



# RETURN TO SWIMMING GUIDELINES

AUGUST 19, 2020



# ISLAND SWIMMING CLUB RETURN TO SWIMMING PLAN



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## ACKNOWLEDGEMENTS

Island Swimming acknowledges and thanks the following contributors to this document:

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Published guidelines from the following organizations were used to inform the content of this plan.

[Swim BC](#)

[Swimming Canada](#)

[viaSport](#)

[British Columbia Recreation and Parks Association \(BCRPA\)](#)

[Lifesaving BC](#)

[British Columbia Centre for Disease Control \(BCCDC\)](#)

Also reviewed, and used to inform this plan were the following documents provided by Saanich Commonwealth Place (SCP)

1. COVID-19 Operational Guidelines for Saanich Recreation Centres (June 23, 2020)
2. SCP Worksafe BC COVID-19 Safety Plan for Recreation Services (June 2020)
3. Contractors, licensees and lease holders working at a Saanich facility during COVID-19: Occupational Health and Safety obligations

All documents within were reviewed and approved by the ISC Board of Directors on July 22, 2020

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## EMPLOYER PLAN

### Facilities

#### Working from Home:

- Office Manager to continue working from home for the remainder of the summer and while school attendance is in shifts.
- Coaching staff will continue to work from home for admin duties & meetings will continue to be held virtually.

#### Club Office:

- As a tenant, we must abide by the 94 Forward/PISE Office COVID Safety Plan for the shared office areas including washrooms, copier access and boardroom facilities.
- Only 1 staff member at a time in the private PISE office. Staff members sharing office space will schedule office time to avoid more than 1 person in the office at any time.
- The club office will remain CLOSED to membership (*signage to be posted on PISE entrance doors*).
- All high-touch office surfaces to be cleaned after use including light switches, door knobs, desktops and computer keyboards. Lysol wipes will be left in the office for each user.
- Hand sanitizer and masks will be provided in the office for staff.

#### Timing Booth Office:

- The timing booth will be closed at this time as Saanich may need the space for staff. Coaches will not need a “pool office” until competition resumes.

#### Equipment Sales:

- Sales of equipment, swimsuits and clothing will be done online through the club website. Equipment will be ordered online then delivered, or left for safe pickup by the office manager or head coach.
- Returned clothing will be quarantined for 72 hours before being returned to stock.

### Open Water

- See the Open Water Swimming Plan for details.

### Dryland & Activation

Note: Dryland activities will be dictated by the current Phase of BC's Restart Plan. For Phase 2 of the plan, all dryland activities will be virtual. For Phase 3 of the plan, dryland activities may be carried out in person, with the following guidelines

- When possible, dryland activities will be held outdoors. Participants are encouraged to dress appropriately.
- Participants will abide by all social distancing guidelines, including keeping a 2 m distance between all participants.
- Participants must supply their own equipment. Equipment is not to be shared
- Participants will sign up for specific groups, and movement between groups will not be allowed.
- Maximum participants per group will be up to 24 if held outside, and as space permits if held indoors.
- Activities will follow the guidelines of whichever facility can be secured for dryland activities.
- First Aid kits should be available for dryland activities.
- Activations will be limited in time, and will need to follow protocols for SCP and Westshore.

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## Pools

- We will abide by all health and safety protocols implemented by SCP and Juan de Fuca Recreation, including safe ingress and egress, lane density and practice procedures.
- All ISC employees will read and review the [Saanich Commonwealth Place Worksafe BC COVID-19 Safety Plan](#) and the [COVID-19 Operational Guidelines for Saanich Recreation Centres](#)
- The Director of Swimming will sign the *COVID-19 Addendum to Facility Use Agreement/License* on behalf of Island Swimming, and will submit a copy to Saanich to keep on record
- The Director of Swimming will complete and sign the *COVID-19 Contractors, licensees and lease holders working at a Saanich facility during COVID-19 Occupational Health and Safety Obligations* document, and will submit a copy to Saanich to keep on record.

