



Victoria Synchro

Return to Artistic Swimming Plan

TABLE OF CONTENTS:

The Principles of Return to Artistic Swimming	2
COVID-19 Response Coordinator	3
Illness Policy	4
Setting Up a Safe Training Environment	7
Physical Distancing	7
Gathering Size	7
Drop Off / Pick Up	8
Hygiene	9
Education	11
Governance / Required Documents	11
Appendix 1	
Saanich Commonwealth Place (SCP) Map	12
Appendix 2	
Athlete COVID-19 Code of Conduct	13
Appendix 3	
Coach COVID-19 Code of Conduct	14

The Principles of Return to Artistic Swimming

The four Aquatics Canada sport organizations (Canada Artistic Swimming, Diving Plongeon Canada, Swimming Canada and Water Polo Canada) have developed principles for a safe return to sport framework that form the foundation for the return to artistic swimming programs or activity. These principles include:

1. **Physical Distancing**

Physical distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. Return to sport must adhere to physical distancing in accordance with requirements of public health authorities and facility operators.

2. **Hygiene**

In addition to physical distancing, handwashing and cough etiquette add another layer of protection against the spread of COVID-19. Return to sport plans must implement and monitor appropriate individual personal hygiene practices among staff, coaches, and all participants at home (away from training) and during training.

3. **Equipment Cleaning**

Surfaces frequently touched with hands are most likely to be contaminated however Coronaviruses are one of the easiest types of viruses to kill with the appropriate disinfectant product when used according to the label directions.

4. **Individual Health Monitoring**

Daily individual health monitoring processes need to be in place. Individuals should not return to sport if they have been unwell (even mild symptoms), have had contact with a person who has tested positive for COVID19 or have travelled outside the country in the past 14 days. Staff or athletes at risk for severe illness from COVID-19 are recommended to review their specific health concerns with their primary care provider prior to attending training sessions.

5. **Safe Sport Environment**

In these unique times, our commitment to providing a safe sport environment for all participants cannot waver. A return to sport program must be designed to ensure all aspects of a safe sport environment can be implemented and followed.

6. **Planning and Communications**

A robust return to training plan that includes regular communication and education with key stakeholders including athletes, coaches, and others is key for any club.

COVID-19 Response Coordinator

Victoria Synchro has a designated COVID-19 Response Coordinator. The coordinator's contact information will be provided to registered families, coaches, and BC Artistic Swimming (BCAS).

Roles and Responsibilities of the COVID-19 Response Coordinator include:

- Keeping updated on policies and procedures outlined by provincial and municipal governments and public health agencies, and monitoring local daily situation reports
- Working with local Saanich Commonwealth Place (SCP) to comply with all public health and facility requirements
- Ensuring a Health & Safety Bin that includes alcohol-based hand sanitizer and Personal Protective Equipment (PPE) is available and stocked in club cupboard at SCP
- Communicating with club coaches on any training restrictions or recommendations
- Receiving from coaches a record of attendance with completed health questions at every practice to help with communication if a suspected or confirmed case of COVID-19 is reported
- Being responsible for responding to COVID-19 concerns. Everyone in the club should know who this person is and how to contact them
- Being the primary contact for participants to self-report COVID-19 symptoms or exposure
- Notifying participants of possible exposure to COVID-19 in the instance that an individual with symptoms of COVID-19 attended training. Participants should be asked to stay home and self-monitor for symptoms
- Reporting any suspected or confirmed cases of COVID-19 to the Head Coach
- Collaborating and coordinating with facilities in the instance that any new COVID-19 cases arise
- Modifying, restricting, postponing, or cancelling return to training due to an evolving COVID-19-related outbreak or emergency within the club or at the facility
- Reporting to the Head Coach any COVID-19-related outbreak or emergency within the club.

Illness Policy

Definitions:

“Individual” refers to and includes an employee, coach, volunteer, athlete, participant, or parent/spectator.

“Training environment” refers to any in-person group training activities or events that take place either indoors or outdoors.

It is important to remember that while mitigation measures can reduce the risk of COVID-19 infections, they cannot completely eliminate the threat.

If you feel sick – stay home.

1. Disclosure

Inform an individual in a position of authority (e.g. coach, team manager, COVID-19 Risk Manager) immediately if an individual feels any symptoms of COVID-19 such as fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuff or runny nose, loss of sense of smell, headache, muscle aches, fatigues, and/or loss of appetite.

