



# KAMLOOPS CLASSIC SWIMMING

# COVID-19 WORKPLACE SAFETY PLAN & RETURN TO SWIMMING PLAN

June 25, 2020

Disclaimer: Activities relating to Kamloops Classic Swimming take place in various locations around the City of Kamloops. Where this COVID-19 Safety Plan is implemented in City of Kamloops facilities, KCS staff will be required to defer to City COVID19 guidelines when there is a discrepancy.



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# KCS COVID-19 WORKPLACE SAFETY PLAN & RETURN TO SWIMMING PLAN



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## INTRODUCTION

The purpose of this document is to develop and communicate a “Return to Swimming” plan for Kamloops Classic Swimming that integrates best practices relating to COVID-19 risk mitigation.

This is a **living document** that will evolve over time as direction from provincial health officials shifts, community hazard levels relating to the prevalence/incidence of the virus change and better practices evolve. This document will also serve to inform and educate our membership about the steps we are taking to reduce the risk of participating in programming and expectations relating to behaviour during those activities. The plan draws from safe workplace requirements directed by WorkSafe BC and includes industry specific guidance as communicated by Swimming Canada, SwimBC, ViaSport, Lifesaving Society of Canada, BC Recreation & Parks Association, as well as the BC Centre for Disease Control.

This plan is an integration of the COVID-19 Safety Plan required by WorkSafeBC and the City of Kamloops and the “Return to Swimming Plan” as required by our Provincial and National Sports Organizations, SwimBC and Swimming Canada.

Traditionally, KCS delivers most its programming in the Canada Games Pool at the Tournament Capital Centre. Due to the recent closure of the facility and limited pool openings at other facilities in the City of Kamloops, our program delivery will be limited to lap swimming at Brock Pool and open water swimming at Paul Lake Provincial Park over the next few months. It is unclear at this time what the schedule of reopening for other pool facilities in Kamloops will be. Thus, as we receive more details on future pool openings, this plan will evolve to include risk assessments, mitigating procedures and education for other facilities that will be in use over the next 12-18 months.

This ***KCS COVID-19 Workplace Safety Plan & Return to Swimming Plan*** covers the following areas:

- Overall Risk Assessment
- Mitigation Measures Relating to Identified Risks at Various Locations
- Associated Policies
- Communication/Education Plan
- Plan Monitoring and Adapt Processes



## RISK ASSESSMENT

### Where do people congregate?

- Open Water: gathering locations, in the water.
- Brock Pool: pool deck, lane ends, change rooms, bathrooms

### What jobs/processes require workers to come into close proximity with co-workers or other members of the public?

#### Coaching staff:

- One-to-one coach/swimmer interactions (some physical manipulation to teach stroke technique)
- Coach-to-swim group interactions on deck
- Coach/Parent Interaction

#### SwimSkills Lesson staff:

- SwimSkill Lessons instruction (historically In-water instruction)
- Summer Camp instruction (in-water & dryland activities)
- SwimSkill Lesson drop-off/pick-up
- Summer Camp/Lesson Sign in/out

#### Administrative staff:

- One-on-one office interactions with parents & coaches
- In-person payments and registrations

#### Swimmers:

- Arrival/Departure swimmer gatherings
- Interactions with other swimmers on-deck and in the water
- Using washrooms
- Using change rooms

### What tools and/or equipment do people come into contact with, in the course of their work?

#### Coaching staff:

- Stopwatches
- iPhones
- Office Computers
- White boards & Markers
- Kick boards



## SwimSkills Lesson Staff:

- Clipboards with student names/evaluations/sign in & sign-out sheets
- Pens
- Staff Timesheet Binder
- Office phones
- Summer Camp out-of-pool activities equipment (group parachutes, safety glasses, shared arts & craft supplies, science project supplies, water balloons ...)

## Administrative staff:

- Computers
- Phones
- Photocopier
- Filing cabinets
- Apparel inventory

## Swimmers

- Equipment (fins, kickboards, snorkels, water bottles...) \*usually not shared
- Swim Caps (often help each other put on)
- Pool Lane ropes
- Starting blocks if diving

What surfaces are touched often, such as doorknobs, elevator buttons, light switches, equipment, and shared tools?

