



Cascade Swim Club
Standard Operating Procedures
Return to Swimming Version 3.0 31 August 2020
Respect Integrity Commitment

Preface:

The Cascade values of Respect, Integrity and Commitment are inherent in this Return to Swimming document and throughout the related Swim Alberta & Swimming Canada guidelines on the return to the pool for our sport. These Cascade guidelines are in alignment with the direction given by both Swim Alberta and Swimming Canada.

All swimmers and their families must **respect** the guidelines being set out by the club, our facilities and our provincial and national governing bodies for this return to swimming to work. By **respecting** these guidelines you are **respecting** those that you will be swimming with in your training cohorts (groups); the coaches training and their families; as well as the facility staff who will be ensuring we have a safe environment in which to train. The return to the pool will require the honest and forthright approach to monitoring your own health and the health of those around you as we venture back to the water. We will be asking for declarations from swimmers and families for every training session in which they participate – these are for the health and safety of all participants – the **integrity** of these declarations must be 100%. Our Cascade swimmers and their families must wholly **commit** to supporting the guidelines listed as a part of our club's return to the pool. The **commitment** must be throughout the entire process with no compromise.

It has not been an easy time on anyone these last few months and we must remember that fact in how we carry ourselves and in how we portray ourselves to the general public who will have different and more restrictive guidelines than we will when they are at the pool. For our families and our swimmers who post social media please understand that what you post will be taken in a certain context and we need to appreciate that.

The following steps will be taken prior to swimmers being brought to the pool in a stepped approach:

GENERAL REQUIREMENTS

1. The Cascade Return to Swimming Plan & the Swim Alberta Return to In-Person Training & Swimming will be distributed to BoD & Staff
2. Club declaration requirements with Swim Alberta to be signed
3. An information and training session will take place with staff **as it pertains to RTS updates**
4. An information and training session will take place with families by the roster group prior to the start of the season – **families unable to attend will need to watch posted video of the information session**



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5. All swimmers and families will sign related liability waivers and assumption of risk that are a part of the 2020-2021 season Swimming Canada online registration form
 6. Plan will be enacted and swimmers will be scheduled back to the pool



TBD – facility

Related Source Documents:

Swimming Canada Return to Swimming Resource Document

Swim Alberta Return to In Person Training Guidelines – version 3.0 (15 June 2020)

Swim Alberta Return to Swimming Club Declaration

Swim Alberta Acknowledgement and Assumption of Risks Form

Swim Alberta COVID-19 Screening Document

Swim Alberta Contact Tracing Log

Cascade Swim Club Return to Play Orientation Session Online

Alberta Health Services Mask Guidance

Alberta Health Services Guidance for Swimming Pools and Whirlpools

Alberta Health Services Guidance for Sport, Physical Activity and Recreation

Alberta Health Services General Relaunch Guidance

Alberta Health Services Guidelines for Cleaning

[Swim Alberta Return to In Person Training Guidelines – version 6.0 \(26 August 2020\)](#)

[Cascade Swim Club COVID-19 FAQ Document – version 1.0 \(31 August 2020\)](#)



Revisions

This document is to be considered “evergreen” and will be revised and updated as needed. All revisions to this document will be listed here.

02 June 2020 Version 1.0

16 June 2020 Version 2.0

31 August 2020 Version 3.0

Revised GENERAL REQUIREMENTS (P.1-2)

Revised PPE requirements (P.5)

Revised Physical Distancing Requirements (P.5)

Revised Facility Procedure (P.5)

Revised Athlete & Family Protocols (P.6)

Revised Drop Off & Pickup Procedures (P.6-7)

Revised Training Procedures ****IMPORTANT**** (P.7-8)

Revised Positive Test Procedure (P.9-10)

Revised Screening Checklist (P.10)

Revised Contact Tracing (P.11)

Revised Swimmer Checklist (P.12)

Revised Staff/Volunteer Checklist (P.13)

Revised Parent/Guardian Checklist (P.14)