2. Assessment

- a. Individuals must conduct self-assessments on an ongoing basis and prior to joining or participating in any training environment to consider if they are experiencing any symptoms or signs of COVID-19. If individuals are unsure, they are directed to administer the BC COVID-19 Self-Assessment Tool.
- b. For those with preexisting conditions (asthma, allergies, etc.) it is recommended to discuss with your medical practitioner on how to assess your daily health.
- c. Coaches will have training on and complete a **Daily Wellness Check** with all participants, including the *Daily Health Monitoring Questionnaire and Attestation*.
- d. The COVID-19 Risk Manager, team manager, and coaches will visually monitor athletes and other participants 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 training event.

3. If an individual is feeling sick with COVID-19 symptoms

- a. They should remain at home and contact Health Link BC at 8-1-1.
- b. If they feel sick and/or are showing symptoms during training activities, they should be sent home immediately and direct them to contact 8-1-1 or a doctor for further guidance.
- c. No individual may join or participate in a training activity, event, or training environment if they are symptomatic.

4. If an individual tests positive for COVID-19

- a. All suspected or confirmed cases of COVID-19 are reported to Victoria Synchro’s COVID Response Coordinator immediately
- b. The Designated COVID-19 Response Coordinator to advise facility operator immediately of suspected or confirmed case

- c. The individual will not be permitted to return to training or any artistic swimming activities until they are free of the COVID-19 virus.
- d. Any individual who is in the same training group or has participated in a training activity or event with the infected individual will also be removed from the training environment for at least 14 days to ensure the infection does not spread further.
- e. Close off, clean and disinfect any surfaces that could have potentially been infected/touched by the infected individual.

5. If an individual has a suspected case and/or has been tested and is waiting for COVID-19 test results

- a. All suspected cases of COVID-19 are reported to Victoria Synchro's COVID Response Coordinator immediately
- b. The Designated COVID-19 Response Coordinator to advise facility operator immediately of suspected case
- c. As with the confirmed case, the individual must be removed from the training group and training environment.
- d. Public Health agencies/authorities advise that any person who has even mild symptoms to stay home and call their Regional Health Authority.
- e. Other individuals who may have been exposed will be informed and removed from the training environment for at least 14 days or until the diagnosis of COVID-19 is ruled out by health authorities.
- f. All individuals who participated in the training group session are encouraged to consult with a medical professional to see what additional steps should be taken
- g. Close off, clean and disinfect any surfaces that could have potentially been infected/touched by the infected individual.

6. If an individual has been in contact with someone who is confirmed to have COVID-19

- a. Individuals must advise the COVID-19 Risk Manager, coach, or manager if they reasonably believe they have been exposed to COVID-19.
- b. Once the contact is confirmed, the individual will be removed from the training environment for at least 14 days or as otherwise directed by public health authorities.
- c. Individuals who may have come in close contact with the individual will also be removed from the training environment for at least 14 days.
- d. All individuals who participated in the training group session are encouraged to consult with a medical professional to see what additional steps should be taken
- e. Close off, clean and disinfect any surfaces that could have potentially been infected/touched by the infected individual.

7. Conditions Requiring Quarantine or Self-Isolation

- a. An individual who has travelled outside of Canada within the last 14 days is not permitted to enter the training environment and must quarantine and self-isolate.
- b. An individual with any 2 symptoms of COVID-19 is not permitted to enter any part of the training environment and must quarantine and self-isolate. An individual with any one of fever, vomiting or diarrhea is not permitted to enter any part of the training environment.
- c. An individual from a household with someone showing symptoms of COVID-19 is not permitted to enter any part of the training environment and must quarantine and self-isolate.

- d. An individual who is in quarantine 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 training environment.

The name of an individual who has a confirmed case of COVID-19 or has symptoms will not be used, to protect their privacy

Setting Up a Safe Training Environment

Victoria Synchro will comply with Saanich Commonwealth Place's guidelines for returning to the facility. All participants will review and understand any policies and requirements imposed by facility operators, BC Health and to adhere to them accordingly.

Saanich Recreation Centres

COVID-19 Operational Guidelines for Saanich Recreational Centres (*pdf attached, link below*)

<https://www.saanich.ca/assets/Parks~Recreation~and~Community~Services/Documents/Community~Services/Guidelines%20for%20Saanich%20Recreation.pdf>

BC Health Resources –<https://www.healthlinkbc.ca/useful-resources-covid-19>

Saanich Commonwealth Place Facility Map of Arrival and Departure (see Appendix 1)

Physical Distancing

Physical distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak.