### Open Water

- In-water buoys (potentially)

### Brock Pool

- |                           |                                      |
|---------------------------|--------------------------------------|
| • Lane ropes              | • Kickboards                         |
| • Lane ends               | • Water bottles                      |
| • Bathroom stall doors    | • Hand sanitizer stations            |
| • Sink Faucets            | • Kleenex                            |
| • Toilet seats and levers | • SwimSkills sign in/sign out sheets |
| • Toilet paper dispensers | • Staff Timesheet Binder             |
| • Paper towel dispensers  |                                      |



## MEASURES TO MITIGATE RISK

*The following measures have been developed to ensure that swimmers are able to participate in a secure environment where physical distancing, personal hygiene and safe social interaction are enforced (as per SwimBC return to swimming guidelines)*

## DESIGNATION & ROLE OF THE COVID-19 SAFETY OFFICER

The Board of Kamloops Classic Swimming has appointed Dr. Chris Prelypchan, to stand as its COVID-19 Officer for the foreseeable future. Dr. Prelypchan will work with coaches and staff to stay abreast of emerging risks, mitigation strategies and monitoring to ensure that we contribute to community health while delivering quality programming.

The role of the Safety Officer is to work with staff on behalf of the Board of Directors to:

- assess the evolving risk of COVID-19 relating to the Club's programming;
- stay abreast of COVID-related developments including news from provincial/national health organizations, new government regulations and stakeholder guidance (ie ViaSport, WCB, SwimBC, Swimming Canada, Lifesaving Society, City of Kamloops, ...);
- assist staff in the development, planning and implementation of risk mitigating policies and procedures; and to
- oversee education and enforcement around those policies and procedures.

## ADMINISTRATIVE CHANGES

Due to the closure of the Canada Games pool and suspension of access to our traditional office space, KCS administrative activities have been moved into staff home offices. This also serves to mitigate COVID-19 transmission risk to staff.

- Business management tasks have been moved into a private home.
- KCS had previously had most of its member services online. It will continue to offer its contactless online registration and payment services. All banking has moved online including deposits, accounts payable, and payroll.
- See **Work From Home Policy** Appendix 6 (as per WorkSafe BC)



## PROGRAMMING CHANGES

### Competitive Program

Working together with the City of Kamloops, we have been able to secure limited resumption of our competitive program at Brock pool beginning June 29, 2020. COVID-19 risk mitigation measures will translate to our training volume being significantly reduced. We will have a fraction of our club athletes training for much shorter durations. Although the BC Government announced the Province had moved to the Phase 2 of the Restart Plan on May 19th, cities have been cautious with their pool re-openings and we are currently following Phase 1 guidelines from the Lifesaving Society of Canada's Facility Reopening Guidelines. Under those guidelines, municipal pools were permitted to re-open and competitive swim training allowed to resume in a limited capacity. Training opportunities will be limited to our upper level swimmers in Age Group 2, Seniors and returning University swimmers through July, to ensure systems and procedures become well-established. Training opportunities will gradually expand.

Return to swim will consist of 3 phases in Kamloops during the summer:

#### Phase 1 – June 29<sup>th</sup> - July 18<sup>th</sup>

Two 50 min swim sessions for Senior & Age Group 2 – \*No pre-workout activation

8:00 – 8:50 AM Session 1 Group Training

8:50 – 9:10 AM Clean facility

9:10 – 10:00 AM Session 2 Group Training

#### Phase 2 – July 20<sup>th</sup> - 31<sup>st</sup>

Two 80 min swim sessions for Senior & Age Group 2

Pre workout activation will take place 15 mins prior to work out in the adjacent Brock Park field.