## Employee Exposure/Sick Days

- All employees must remain at home if exhibiting any signs of illness.
- Coaching shifts to be staggered so all staff are not at the pool at the same time, limiting potential exposure of all staff members.
- Early communication is required if coaches are unable to attend workout so another coach can cover, or practice can be cancelled in a timely fashion.
- Employees may take sick days without penalty or fear of dismissal.

## Upcoming 2020/21 Swim Season

- Our initial return to the pool will be focused on training technique and fitness. All programs will operate within our designated facilities and not outside our club community.
- Travel within Vancouver Island or British Columbia will not be permitted until it is deemed safe by the Provincial Health Officer.

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## RETURN TO SWIMMING PLAN

### Club Programming

#### Registration:

Swimmers will sign up online for their assigned training group and time. These times are not interchangeable. Swimmers must attend the sessions they are registered for. To start, a maximum of 8 swimmers will be permitted in any training group.

#### Participant Group Considerations:

Swimmers will return to the pool on a gradual, phased-in approach with the oldest and most experienced athletes being the first to return. Swimmers will be required to stay in their group of 8 as designated by group level and similar swim ability until two groups can be combined into one training pod of 16 within the same group. This will only occur when the facility deems it is safe to do so and the pool layout can accommodate this configuration. As more pool time becomes available, more swimmers will be permitted to return for short, in-water training sessions. Each new group of 8 swimmers will swim in their own lane until combined into a training pod of 16.

#### Pre-Workout:

Workout plans will be circulated electronically to swimmers at least 12 hours prior to practice so swimmers arrive at the pool familiar with the practice plan. Coaches will review the workout plan 10 minutes before the session start time, outside of the facility.

### Facility Access and Use<sup>1</sup>

#### Athlete Arrival/ Drop Off:

Athletes will park in the front parking lot or be dropped off in the front drop off area at SCP. Parents and spectators are not permitted inside the facility at this time.

Athletes will arrive at the facility dressed and ready to swim, no more than 10 minutes before a scheduled meeting time. They must have all their own training equipment with them.

Training equipment may not be stored at the pool. Swimmers are asked to not bring anything other than clothing, swimming equipment and water bottles into the pool.

#### Screening & Attendance:

Athletes will walk around from the front of the building to meet their coach outside the SOUTH entrance doors (next to the entrance to the ISC office). Swimmers are reminded to remain 2 metres apart and spread out around the arrival area.

Coaches will take attendance and run through the ISC Wellness Questionnaire (Appendix B) with each athlete.

Coaches will supervise activation and hold a pre-swim briefing where swimmers are assigned a lane number, before the group is invited into the building by facility staff.

<sup>1</sup>As of the date of publication, the Facility referenced within the document is Saanich Commonwealth Place. This is subject to change and revision as additional facilities become available.



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Late arrivals will not be permitted to enter after the training group has entered the building.

Swimmers will respect social distancing throughout this Pre-Workout portion. Coaches will enforce social distancing. Swimmers not abiding social distancing or pool protocols will be removed from the session entirely.