1. Safety

a. PPE Requirements

- i. All coaches & staff **will** wear masks during practices; **our LTCS coaches who are in the water with their athletes will have clear face shields & other masking items to wear.**
- ii. Staff should wash their hands before donning a mask and before and after removing the mask (as per [AHS mask guidance](#)), and before and after touching any items used by a swimmer.
- iii. All athletes & staff will wear masks entering and exiting the facility.
- iv. **All parents or guardians bringing swimmers to their Swim School (LTCS) practices at either Canyon Meadows or SETON will wear masks while entering, while observing (at Canyon only) and while exiting the facility as per facility and municipal requirements.**

b. Physical Distancing Requirements

- i. When possible Coaches & Staff will maintain a 2m distance at all times between themselves and between their athletes. **Coaches in our Swim School program are exempt from this requirement while in the pool with their athletes and wearing their face shields/masks.** In instances of a familial relationship between coaches, staff or swimmers this distance requirement is not applicable.
- ii. When at the pool but not directly interacting in and amongst their cohort group athletes need to maintain a 2m distance between themselves and anyone not in their cohort group.
- iii. Athletes will need to follow directional markers on the pool for ingress and egress (getting in and getting out) **or as directed by Cascade staff members.**

c. Facility Procedures

- i. The building/pool will have a one-way entrance and a one-way exit. **This has been outlined by the facilities already** and specifics will be communicated to athletes and families during our information sessions. Once again, all athletes will need to follow directional markers on the deck and in the building.
- ii. Locker rooms will be limited to restroom use only. All other areas will be taped off and will not be accessible to Cascade members. **There are subtle differences of availability and use at each of our facilities which will be communicated during our TownHall informational sessions. The rules at Repsol for Locker Rooms are different than the rules at Seton and the rules at Canyon Meadows.**



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- iii. There will be no communal water fountains available to anyone in the building. Please ensure your swimmer brings their own water bottle, already filled, to their designated practice time.
 - iv. There will be a built in window of time between all designated practice sessions.
 - 1. All athletes from the previous practice must have exited the pool prior to any incoming athletes being allowed to enter. Outgoing and incoming groups must remain at minimum 2m from each other at all times. Ingress and egress from the practice area will be controlled to avoid any contact or interaction between training groups.
 - v. The facility will Clean and disinfect frequently touched objects and surfaces as per AHS [Public Health Recommendations for Environmental Cleaning of Public Facilities during Respiratory Illnesses in the Community](#).

d. Athlete & Family Protocols

- i. All Cascade member families will need to read, approve and sign **Swim Alberta's Acknowledgement and Assumption of Risks Form** which is now a part of the Swimming Canada registration process.
- ii. A copy of the completed assumption of risk form will be emailed to you once you have completed it. You must email a copy of this form to the Cascade Swim Club's COVID-19 team representative: Cascade.COVID19@gmail.com.

e. Drop Off & Pick Up Procedures

- i. Athletes must arrive and depart in their swimsuit – please ensure you are dressed appropriately to accommodate this. **Dependent upon the facility Athletes may not be permitted to change or shower at the pool nor will athletes be permitted to change on the pool deck.**
- ii. There will be a designated area at the facility for drop-off and pick-up of your swimmer. Parents / Spectators will not be allowed in the facility at any time and are expected to practice physical distancing while waiting for their athlete. **The current exception to this is parents in our Swim School/ JOW (LTCS) programs. Families in this program at Canyon Meadows (still confirming SETON) will be allowed one (1) parent spectator in the designated viewing area at the pool. Parents in the designated viewing area must be masked the entire time.**
- iii. Alcohol-based hand sanitizer containing at least 60% alcohol content will be placed in all entrances to the program area in for use by staff, parents doing pick-ups/drop-offs, and other essential visitors.