7:00 – 8:40 am Session 1 Training Group

8:20 – 8:40 am Clean Facility

8:40 – 10:00 am Session 2 Training Group

#### Phase 3 – August 4<sup>th</sup>-28<sup>th</sup>

Restart KCS Programs for Sept 8<sup>th</sup>

#### Open Water Swimming Workouts

To resume some form of training with our athletes during pool shutdowns, KCS has been delivering open water training opportunities for a limited number of athletes. This outdoor activity with small numbers is a low risk way to get our athletes in the water before pools are available. KCS resumed Open Water training at Paul Lake Provincial Park on June 20<sup>th</sup>, 2020.



## Summer Camps

The highest risk programming that KCS delivers is its 6-week Swim & Play Summer Camps that engages close to 300 youth per summer. Considering the existing risks and physical distancing constraints, KCS will revise this traditionally large-scale camp program to mitigate the risk of COVID-19 spread.

Once pools reopen and it is established that reduced levels of activity do not generate a COVID-19 rebound, training may be allowed to expand to include limited individual swimming lessons that do not require physical manipulation by the instructor and/or day camps (Phase 2 guidelines from Lifesaving Society of Canada).

At that time, we will propose a series of semi-private upper-level SwimSkill lessons to the City of Kamloops which would meet COVID-19 mitigation guidelines. (see Lifesaving Society of Canada | COVID-19 Facility Operations: Guidelines for Progressive Reopening – 28 May, 2020)

## SwimSkill Swim Lesson Program

Our Fall, Winter and Spring swim lesson program is very popular and often has large numbers. We will continue to work on how we can deliver this program in some capacity while mitigating the risk of COVID-19 to swimmers and instructors. Reducing class sizes and limiting classes types to upper levels that do not require physical manipulation teaching techniques, will be the main two mitigation measures.



## HEALTH MONITORING

*The following health monitoring tools are in place to ensure that **NO** swimmer, coach, or staff member with symptoms comes to any swim club specific or related activity. **There is a Zero tolerance for ill participants** (as per SwimBC checklist)*

Completion of Digital KCS Return to Play Participant Agreement

All returning athlete families must agree to the Return to Play document prior to resuming participation in KCS activities (Appendix 1).

Completion of Online KCS Wellness Survey

Athletes, coaches, and staff must complete the daily online Wellness Survey prior to attending any KCS activity or training session. (Appendix 2). Participants must answer “no” to all the following questions.

- Have you felt sick in the past 24 hours?
- Are you currently experiencing any of the following symptoms? (Please choose yes or no for each)
 

<ul style="list-style-type: none"> <li>○ Fever</li> <li>○ Difficulty Breathing</li> <li>○ Severe Chest pains</li> <li>○ Sore Throat</li> <li>○ Chills</li> <li>○ Runny Nose</li> <li>○ Sneezing</li> </ul>	<ul style="list-style-type: none"> <li>○ Coughing</li> <li>○ Headache</li> <li>○ Abnormal muscle pain</li> <li>○ Gastro illness</li> <li>○ New loss of smell or taste</li> </ul>
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- Have you been in contact with anyone who has traveled outside of Canada within the past 14 days?
- Have you been in contact with or cared for someone with COVID19?

## KCS Outbreak Plan

Daily attendance records will be maintained so that contacts can be traced quickly in case of an COVID-19 outbreak event. If an outbreak occurs, the following protocol will result:

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

- a. Team training will be suspended immediately by Board Executive in consultation with the COVID Safety Officer.
- b. City of Kamloops Aquatics Manager will be informed by Club President that a member/coach has tested positive.
- c. Illness Policy will be implemented, and individual will be directed to self-isolate
- d. In the case of a suspected outbreak of influenza-like illness, immediately report and discuss the suspected outbreak with the Public Health Officer (or delegate) at your local health authority. Implement your Illness Policy and enhanced measures.
- e. 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.

Team training can only resume when members are cleared to return to training by health officials.



