agents.

10.0 Insurance

10.1 City

The City shall maintain Property Insurance for each of the Community Hub Areas pursuant to this Agreement.

10.2 School Board

The School Board shall maintain General Liability Insurance and Worker's Compensation Insurance pursuant to this Agreement.

10.3 Waiver of Subrogation

The Parties agree to a waiver of subrogation.

11.0 Termination

Either Party may terminate this agreement for any reason at any time prior to its expiration upon ninety (90) days written notice. Notice of termination shall be pursuant to section 18.0 of this Agreement.

12.0 Assignments

This Agreement shall only inure to the benefit of the Parties. The rights, duties, and obligations under this Agreement shall not be assigned to any third party.

13.0 Non-Discrimination

The Parties agree that at no time shall discrimination against any person on the grounds of race, religious affiliation, national origin, disability, or age be tolerated throughout the School Board's use of Community Hub Areas.

14.0 Amendment

The Parties may amend this Agreement at any time by mutual consent. Unless otherwise provided herein, the Agreement may only be amended in writing.

15.0 Governing Law

This Agreement shall be construed and interpreted in accordance with the laws of the Commonwealth of Virginia.

16.0 Complete Agreement

This Agreement constitutes the entire Agreement between the Parties and supersedes all prior assignments, whether written or oral, regarding the use of any Community Hub Area between the Parties.

17.0 Severability

It is the intention of the Parties that each section, paragraph, sentence, clause and phrase of this Agreement is severable, and if any section, paragraph, sentence, clause or phrase of this Agreement shall be declared unconstitutional or otherwise invalid by a valid judgment or decree of a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any remaining section, paragraph, sentence, clause or phrase of this Agreement.

18.0 Notices

Any notice to be given under this Agreement shall be in writing and shall be considered as properly given or made if delivered personally, by messenger, by recognized overnight courier service or by registered or certified U.S. mail with return receipt requested, and addressed to the address of the intended recipient at the following addresses:

The School Board/RPS

Erin Brown, Director
Office of Family and Community Engagement
Richmond Public Schools
301 North Ninth Street, 13th Floor
Richmond, Virginia 23219
Phone: (804) 584-7921
ebrown6@rvaschools.net

The City

Christopher Frelke, Director
Parks, Recreation and Community Facilities
City of Richmond
1209 Admiral Street
Richmond, Virginia 23220
Phone: (804) 646-1128
Christopher.Frelke@richmondgov.com

CITY:

By:

Lincoln Saunders
Acting Chief Administrative Officer

Date: _____

APPROVED AS TO TERMS:

By:

Christopher Frelke, Director
Parks, Recreation and Community Facilities
City of Richmond

Date: _____

APPROVED AS TO FORM:

Keisha Dillard-Brady

Keisha Dillard-Brady
Senior Assistant City Attorney

Date: 2/9/2021

SCHOOL BOARD OF THE CITY OF RICHMOND

By:

Jason Kamras
Superintendent
Richmond Public Schools

Date: _____

APPROVED AS TO FORM:

Harrell & Chambliss LLP
Counsel for Richmond Public Schools

Date: _____

ATTACHMENT A

COMMUNITY HUB LOCATIONS

The following community centers are sites of Community Hubs operating during the Term of this Agreement. On occasion, the Hub Coordinator and Family Liaisons may work out of a different community center than the one to which they are normally assigned. Additionally, there are other Hub Coordinators and Family Liaisons who are assigned to community centers, not a part of this agreement, who may have to fill in on occasion.

A. BELLEMEADE COMMUNITY CENTER – 1800 Lynhaven Avenue, Richmond, VA 23224

Community Center Manager/Supervisor – Steve Nutall

Hub Coordinator - Chasity Rodriguez

Family Liaisons – Jonathan McDearmon Valentin Muhammad
Maurice Robinson Maria Hernandez
Yahusef Medina Linda Salgado
Yomara Diaz-Serrano Cristina Rivero
Kalima Smith

B. SOUTHSIDE COMMUNITY CENTER – 6255 Old Warwick Road, Richmond, VA 23224

Community Center Manager/Supervisor – Earl Hughes

Hub Coordinator – Same as Bellemeade Community Center

Family Liaisons – Same as Bellemeade Community Center

C. RANDOLPH COMMUNITY CENTER – 1415 Grayland Avenue, Richmond, VA 23220

Community Center Manager/Supervisor – Jeffrey Edmonds

Hub Coordinator – Nanette Bailey

Family Liaisons – Takita Brown Thomas Washington
Katrina Jackson Nathaniel Hendrick
Michelle Jordan Cassondra Hamlette
Nkenge Garrett

ATTACHMENT B

COMMUNITY CENTER HOURS

- A. BELLEMEADE COMMUNITY CENTER - 1800 Lynhaven Avenue, Richmond, VA
23224
8:00 AM – 8:00 PM**

 - B. SOUTHSIDE COMMUNITY CENTER – 6255 Old Warwick Road, Richmond, VA
23224
8:00 AM – 8:00 PM**

 - C. RANDOLPH COMMUNITY CENTER – 1415 Grayland Avenue, Richmond, VA
23220
8:00 AM – 8:00 PM**
-



City of Richmond/ Community Hubs Sign-in Sheet

Attachment C

Agency:

RPSP/RPCF

Time Keeper:

Pay Period End Date:

Date	Employee Name	Time In	Time Out	Reason Code	Clock No.	Site Location	Employee Signature	Timekeeper's
SAT								
SUN								
MON								
TUE								
WED								
THU								
FRI								
SAT								
SUN								
MON								
TUE								
WED								
THU								
FRI								

Reason Code Key:

- (1) Clock not started (a power outage, clock malfunction, network issues)
- (2) New Hire. Employee not set up in Oracle
- (3) Employee Transfer. Employee not transferred in current location; has not been added to Timekeeper group for current agency
- (4) Employee discharged and did not punch in/out for the day.
- (5) Emergency On-Call. Employee reported directly to event.
- (6) Sick Leave
- (7) Vacation Leave
- (8) Other Leave (please enter "hours type" _____)

ATTACHMENT D

COVID-19 Acknowledgment of Risk

The novel coronavirus ("COVID-19") has been declared a global pandemic by the World Health Organization. Given the severity of the pandemic, this COVID-19 Acknowledgment of Risk addresses the use of City of Richmond Parks and Recreation community facilities by participants of Richmond Public Schools ("RPS") Community Hubs. By signing below, I agree that each time I enter the facility I am certifying that:

1. I have not experienced any of the following symptoms in the past 48 hours: fever or chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; diarrhea.
2. Within the past 14 days I have not been in close physical contact (6 feet or closer for a total of 15 minutes or more over a 24 hour period) with any individual who has any of the above-listed symptoms consistent with COVID-19, is awaiting results of a COVID-19 test, or, has tested positive for COVID-19.
3. I am not in isolation or quarantine due to exposure to an individual with COVID-19.
4. I am not currently awaiting results of a COVID-19 test.
5. Even with the precautions taken by Richmond City Parks and Recreation, I acknowledge that Richmond City Parks and Recreation cannot prevent the risks of exposure to COVID-19 that may result from participating in RPS Community Hub activities at any City of Richmond Parks and Recreation community facility.
6. I am fully aware of the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected with COVID-19 as a result of participating in RPS Community Hub activities at any City of Richmond Parks and Recreation community facility. I understand that such exposure or infection may result in personal injury, illness, permanent disability, and/or death to me or anyone with whom I may come into close contact.
7. I understand that the risk of being exposed to or infected with COVID-19 while participating in RPS Community Hub activities at any City of Richmond Parks and Recreation community facility may result from my own actions, omissions, or negligence, as well as, the actions, omissions, or negligence of others.
8. **I WILL RELEASE, HOLD HARMLESS, AND DISCHARGE FROM ALL LIABILITY THE CITY OF RICHMOND, ITS OFFICERS, EMPLOYEES, AND VOLUNTEERS FROM ALL LIABILITIES, CLAIMS, ACTIONS, DAMAGES, COSTS OR EXPENSES OF ANY KIND, INCLUDING THOSE BASED ON NEGLIGENCE, SHOULD I BE EXPOSED TO OR INFECTED WITH COVID-19 BEFORE, DURING, OR AFTER MY PARTICIPATION IN RPS COMMUNITY HUB ACTIVITIES AT A CITY OF RICHMOND PARKS AND RECREATION COMMUNITY FACILITY.**

I have read this form and understand and agree to be bound by its terms.

Staff

Date

Signature



City of Richmond

900 East Broad Street
2nd Floor of City Hall
Richmond, VA 23219
www.rva.gov

Legislation Details (With Text)

File #: ORD. 2019-286 **Version:** 1 **Name:**
Type: Ordinance **Status:** Adopted
File created: 9/24/2019 **In control:** City Council
On agenda: 10/14/2019 **Final action:** 10/14/2019
Title: To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute a Facility Use Agreement between School Board of the City of Richmond and City of Richmond for the purpose of facilitating the joint use of the City's public schools and Department of Parks, Recreation and Community Facilities' properties and facilities.
Sponsors: Mayor Stoney
Indexes:
Code sections:
Attachments: 1. Ord. No. 2019-266

Date	Ver.	Action By	Action	Result
10/14/2019	1	City Council	adopted	Pass
10/3/2019	1	Education and Human Services Standing Committee	recommended for approval	
9/23/2019	1	City Council	introduced and referred	

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute a Facility Use Agreement between School Board of the City of Richmond and City of Richmond for the purpose of facilitating the joint use of the City's public schools and Department of Parks, Recreation and Community Facilities' properties and facilities.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer, for and on behalf of the City of Richmond, be and is hereby authorized to execute a Facility Use Agreement between School Board of the City of Richmond and City of Richmond for the purpose of facilitating the joint use of the City's public schools and Department of Parks, Recreation and Community Facilities' properties and facilities. The Facility Use Agreement between School Board of the City of Richmond and City of Richmond shall be approved as to form by the City Attorney and shall be substantially in the form of the document attached to this ordinance.

§ 2. This ordinance shall be in force and effect upon adoption.



City of Richmond

900 East Broad Street
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Legislation Details (With Text)

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Title: Concerning cooperative efforts between the Department of Recreation and Parks and Richmond Public Schools.

Sponsors: Mayor Jones

Indexes: Department of Recreation and Parks, Richmond Public Schools

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
5/8/1995		City Council	adopted	

Concerning cooperative efforts between the Department of Recreation and Parks and Richmond Public Schools.