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- iv. Signs will be posted reminding persons not to enter if they are sick (even if symptoms resemble a mild cold).
 - v. Athletes must bring their own water bottle (already filled as you will not have access to any refilling stations at the facility) and any other training equipment required by their coach. There will be no sharing of equipment allowed nor will there be any communal equipment available for use (ie no facility kick boards or pull buoys to use).
 - vi. The following criteria must be met by the athlete and anyone residing in their household in order to be eligible to attend practice:
 - 1. Athletes cannot have contact with anyone who has tested positive for COVID-19 in the last 14 days.
 - 2. Staff members, parents or guardians and athletes **must not attend the practice session** if they are sick, even if symptoms resemble a mild cold. Symptoms to look for include: fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell. This complete list of symptoms is updated on an as needed basis based on AHS guidelines and is included in this document as an appendix.
 - 3. Athletes cannot have travelled internationally the last 14 days prior to attending the practice session.
 - 4. All athletes will be required to fill out and submit each session the Swim Alberta screening checklist related to the above listed symptoms. Athletes who have not submitted their form will be unable to access the facility and their training session **until the form has been submitted.**
 - 5. **The club's contact tracing log (done online as a part of the screening questionnaire) must be done with current contact information provided.**
 - vii. For all Cascade participants and their families to stay healthy and be able to keep swimming, we ask our athletes to please practice responsible physical distancing when they are away from the pool as well.

f. Training Procedures

- i. Roster groups will be divided into specific training groups or cohorts. Inside our listed cohorts groups swimmers will be assigned specific days, times and training lanes for their practice times. These will remain consistent throughout each training block phase. There will be no make-up sessions with another cohort group available if a swimmer is unable to attend one of their listed training sessions. Swimmers must be on time prior to the start of their designated training time.



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- ii. Cohort groups for our Swim School & JOW (LTCS) programs will be based on the day and the time of their designated training session.
 - iii. At this time we are not planning any dryland training at the pool. For the time being that will still be done remotely. This is likely to change in the very near future at which time this point will be amended.
 - iv. **All Swim Alberta registered athletes (all Cascade swimmers – including those in our LTCS Programs) may only participate in one single sporting or performance cohort group unless that other cohort group will be able to always maintain a physical distance of 2m or greater when participating. This does mean that athletes swimming in any Cascade program are not allowed to participate in any other sport or performance designated cohort. This restriction does not apply to school cohorts.**
 - v. There will be two phases in our RTP plan that will change the cohort size. The timelines for phases is contingent on a number of factors notwithstanding that all changes in cohort size are dependent upon published AHS guidelines & approval:
 - 1. Phase I: The allowable number of swimmers, coaches and staff per cohort group is currently set after 50.
 - 2. Phase II: Cohort groups will be blended based on AHS guidelines to form even larger cohort groups.
 - vi. Cohorts cannot mix with other cohorts or be within in the same room/space at the same time, including pickups and drop-offs. You may form a carpool if it is within your cohort group. **In the event an athlete needs to change from one cohort to another they must wait a minimum of fourteen (14) days to do so.**
 - vii. Cascade will keep daily records of anyone entering attending the training session of anyone who stays for 15 minutes or longer (e.g. staff working each day, swimmers, etc.). Records must be kept up-to-date and available to facilitate contact tracing in the event of an outbreak. Records will be kept for two weeks.
 - viii. All visitors or special guests will also be documented.

2. Illness

a. General

- i. Any athlete or staff member that is required to leave a training session as a consequence of experiencing signs or symptoms consistent with COVID-19 is required to contact their physician to consider the appropriateness of further investigations. Further investigations may



include a test for COVID-19, which then may lead to the notification of appropriate public health officials regarding a positive test result. Public health officials will determine any requirements related to facility and/or group operations, as well as any requirements around contact tracing as it relates to managing the spread of the virus. The athlete or staff member may not return until receiving clearance from the physician, and if a test for COVID-19 was completed, a negative test result will be required before further training is permitted. If home isolation is required, guidelines have been provided in a subsequent section below.

- ii. 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.
- iii. Common underlying health conditions which may place an individual at higher risk would include: hypertension, heart disease, diabetes, obesity, chronic respiratory diseases such as asthma and those who are otherwise immunocompromised.

b. Symptoms Display During Training

- i. If a swimmer develops symptoms while at the program, the swimmer will be isolated away from other athletes and the parent or guardian will be notified to come and pick up the athlete immediately.
- ii. If the athlete requires close contact and care, staff can continue to care for the athlete until the parent or guardian is able to pick them up. Staff should wear a mask during all interactions with the athlete and should avoid contact with the athlete's respiratory secretions.
- iii. Staff should wash their hands before donning a mask and before and after removing the mask (as per [mask guidance](#)), and before and after touching any items used by the athlete.
- iv. If a staff person develops illness while at work, they should immediately remove themselves from any contact with others, notify their supervisor and go home.
- v. Families will be contacted advising as to the reason their swimmer was asked to leave. Additionally, all members of that training group will be contacted advising as to the occurrence during training and be asked to monitor their own athlete for any signs or symptoms of COVID-19.