## MAINTAINING PHYSICAL DISTANCE STRATEGIES

### KCS Training Measures Open Water

KCS has developed guidelines for Open Water Swim Workouts. This plan outlines potential risks, mitigation of those risks, as well as workout procedures. (Appendix 3)

1. Swimmers must submit a signed digital “Return to Play Agreement” to participate.
2. Swimmers must satisfactorily complete the online KCS Wellness Survey prior to each club workout/activity.
3. Swimmers must check in and out at the designated area before/after each workout. (contactless)
4. Prior to entering the water, a pre workout meeting shall take place outlining potential risks, where the group will swim and what the workout will consist of. Swimmers will always be asked to social distance. The topics covered will include:
  - Boat traffic
  - Changes in the weather
  - Swimmer fatigue or distress: A “raised arm” protocol will indicate require assistance.
  - Swimmer cramping
  - Swimmer injury
  - Under water hazards. – water depth, logs, rocks etc.
  - While swimmers are in the water, the coach or designate emergency volunteer will communicate with the swimmers via one of the following methods: Emergency horn blast, whistle, waving of arms or verbal calling.
5. At the designated meeting area there will be a first aid kit that shall also include a blanket and juice in case of an emergency plus the regular first aid items.
6. An NLS Certified Lifeguard will be in attendance, trained in COVID-19 methods
7. Entry to and from the water shall take place in one designated area that is wide enough to accommodate social distancing (Between the two KCS Orange Pylons).
8. Swimmers will follow social distancing guidelines and not share equipment.
9. Spectators will be asked to social distance.
10. For every 10 swimmers there shall be one watercraft on the lake (ie. canoe, kayak, paddle board, power boat (BC Boating License) etc.) with accompanying Coach or On Water Safety Person. (NLS certified).
11. At all times while the swimmers are in the water there will be a designated volunteer on land for emergency communication. This designate will have a cell phone for contacting emergency services and a horn for notifying swimmers and staff on the water of an emergency. Please note at all workouts there will be a minimum of two adults supervising the workout. One on the water and one on shore.

### KCS Training Measures at Brock Pool

- Estimated Space Requirement per lap swimmer at Brock Pool (as per Lifesaving Society Guidelines)



- Pool size= 25m x 15m = 375m<sup>2</sup>
- Lap swim = 125 m<sup>2</sup> for 8 swimmers = 375 m<sup>2</sup> for 24 swimmers
- KCS Guidelines for Lanes / Lap Swimming at Brock Pool (Appendix 4).
- Lane Density Protocol: Coach to Swimmer Ratio at Brock pool: 8 lane pool. 1:24 with 3 swimmers/lane x 8 lanes or 6 per double lane
- Goggles are mandatory
- Same group of athletes for each training session.
- Maintain physical distancing of at least 2m between individuals both in the water and on deck. THIS IS CRITICAL AS COVID19 CAN BE SPREAD PRIOR TO SYMPTOM ONSET.
- Swimmers and coaching staff will implement social distancing when convening and meeting on the pool deck.
- Coaches and swimmers are encouraged to cover their face: wear a cloth or mask when on deck except for swimming in the water. The non-binding nature of this direction may change if risk levels change or if physical distancing becomes a challenge.
- No parent spectators, interaction with coaches by email only.
- Avoid handshakes, hugging, high fives, etc....
- Do not hold dryland training on deck
- No equipment or sports bags should be left at the facility
- Keep the same group of swimmers in a lane for each training session.
- Swimmers of the same household or family may swim in the same lane.
- Swimmers will not share water bottles, towels, goggles, or any other equipment with others.

## Brock Pool Revised Facility Access Measures (City of Kamloops)

- Only essential individuals will be present during training (participants, coaches, staff)
- Parents should not attend training sessions (if possible, the athlete should go to the aquatic facility on their own or the parent should stay in their vehicle. (as per Lifesaving Society Guidelines)

## CITY OF KAMLOOPS OCCUPANCY LIMITS

- THE OCCUPANCY LIMIT FOR THE BROCK POOL DECK IS DETERMINED BY THE BC MINISTRY OF HEALTH - GUIDANCE TO RETAIL FOOD AND GROCERY STORES. THE OCCUPANCY LIMIT IS 108 PEOPLE.
- THE OCCUPANCY LIMIT FOR THE MAIN POOL IS DEFINED BY THE REGIONAL HEALTH AUTHORITY GUIDELINE TO RE-OPENING SWIMMING POOLS. THE LIMIT IS 56 PEOPLE.
- THE OCCUPANCY LIMIT FOR LAP SWIMMING IS RECOMMENDED BY THE BC & YUKON BRANCH OF THE LIFESAVING SOCIETY. THE LIMIT IS 3 PEOPLE PER LANE OR 24 PEOPLE TOTAL.
- THE OCCUPANCY LIMIT FOR THE TOT POOL IS BASED ON GUIDANCE FROM ALL THE ABOVE SOURCES AND IS 16 PEOPLE.