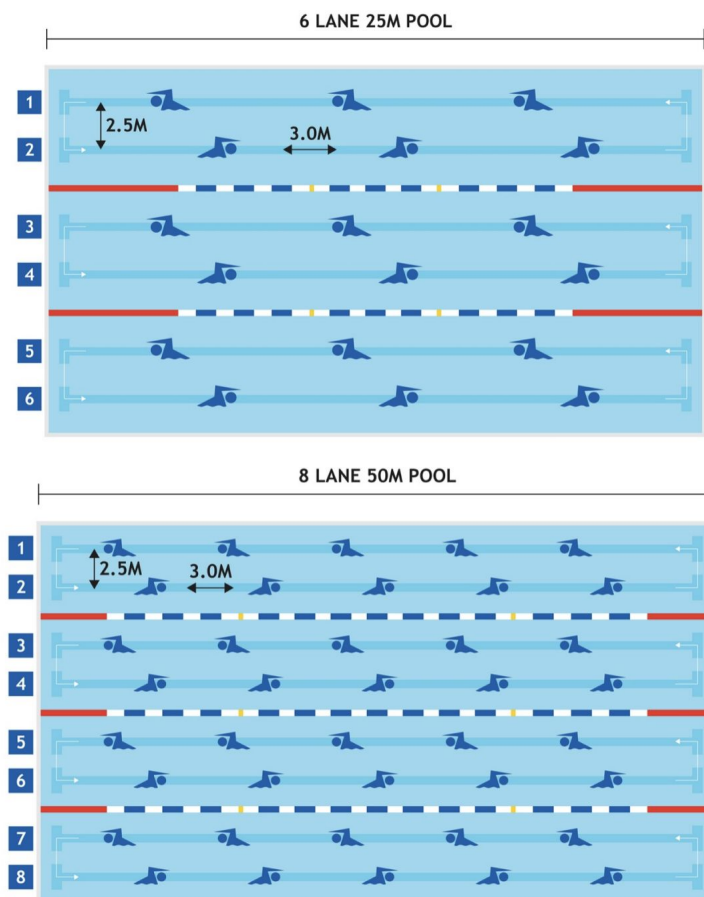
### Proceed to the Pool Deck:

Swimmers and coaches will enter the building from the south entrance hallway and walk directly through the team change rooms to their assigned lane on the pool deck. A maximum of 3 people at a time may enter one change room.

All shoes and clothing are to be placed in the laundry basket at the top of each lane. Swim gear mesh bags may be placed at the pool deck edge for easy equipment access. No equipment will be shared.

### Lane Density:

Swimmers will swim one per lane, down the black stripe for the initial three week phase-in period. After three weeks, swimmers may be permitted to move to four swimmers in a doublewide lane with markers on the pool bottom to maintain two metre distancing. Appropriate distancing within each lane will be maintained, as per graphics below.



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## Gathering Points:

A pre-practice briefing will be held at the outdoor gathering point where safe distance can be maintained. There will be no group gathering once inside the building including the use of whiteboards.

## Congestion Points:

Congestion points have been eliminated with a very clear flow pattern and limited numbers of people allowed into Saanich Commonwealth Place at one time. Small groups of 8 entering the facility will eliminate any congestion.

## After Practice:

Swimmers will towel off and put clothes on over their swimsuits (deck changing is not permitted) and collect all personal gear.

Laundry baskets are to be returned to a sanitation station on the deck where they must be wiped down and returned to pool staff.

Swimmers will follow the directional arrows to leave the pool deck by the doors to the LEFT of the lifeguard station and will exit the building from the SOUTH hallway.

## Contact Tracing:

Swimmers must be registered through the online system and must stay in the training group they are registered with.

Attendance and Health Screenings will take place prior to each practice and will be kept on file for a minimum of 30 days in the event tracing is required.

## Participant Requirements

- All swimmers must sign the ISC Participation Agreement (Appendix A). This will be done as a part of the online registration for the season.
- All swimmers must complete an ISC Wellness Questionnaire, prior to every training session (Appendix B)
- All members must review the ISC Club Illness Policy (Appendix C), and review the ISC Outbreak Plan (Appendix D)
- All swimmers must sign the [Swim BC Acknowledgement and Assumption of Risk Form](#)
  - This form is completed and submitted online, via the [Swim BC website](#) and confirmation sent to the ISC office

## Communication Strategy

- The ISC Return to Swimming Policy will be emailed out to all members, and will be available for review on the ISC Website
- Swimmers and Parents will be educated during online virtual training sessions, before they can participate in in-person activities

## Emergency Response Strategy

- All ISC employees will be familiar with Facility First Aid processes and procedures.
- All ISC employees and members will follow the ISC Outbreak Plan (Appendix D), as required.