3. Positive Test Procedure

- a. Should someone test positive for COVID-19 within the club membership, the following measures will take place:
 - i. The individual should let the **club's COVID officer know immediately.**



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- ii. Our COVID Officer will notify the AHS and assist as need with contact tracing at their direction.
 - iii. The club will be taking direction from AHS as it pertains to next steps in terms of any notice or required isolation or quarantine.
 - iv. The club will notify the facility so that they can enact their appropriate COVID-19 response protocols.
 - v. All athletes inside that individual's cohort will be notified of a positive test result and asked to monitor their swimmer for any COVID-19 related symptoms.



APPENDIX: SCREENING CHECKLIST (Source: AHS & Swim Alberta)

Attendees must fill out this checklist (done online through the provided link) prior to participating in the activity or program. If an individual (*athletes, coaches, staff*) answers **yes** to any of the questions, they **must not** be allowed to attend or participate in the practice. Children and youth will need a parent to assist them to complete this screening tool. **As the COVID-19 pandemic continues to evolve, this screening tool will be updated as required.**

1.	Does the attendee have any new onset (worsening) of any of the following symptoms:	CIRCLE ONE	
		YES	NO
	Fever	YES	NO
	Cough	YES	NO
	Shortness of Breath / Difficulty Breathing	YES	NO
	Sore throat	YES	NO
	Chills	YES	NO
	Painful swallowing	YES	NO
	Runny Nose / Nasal Congestion	YES	NO
	Feeling unwell / Fatigued	YES	NO
	Nausea / Vomiting / Diarrhea	YES	NO
	Unexplained loss of appetite	YES	NO
	Loss of sense of taste or smell	YES	NO
	Muscle/ Joint aches	YES	NO
	Headache	YES	NO
	Conjunctivitis (commonly known as pink eye)	YES	NO
2.	Is the attendee a part of any additional sport or performance cohorts?	YES	NO
3.	Has the attendee travelled outside of Canada in the last 14 days?	YES	NO
4.	Has the attendee had close contact* with a confirmed case of COVID-19 in the last 14 days?	YES	NO
5.	Has the attendee had close contact with a symptomatic** close contact of a confirmed case of COVID-19 in the last 14 days?	YES	NO

*Face-to-face contact within 2 metres. A health care worker in an occupational setting wearing the recommended personal protective equipment is not considered to be a close contact.

**"Ill/Symptomatic" means someone with COVID-19 symptoms on the list above.

If you have answered "yes" to any of the above questions **do not** participate. Do not come to practice and use the [AHS Online Assessment Tool](#) to determine if testing is recommended.



APPENDIX: CONTACT TRACING LOG

Contact Tracing Log for the Cascade Swim Club

All athlete, coaches, volunteers and parents/guardians who drop off their children must be included in this log. The **Cascade log** is electronic and is completed prior to attending your training session as a part of the screening checklist. In the case of minors this may be completed by a responsible adult.

The information collected on this document is being collected to assist in the management of the Covid-19 pandemic. This information will be kept in a safe and secure location and will be provided to AHS if it is requested for contact tracing services.

This log **will** be provided to Swim Alberta upon request **as well as any or our partner facilities. Currently our facility partner, Seton, has requested our contact tracing logs and will receive them on a daily basis.**

The Cascade Swim Club will not use this information for any other purpose and will destroy this record after two weeks. **All facilities who receive copies of our contact tracing logs are also under direction to safely secure and then destroy after two weeks.**

Under Privacy Regulations you have a right to access and correct any information that is held about you.

An example of the information collected is listed below.