***(AS PER CITY OF KAMLOOPS, COVID-19 RESUMING OPERATIONS BROCK POOL SAFETY PLAN- JUNE 22, 2020)***

## Brock Pool Points of Access (City of Kamloops)

KCS staff & swimmers are expected to adhere to the following City procedures during facility use.



## CITY OF KAMLOOPS GUIDELINES ON ENTERING, EXITING AND DIRECTIONAL MOVEMENT PROCEDURES

- PATRONS WILL BE QUEUED IN LINE BESIDE THE WALL LEADING UP TO THE BROCK POOL ENTRANCE.
- A STAFF PERSON WILL BE DESIGNATED TO MANAGE THE LINE-UP AND MONITOR THE NUMBER OF PATRONS ENTERING AND LEAVING BROCK POOL. ONCE THE MAXIMUM NUMBER OF PATRONS IS REACHED THEN ONE PERSON WILL BE ALLOWED IN FOR EVERY PERSON THAT LEAVES.
- NOTICE WILL BE DISPLAYED AT THE MAIN ENTRANCE INSTRUCTING PATRONS AND STAFF NOT TO ENTER IF THEY ARE EXHIBITING SYMPTOMS OF COVID-19. IT WILL BE VISIBLE, DRAW ATTENTION AND BE READABLE.
- PATRONS WILL ACCESS THE FACILITY THROUGH THE MAIN ENTRANCE GATE LABELED “ENTER”. THE GATE WILL BE PROPPED OPEN WHEN IT CAN BE MONITORED TO LIMIT TOUCH POINTS.
- ALL PATRONS WILL BE REQUIRED TO LEAVE A CONTACT NAME AND NUMBER AT THE ENTRANCE IN ORDER TO TRACK ATTENDEES ON SPECIFIC DAYS, IF REQUIRED. THE PEN WILL BE WIPED AFTER EACH USE.
- HAND SANITIZER WILL BE PROVIDED UPON ENTRY FOR PEOPLE TO USE WHEN ENTERING AND EXITING THE FACILITY. A. A LINED WASTE BIN WILL ALSO BE PROVIDED TO DISPOSE OF SANITARY WIPES AND USED SAFETY EQUIPMENT SUCH AS MASKS AND GLOVES.
- PATRONS MUST FOLLOW THE DIRECTIONAL ARROWS THROUGH THE FACILITY AND OBEY ALL POSTED SIGNS.
- PATRONS WILL BE DIRECTED TO EXIT THE FACILITY THROUGH THE MAIN LOBBY DOORS MARKED “EXIT”.  
**(AS PER CITY OF KAMLOOPS, COVID-19 RESUMING OPERATIONS BROCK POOL SAFETY PLAN- JUNE 22, 2020)**

### Brock Pool Public Changerooms/Washrooms (City of Kamloops)

Due to the associated risk and limited change room resources, KCS is recommending that KCS swimmers take a shower and change at home. (as per Lifesaving Society). Washroom availability is limited at Brock pool. Swimmers are expected to follow washroom-use protocols as posted by the City of Kamloops. (see below)