- Victoria Synchro to ensure that at least 2 metres (6 feet) is maintained between all individuals, before, during and after artistic swimming activity
- Victoria Synchro will develop training plans that incorporate spatial and physical distancing requirements and provide an overall vision of the movement of participants
- Victoria Synchro to provide physical distancing cues or guides (e.g., cones, lines, stickers, tape, etc.)
 - Outdoor training - coach to use cones to indicate yoga mat spacing
 - Indoor water training - 1 swimmer per lane during laps as per facility guidelines
 - Stationary training -Victoria Head Coach will provide coaches with images for suggested training configuration based on number of lanes and athletes. Coaches can also refer to CAS and BCAS images regarding spacing.
- Coaches to create distance between athletes when explaining drills or providing feedback
 - Indoor water training - athletes will receive individual laminated workouts and instructions
- Club and coaches to discourage unnecessary physical contact, such as hugs or high fives
- Club to enforce strict physical distancing requirements for non-participants, including parents

Gathering Size

As we transition back to sport, we should be cautious about the size of our training groups. Victoria Synchro recommends training groups be kept to the minimum practical size to reduce risk where possible.

- Until further notice (Aug 31, 2020), group training is restricted to registered members of BC Artistic Swimming (BCAS) for the 2019/2020 season synchro age 11 and above and in Provincial or National Stream for 2020/2021 season. Training group size, including all athletes, coaches, and anyone else who is part of the artistic swimming training environment, must respect provincial, municipal and facility restrictions on group gathering.
 - Until further notice, indoor water training, facility requirements allow a maximum of 12 athletes in the water, no overlapping groups. Athletes will be divided into groups within pool space.
- Athletes will be separated into self-contained training groups or teams that remain together with dedicated coaches. The same group of athletes stay with the same coach to become a “Pack” or have the same group of athletes rotate among coaches. The same group of people will train together, and the circle of potential contact is not expanded unnecessarily. Keeping the same group together week after week can help mitigate transmission
- The size of the group or “Pack” will be determined by how much space the club has available for training
- Athletes should only participate in one training group and should not move between training groups
- Depending on facility size, it may be possible for multiple training groups to train together in one sport environment as long as they are able to maintain physical distance amongst themselves and between training groups
- Notwithstanding limits on training group size, coaches must ensure they observe safeguarding best practices and always conduct artistic swimming activity in an open and observable environment, or within the view or earshot of another adult (e.g., a coach, lifeguard, or parent or guardian)
- Parents, guardians, or other non-essential visitors are not permitted in Saanich Commonwealth Place during training unless there is an emergency

“Get In, Train and Get Out”

Drop Off / Pick Up

- Club Teams/Training Groups to stagger drop-off and pick-up times to maintain physical distancing
- Facility entry/exit for Synchro will be the doors beside the PISE offices
- Drop-off and pick-up of athletes to happen outside the facility or training space. Coaches to ensure younger athletes leave the facility as a group and are supervised by an adult prior to pick-up
- Athletes and coaches should arrive at their scheduled time for training and leave as soon as it is finished

- **Daily Wellness Check** completed with all participants, including the *Daily Health Monitoring Questionnaire and Attestation*.
- **Daily attendance log** – All athletes, coaches and any parents/guardians who drop off their children must be included in this log.
- Athletes and coaches should be prepared for training prior to arrival at the facility to minimize the need to use facility change rooms or washrooms
 - All participants should fill their personal water bottles at home, prior to leaving for the facility
 - Athletes to arrive and depart wearing their exercise clothing or training suits
 - Athletes to arrive with their own equipment bag
- Participants should not enter facility change rooms except where necessary (e.g., to access the pool deck or use the washroom), and anyone entering a change room should follow guidance in relation to physical distancing, limiting contact with surfaces and hygiene best practices
- Each training group will have a group representative as a contact person for the COVID-19 Risk Manager.

Hygiene

- All participants must wash their hands with soap and water or hand sanitizer on arrival at the training facility.
- It is recommended that all participants wear a mask during the check in process and while getting ready to get into the pool.
- It is recommended that all coaches wear a mask.
- All participants to have a closed bag to allow for safe storing of equipment and hygienic materials (e.g., tissues, towels, etc.)
- Coaches are to enforce prohibitions on sharing of equipment, water bottles, goggles, nose clips, towels, etc. for all participants. These items should be labelled to discourage accidental sharing
- Training equipment should not be shared by athletes in a group. Athletes will have their own flex tubing, toe bands, flotation water bottles, weights, and other equipment, which must be labelled, stored in the athlete's own bag, and kept separate from other athletes. All equipment used during training should be cleaned/sanitized before leaving the facility and taken home.
- Upon returning home thoroughly wash clothing and ensure equipment is sanitized.
- Club equipment can be used by only one athlete during each training session, and will be submerged in the chlorinated pool water both prior to and after each use
- There will be no use of facility lockers or storage for athlete equipment or personal items