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## APPENDIX A: ISC PARTICIPATION AGREEMENT

Application- all athletes, coaches, members, volunteers, participants and family members of participants while in attendance at Club activities.

All Participants of Island Swimming Club agree to abide by the following points when entering club facilities and/or participating in club activities under the COVID-19 Response plan and Return to Sport protocols.

- I agree to symptom screening checks and will let my club know if I have experienced any of the symptoms in the last 14 days.
- I agree to stay home if feeling sick and remain home for 14 days if experiencing COVID-19 symptoms.
- I agree to sanitize my hands upon entering and exiting the facility, with soap or sanitizer.
- I agree to sanitize the equipment I use throughout my practice with approved cleaning products provided by the club (shared and personal equipment).
- I agree to continue to follow social distancing protocols of staying at least 2 meters away from others.
- I agree to not share any equipment during practice times
- I agree to abide by all of my clubs COVID-19 Policies and Guidelines
- I understand that if I do not abide by the aforementioned policies/ guidelines, that I may be asked to leave the club for up to 14 days to help protect myself and others around me.
- I acknowledge that continued abuse of the policies and/or guidelines may result in suspension of my club membership temporarily.
- I acknowledge that there are risks associated with entering club facilities and/or participating in club activities, and that the measures taken by the club and participants, including those set out above and under the COVID-19 Response Plan and Return to Sport Protocols, will not entirely eliminate those risks.

Name: \_\_\_\_\_

Parent or Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Participant (over 18 years of age): \_\_\_\_\_

Signature of Parent / Guardian (if participant is a minor): \_\_\_\_\_

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## APPENDIX B: ISC WELLNESS QUESTIONNAIRE

Name: \_\_\_\_\_ Date: \_\_\_\_\_

As a participant in a group activity I have a responsibility to report if I am not feeling well. I understand that if I have any of the following symptoms, I should report it to my coach and not participate in swimming activities until I have been assessed by a healthcare professional.

### COMMON SYMPTOMS OF COVID19:

- Fever
- Sore throat
- Loss of appetite
- Chills
- Loss of sense of smell or taste
- Nausea and vomiting
- Cough
- Headache
- Muscle aches
- Shortness of breath
- Fatigue
- Runny Nose
- Diarrhea

If you have any of these symptoms it is recommended that you call 811 and arrange for COVID19 testing. Your initial contact with a medical office should be by phone, PLEASE DO NOT walk into a health care provider with any of these symptoms. You should also self isolate at home for 10 days and should not return to activity until you are symptom free.

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## APPENDIX C: ISC CLUB ILLNESS POLICY

In this policy “member” includes an employee, volunteer, participant or parent/ spectator.

**Inform an individual in a position of authority (coach, team manager) immediately if, you feel any symptoms of COVID-19** such as fever, chills, cough, shortness of breath, runny nose, sore throat, loss of sense of smell or taste, headache, fatigue, diarrhea, loss of appetite, nausea and vomiting, muscle aches.

### Assessment:

- Members must respond to a pre-training oral questionnaire before their practice/ activity to attest that they are not feeling any of the COVID 19 symptoms.
- Coaches will visually monitor team members to assess any early warning signs as to the status of their health and to touch base on how they are regarding their personal safety throughout the practice/ activity.
- If members are unsure, please have them use [the BC COVID-19 Self-Assessment Tool](#) BC Support App self-assessment tool.

### If a member is feeling sick with COVID-19 symptoms:

- They should remain at home and contact Health Link BC at 8-1-1.
- If they feel sick and/or are showing symptoms while at practice they should be sent home immediately and have them contact 8-1-1 or a doctor for further guidance.
- NO member may participate in a practice/activity if they are symptomatic.