#### CITY OF KAMLOOPS GUIDELINES ON PUBLIC CHANGEROOM USE AT BROCK POOL

- THE WOMEN’S AND MEN’S CHANGE ROOMS ARE OPEN FOR USE.
- THE REGIONAL HEALTH AUTHORITY GUIDELINE FOR REOPENING POOLS RECOMMENDS SHOWERING BEFORE AND AFTER USING THE POOL IN ADDITION TO WASHING HANDS REGULARLY WITH WARM WATER AND SOAP. PHYSICAL DISTANCING PROCEDURES ARE IN EFFECT FOR THE WOMEN’S AND MEN’S CHANGE ROOMS. BOTH HAVE A MAXIMUM OCCUPANCY OF 8 PEOPLE.
- ONLY 1 PERSON OR FAMILY GROUP IS PERMITTED TO USE THE SHOWER AT ONE TIME. WOMEN’S CHANGE ROOM
- WHEN ENTERING, FOLLOW THE DIRECTIONAL ARROWS AND PROCEED TO THE RIGHT. - TRAFFIC WILL FLOW IN A COUNTER-CLOCKWISE PATTERN THROUGH THE CHANGE ROOM AREAS - ONE SHOWER WILL BE DESIGNATED IN ORDER TO ALLOW FOR PHYSICAL DISTANCING MEN’S CHANGE ROOM - ENTRANCE HALLWAY IS NOT WIDE ENOUGH FOR MULTIPLE PEOPLE
- SIGNS WILL BE POSTED “PLEASE ALLOW PEOPLE TO LEAVE HALLWAY BEFORE ENTERING OR EXITING”



- ONE URINAL WILL BE CLOSED TO ALLOW FOR PHYSICAL DISTANCING SIGN WILL BE POSTED AT ENTRANCE EXPLAINING DIRECTIONS FOR USE OF BOTH CHANGE ROOMS. CHANGE ROOMS WILL BE CLEANED EVERY 2 HOURS.

**(AS PER CITY OF KAMLOOPS, COVID-19 RESUMING OPERATIONS BROCK POOL SAFETY PLAN- JUNE 22, 2020)**

## Brock Pool Lifeguard/Cashier Protocols to Maintain Distance (City of Kamloops)

- PUBLIC WILL BE REQUIRED TO MAINTAIN A PHYSICAL DISTANCE OF 2M/6FT WITH STAFF AND EACH OTHER WHEN VISITING BROCK POOL.
- SIGNAGE WILL BE INSTALLED TO INDICATE WHERE PUBLIC ARE TO STAND WHEN APPROACHING THE ENTRANCE.
- PHYSICAL TRANSPARENT BARRIERS WILL BE INSTALLED AT THE CASHIERS WINDOW TO LIMIT EXPOSURE BETWEEN STAFF AND PUBLIC.
- LIFEGUARDS WILL MAKE SURE TO EDUCATE THE PUBLIC TO SAFE SOCIAL DISTANCE WHILE COMMUNICATING WITH THEM.

**(AS PER CITY OF KAMLOOPS, COVID-19 RESUMING OPERATIONS BROCK POOL SAFETY PLAN- JUNE 22, 2020)**

## WHEN PHYSICAL DISTANCE CAN'T BE MAINTAINED

### Administration of First Aid

Kamloops Classic Swimming staff are not equipped nor trained to provide specific first aid measures during COVID19 thus all concerns relating to swimmers or staff are deferred to lifeguarding staff who have specific training. During open water, trained lifeguarding staff (NLS certified) will be onsite to deliver first aid to both non-flu like and flu-like symptoms. They will provide their own PPE equipment. Staff will always defer to lifeguarding staff.

### Brock Pool Lifeguard First Aid Measures (City of Kamloops)

CITY OF KAMLOOPS SAFE WORK PROCEDURES FOR LIFEGUARDS PROVIDING FIRST AID MEASURES  
(FOR REFERENCE PURPOSES)

PERSONAL PROTECTIVE EQUIPMENT REQUIRED BY CITY LIFEGUARDS: • NITRILE GLOVES • GOGGLES AND FACE SHIELD • HALF MASK RESPIRATOR OR N95 MASK