- There will be plastic laundry baskets provided on deck spaced 2 metres /6 ft apart – one for each athlete to put their personal bag and equipment in. It will be the responsibility of each athlete to wipe down each basket after their training session in preparation for the next training “Pack”
 - One coach using the sound system at a time, controls and microphone must be wiped down after each use. If using the microphone, the coaches will wear a mask.
 - Additional masks and cleaning supplies stored in Victoria Synchro cupboard.
-

Education

- Mandatory orientation for parents and athletes prior to starting training
- Entry and exit video posted on club website
- BCAS plan and club safety plan posted on club website and emailed to families, copies of the plans printed and kept in Victoria Synchro storage cupboard.
- Referral to BCAS website
 - <https://www.bcartisticswimming.ca/resources/covid-19.htm>

Governance / Required Documents

The following documents must be completed prior to the resumption of activity:

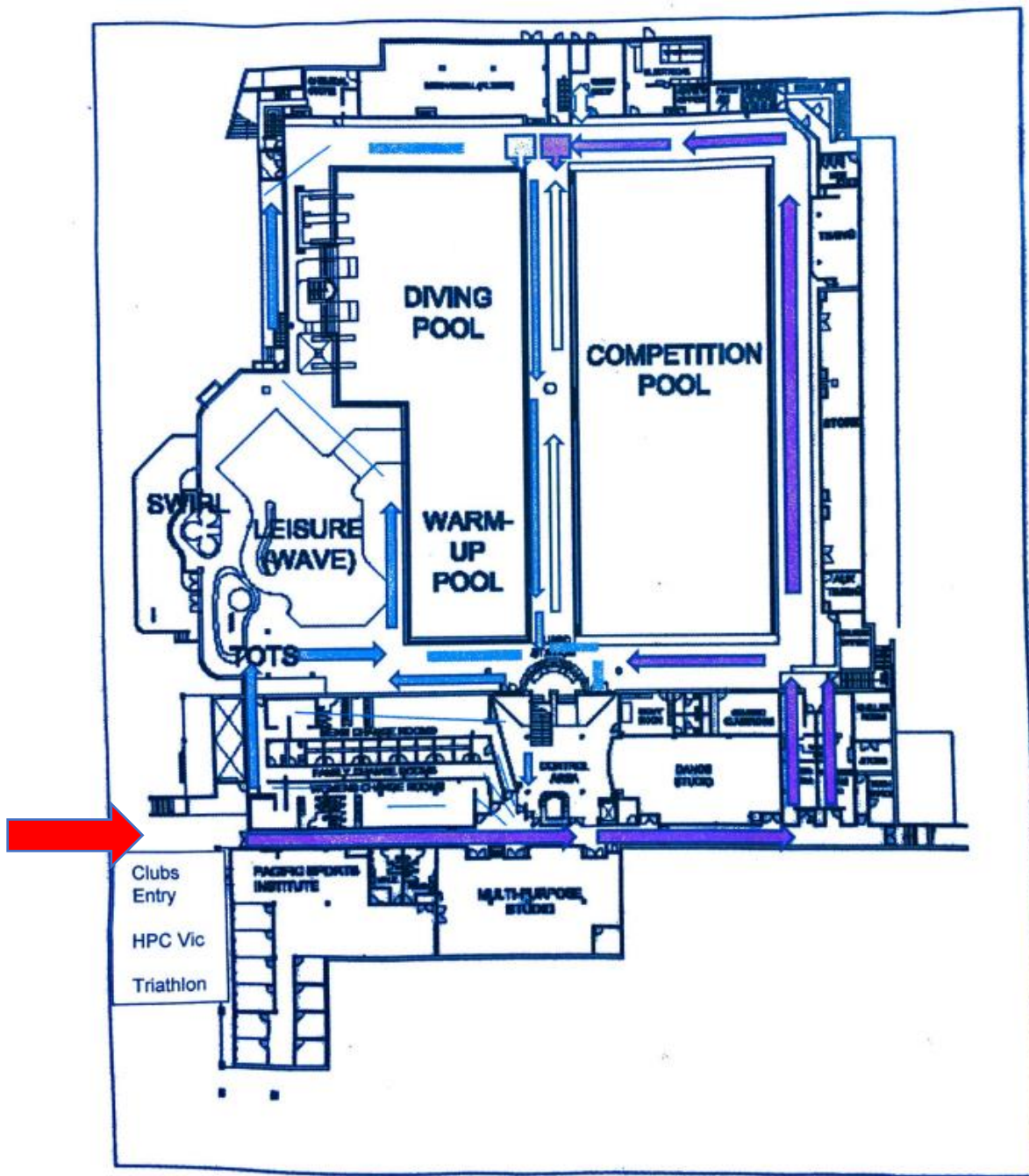
ATHLETES:

- Code of Conduct for Athletes: COVID-19 (see Appendix 2)
- BCAS Athlete waiver
- BCAS online athlete attestation
 - <https://www.bcartisticswimming.ca/resources/covid-19.htm> under 'Athlete Resources' tab
- BCAS consent for Emergency Medical Treatment
- Victoria Synchro Online Registration questions and forms

COACHES:

- Code of Conduct for Coaches: COVID-19 (see Appendix 3)
- BCAS online coach attestation:
 - <https://www.bcartisticswimming.ca/resources/covid-19.htm> under 'Coach Resources' tab

APPENDIX 1



Saanich Commonwealth Place - Pools and Lower Floor - 1:500

Entry and Exit by the Pacific Sports Institute (PIS) door at side of building

APPENDIX 2



Victoria Synchro
COVID-19 CODE OF CONDUCT FOR ATHLETES
(and Parents or Guardians of Athletes Under 19 Years of Age)

I will help prevent COVID-19 infections by:

- Staying home when I feel sick
- Staying away from people who are coughing, or sneezing, or sick
- Washing my hands thoroughly and often with soap and water, before and after training, practice, or competition, or when I use the washroom
- Covering my coughs and sneezes with a tissue, or my elbow. If I use a tissue, I will throw it in the garbage right away and wash my hands
- Always keeping at least 2 metres between me and others
- Not sharing food, water bottles, towels, bathing suits, nose clips, goggles, or swim caps
- Respecting the rules of artistic swimming and understanding my responsibilities in contributing to a safe environment

I will care for the health and safety of others and I understand that:

- I will be removed from sport immediately if I do not follow physical distancing or hygiene rules.

I will care for my health and safety and I understand that:

- I have a commitment to preventing COVID-19 by telling a coach, parent or guardian, or another adult if I feel sick and to stop participating in training, practice, or competition immediately
- I should tell a coach, parent or guardian, or another adult if someone else tells me about cold or flu symptoms, or I see signs they might be sick
- If I have been exposed to a suspected or confirmed case of COVID-19, I will be removed from sport and I will not be able to return to training, practice, or competition for 14 days

I will take the time I need to recover because it is important for my health and I understand that:

- If I have suspected or confirmed COVID-19, I will be removed from sport and I will not be able to return to training, practice, or competition until I have been medically cleared
- My coach or another person such as the club-designated COVID-19 response coordinator will submit an incident report through Saanich Commonwealth Place and Island Health if COVID-19 is suspected or confirmed

By signing here, I acknowledge that I have reviewed and commit to this COVID-19 Code of Conduct.

Athlete Name: _____

Signature: _____

Date: _____

(Athlete if 19 and over)

Signature: _____

Date: _____

(Athlete's Parent/Guardian if under 19)

APPENDIX 3



Victoria Synchro
COVID-19 Code of Conduct for Coaches Page 1/3
(and Parents or Guardians of Coaches Under 19 Years of Age)

I acknowledge that the requirements of this COVID-19 Code of Conduct for coaches are in addition to those in the Canada Artistic Swimming (“CAS”) Conduct Policy. I confirm that I remain bound by the CAS Conduct Policy.

I will help prevent COVID-19 infections by:

- Staying home when I feel sick
- Staying away from people who are coughing, sneezing or sick
- Washing my hands thoroughly and often with soap and water, and always before and after training, practice, or competition, or when I use the washroom
- Covering my coughs and sneezes with a tissue or my elbow. If I use a tissue, I will throw it in the garbage right away and wash my hands
- Always keeping at least 2 metres between me and others
- Not sharing any items including food, water bottles, towels, nose clips, goggles, or swim caps
- Respecting the rules of artistic swimming and understanding my responsibilities in contributing to a safe environment

I will care for the health, safety, and mental well-being of others:

- I will answer honestly to the screening checklist
- I will not make a false report of COVID-19 or COVID-19 symptoms
- I understand that I will be removed from coaching immediately if I do not follow the guidelines of British Columbia Artistic Swimming (“BCAS”) and BC Health Service, including but not limited to the guidelines for isolation/quarantine, physical distancing and hygiene
- I will respect the privacy and human dignity of others by not participating in gossip around the possibility of any members contracting COVID-19
- If an athlete, another coach or any participant tells me about cold or flu symptoms, or I see signs that they might be sick, I will follow all of the requirements of the BCAS Training Group Protocol for Suspected or Confirmed Case of COVID-19
- I will not allow an individual who has answered “yes” to any question on the screening checklist, has been unwell or is otherwise required to isolate to attend or return to any Activities until they have complied with all of the requirements to return as outlined in the COVID-19 Code of Conduct for Athletes
- I will not retaliate and will not unfairly or unreasonably penalize:
 - a) an athlete, coach or other participant that has symptoms or that has a suspected or confirmed case of COVID-19; or
 - b) an athlete, coach or other participant that has reported that a participant (including me) is exhibiting symptoms of COVID-19.

COVID-19 Code of Conduct for Coaches Page 2/3

I have a commitment to preventing the spread of COVID-19:

- I understand that as of the date hereof I am required by law to isolate/quarantine for:
 - a) 14 days if I return from international travel or are in close contact with a person with COVID-19, plus the longer of 10 days or until symptoms resolve if symptoms occur.
 - b) the longer of 10 days or until symptoms resolve if I have suspected or confirmed COVID-19.
 - c) 14 days if I have tested negative for COVID-19 but have known exposure to COVID-19
 - d) the longer of 10 days or until symptoms resolve, if I have a cough, fever, shortness of breath, runny nose, or sore throat that is not related to a pre-existing illness or health condition.

- I understand that “a”, “b”, “c” and “d” above and any and all other COVID-19 isolation or other requirements that may be imposed by law and the Public Health Authorities from time to time shall be referred to in this Code of Conduct as the “Required Absence Periods”. **I will not return to the Activities during the Required Absence Periods and I understand that I will be removed from coaching for that period.**

- I understand and agree that if I test positive for COVID-19 I will not participate in or attend any of the Activities of the Organization and I will be removed from coaching for the longer of 10 days or until symptoms resolve and I have submitted an up to date Declaration of Return to Sport COVID-19 which has been approved by my club.

- If I feel sick, have been exposed to a confirmed case of COVID-19 or I am in close contact with anyone who has any signs or symptoms of COVID-19, I will **immediately** isolate, notify the Head Coach and the Designated COVID19 Response Coordinator of my club and I will **not** participate or attend any programs, training, practices, competitions, activities, events or services (collectively, the “Activities”) of Victoria Synchro and any of its affiliates (collectively the “Organization”) until:
 - a) I have a negative test result for COVID 19 AND have NOT had contact with a known or suspected case of COVID-19 AND have NOT returned from travel outside of Canada AND are NOT a close contact of an ill person who has returned from travel outside of Canada within the last 14 days AND are not exhibiting any symptoms of COVID-19; OR
 - b) I have been in isolation for the legally required period as per Provincial health orders; AND
 - c) in either case, I have submitted an up to date Declaration of Return to Sport COVID-19 which has been approved by my club.

- I further understand that as a world-wide pandemic the precautions and safety requirements including the Required Absence Periods for COVID-19 may need to be changed and may change quickly. As such:
 - a) I agree to keep up to date and review regularly the BC Provincial health requirements found at BC Health Services; and
 - b) I agree to abide by any changes and any additional isolation or other requirements that may be mandated by law.

COVID-19 Code of Conduct for Coaches Page 3/3

Further, I understand and agree that the Required Absence Periods are minimum requirements and that Victoria Synchro has the right and ability at any time to require additional isolation or other requirements and to remove me from coaching as the circumstances require. I agree to comply with any such changes and additional requirements as may be mandated by Victoria Synchro including without limitation any and all Victoria Synchro requirements that may be issued from time to time with respect to the return to artistic swimming.

I understand that failure to abide by this Code of Conduct may result in my removal from coaching and that I may be subject to discipline in accordance with the Organization's policies.

By signing here, I acknowledge that I have reviewed and commit to follow strictly this COVID-19 Code of Conduct for Coaches.

Coach's Name: _____

Signature: _____ Date: _____

(Coach)

Signature: _____ Date: _____

(Coach's Parent/Guardian if under the age of 19)