Date:			
Full Name	Daily Health Monitoring Confirmation <i>Did you answer 'no' to all Health Monitoring questions prior to coming to practice?</i>	Time-in	Time-out



APPENDIX: SWIMMER CHECKLIST

(Source: Swim Alberta's Return to In-Person Training and Swimming)

Use this checklist to help your swimmer prepare for practice.

Before you Leave Home

- Complete the Screening Checklist (Appendix: Screening Checklist)
- Confirm you are only part of one sport or performance cohort.**
- Eat before you come – no food on premises.
- Thoroughly wash your hands with soap and warm water for a minimum of 20 seconds.
- Thoroughly wash water bottles with soap and warm water.
- Bring filled water bottle(s).
- Bring thoroughly washed equipment.
- Use the washroom at home.
- Remember to bring a mask and personal hand sanitizer.

Arrival

- Meet at the designated location.
- Respect physical distancing guidelines.
- Register your attendance for contact tracing and provide confirmation of Daily Health Monitoring.
- Wash hands at provided handwashing stations.
- DO NOT share water bottles.
- Follow traffic flow signs at your location.

After activity is Complete

- No Loitering
- Dry off, dress and** Exit through established exits. **(deck changing is not permitted)**
- Wash at provided handwashing stations.
- Follow traffic flow signs out of your location.
- Respect physical distancing guidelines.
- Thoroughly wash water bottles with soap and warm water.
- Thoroughly wash clothing and sanitize equipment. (e.g. yoga mat)



APPENDIX: STAFF/COACH/VOLUNTEER CHECKLIST

(Source: Swim Alberta's Return to In-Person Training and Swimming)

Use this checklist to help prepare for practice safely.

Before you Leave Home

- Complete the Screening Checklist (Appendix: Screening Checklist)
- Eat before you arrive.
- Thoroughly wash your hands with soap and warm water for a minimum of 20 seconds.
- Thoroughly wash water bottles with soap and warm water.
- Bring thoroughly washed / sanitized equipment (pilons, markings, etc.)
- Use the washroom at home.
- Consider Activating Contact Tracing App on phone.
- Remember to pack a mask and personal hand sanitizer.

Arrival

- Set- up established entrances & exits with traffic flow considerations.
- Set-up traffic flow signs to your location.
- Set-up physical distancing 'grids' for participants.
- Respect physical distancing guidelines.
- Wash at provided handwashing stations.
- Take attendance for all coaches and swimmers, including confirmation of daily health monitoring.
- Confirm all participants are only part of one sport or performance cohort.**
- DO NOT share water bottles.
- DO NOT share personal coaching items. (e.g. stopwatches)
 - Sanitize all shared equipment between sessions. (pylons, cones, etc.)
- PPE (masks) at all times.**
- Must wear PPE if dealing with an injured participant.

After activity is Complete

- Sanitize all shared equipment (balls, cones etc.) between group arrivals if applicable and at end of day.
- Take down established traffic flow signs, entrances & exits.
- Wash at provided handwashing stations, between group arrivals if applicable and at end of day.
- Respect physical distancing guidelines.
- Thoroughly wash water bottles with soap and warm water.
- Thoroughly wash equipment (clothing) each day.



APPENDIX: PARENT/GUARDIAN CHECKLIST

(Source: Swim Alberta's Return to In-Person Training and Swimming)

Use the below checklist to help prepare your swimmer for practice.

Before you Leave Home

- Complete the Screening Checklist (Appendix: Screening Checklist)
- Confirm your swimmer(s) are only part of one sport or performance cohort.**
- Check the expected weather conditions.
- Thoroughly wash your hands with soap and warm water for a minimum of 20 seconds.
- Thoroughly wash water bottles with soap and warm water.
- Use the washroom at home.
- Remember to pack a mask and personal hand sanitizer.
- Consider Activating Contact Tracing App on phone.

Arrival

- Drop participant at designated location.
- Respect physical distancing guidelines.
- PPE (masks) at all times if you are entering the building.

After activity is Complete

- No Loitering.
- Respect physical distancing guidelines.
- Pick up participant at designated location.
- Leave location immediately.
- Thoroughly wash water bottles with soap and warm water.
- Thoroughly wash clothing and sanitize equipment. (e.g. yoga mat)