### If a member tests positive for COVID-19:

- The member will not be permitted to return to practice until they are free of the COVID-19 virus.
- Any member who worked / practiced closely with the infected member will also be removed from club activity for at least 14 days.
- Ensure work / practice area is closed off, cleaned and disinfected immediately and any surfaces that could have potentially be infected/ touched.

### If a member has been tested and is waiting for the results of a COVID-19 test:

- As with the confirmed case, the member must be removed from the work / practice area.
- The BCCDC advises that any person who has even mild symptoms to stay home and call 8-1-1.

### If a member has come in to contact with someone who is confirmed to have COVID-19:

- Members must advise their employer/coach if they reasonably believe they have been exposed to COVID-19.
- Once the contact is confirmed, the member will be removed from the workplace/ practice for at least 14 days or as otherwise directed by public health authorities. Members who may have come into close contact with the member will also be removed from the workplace for at least 14 days.
- The workspace/ activity area will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.

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## **Quarantine or Self-Isolate conditions:**

- Any member that has travelled outside of Canada within the last 14 days is not permitted to enter any part of the facility and must quarantine and self-isolate.
- Self isolation for 14 days following travel between provinces will depend on the current Phase level for the Province as well as the Facilities' protocols. During Phase 2, interprovincial travel will require self-isolation. During Phase 3, travel between provinces will not require self-isolation unless otherwise dictated by the Facility or Provincial Health Officer.
- Any member with any symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate.
- Any member from a household with someone showing symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate.
- Any member who is quarantined or self-isolating as a result of contact with an infected person or in families who are self-isolating, is not permitted to enter any part of the facility.

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## APPENDIX D: ISC OUTBREAK PLAN

### Roles and Responsibilities

- **Director of Swimming:** Communicates with Facility administration and ISC Safety Advisors when a potential outbreak is identified. Has authority to modify, restrict, postpone or cancel activities when indicated.
- **ISC Coaching Staff:** Informs Director of Swimming if a swimmer reports symptoms of COVID-19.
- **ISC Safety Advisors:** Stays abreast of news related to COVID-19, new government regulations, Swim BC bulletins; assists in development of the ISC Return to Swimming plan, and provides education and enforcement as indicated.

### Actions

- In the event that any swimmer or coaching staff member reports they are suspected or confirmed to have COVID-19, the Director of Swimming will immediately notify facility administration and the ISC Safety Advisors
- If a club member, coach, or family member/household occupant contracts COVID-19 symptoms, the Director of Swimming, in communication with the ISC Safety Advisors, will implement the ***Island Swimming Club Illness Policy*** and advise individuals to<sup>2</sup>:
  - Use the [BC COVID-19 Self-Assessment Tool](#) to determine if further assessment or testing is needed;
  - Self-isolate;
  - Monitor symptoms daily, report respiratory illness and not return to activity for at least 10 days following the onset of COVID-19 symptoms;
  - Return to swimming / work if the individual or family member/household occupant is tested for COVID-19 and is negative;
  - Return to swimming / work if the individual or family member/household occupant is not tested, and 14 days have passed since they became ill and they are symptom free.
- In the event any swimmer or coach has had to leave a practice, as a result of COVID-19 symptoms, the Director of Swimming will notify the facility administration and ISC Safety Advisors immediately to permit proper facility cleaning protocols to be followed.
- In the event any swimmer or coach has a positive COVID-19 result, the Director of Swimming and/or the ISC Safety Advisors will immediately report and discuss the suspected outbreak with the Island Health Medical Health Officer (or delegate).
- Should a medical health officer contact ISC, the Director of Swimming and/or the ISC Safety Advisors will cooperate in the contact tracing, including ensuring attendance sheets are available.

<sup>2</sup> Non-medical information about COVID-19 is available 7:30am-8pm, 7 days a week at 1-888-COVID19 (1-888-268-4319). The BC Centre for Disease Control (BCCDC) is the source of truth for province-wide information, including symptoms of COVID-19 and current COVID-19 case counts.