### FIRST-AID PROCEDURES DURING COVID-19 PANDEMIC

#### PROCEDURES

##### FLU LIKE SYMPTOMS

ALL FIRST AID ATTENDANTS ARE TO INITIALLY EVALUATE ALL PATIENTS FROM A DISTANCE, ASKING IF THEY HAVE ANY COVID-LIKE SYMPTOMS. IF YES, THEY SHOULD DETERMINE IF CRITICAL INTERVENTION IS REQUIRED AND SUGGEST THAT FOR NON CRITICAL FIRST AID THE INDIVIDUAL SELF ADMINISTER FIRST AID OR CONTACT A MEDICAL PROFESSIONAL. SHOULD A PERSON SHOW FLU LIKE SYMPTOMS:



- a. ENSURE SAFE DISTANCE OF 6 FEET / 2 METERS AND REASSURE THE PATIENT
- b. ALERT THE SUPERVISOR
- c. REMOVE PATIENT TO ISOLATION ROOM.
- d. ONCE CLEAR, ADVISE SUPERVISOR TO HAVE ROOM/AREA CLEANED AS WELL AS ANYWHERE THE PATIENT HAS RECENTLY BEEN.

## NON -FLU LIKE SYMPTOMS- STANDARD FIRST AID

- a. DON REQUIRED PPE (N95 PROTECTION/HALF MASK RESPIRATOR, FACE SHIELD OR GOGGLE AND GLOVES, UNLESS PHYSICAL DISTANCE IS MAINTAINED).
- b. GATHER APPROPRIATE FIRST AID SUPPLIES.
- c. ADVISE THE PATIENT NOT TO SPEAK WHEN POSSIBLE OR TO LOOK TO THE SIDE WHILE YOU ADMINISTER FIRST AID WHEN POSSIBLE.
  - APPLY MASKS TO PATIENTS RECEIVING FIRST AID. 6
- d. RENDER APPROPRIATE FIRST AID.
- e. REMOVE PERSONAL PROTECTIVE EQUIPMENT:
  - GLOVES- REMEMBER THE OUTSIDE OF THE GLOVES ARE CONTAMINATED. GRASP PALM AREA OF GLOVED HAND AND PEEL OFF FIRST GLOVE. SLIDE FINGERS OF HAND UNDER OTHER GLOVE AT WRIST AND PEEL OFF. DISCARD DOUBLE BAGGED WASTE.
  - WASH HANDS AS PER HAND WASHING SWP.
  - REMOVE SAFETY GOGGLES – DO NOT TOUCH THE FRONT OF THEM. WASH GOGGLES IN DISINFECTANT SOLUTION, DRY FOR RE-USE.
  - WASH HANDS AS PER HAND WASHING SWP.
  - REMOVE MASK BY GRASPING TIES OR ELASTICS AT THE BACK AND REMOVE WITHOUT TOUCHING THE FRONT AND DISPOSE OR WASH APPROPRIATELY.
  - WASH HANDS AS PER HAND WASHING SWP.
- f. COMPLETE - FIRST AID RECORD  
**(AS PER CITY OF KAMLOOPS, COVID-19 RESUMING OPERATIONS BROCK POOL SAFETY PLAN- JUNE 22, 2020)**

## Use of Personal Protective Equipment (PPE)

Coaches and swimmers are encouraged to cover their face: wear a cloth or mask when on deck except for swimming in the water. The non-binding nature of this suggestion may change if risk levels change or physical distancing cannot be maintained.

## CLEANING AND HYGIENE

### Brock Pool Hand Hygiene & Respiratory Etiquette Measures (City of Kamloops)

#### HAND HYGIENE AND RESPIRATORY ETIQUETTE/CLOTH FACE COVERINGS FOR SWIMMERS

- ASK SWIMMERS TO WASH HAND WITH HAND SANITIZER PRIOR TO SWIMMING
- ENCOURAGE SWIMMERS TO WASH HANDS OFTEN, TO COVER A SNEEZE OR COUGH AND THROW AWAY TISSUES AS SOON AS USED.



- ENCOURAGE SWIMMERS TO COVER THEIR FACE; WEAR A CLOTH OR MASK WHEN ON DECK EXCEPT FOR SWIMMING IN WATER
- DO NOT SHARE TRAINING EQUIPMENT, KICKBOARD, PULL BUOY OR PERSONAL FLOATING DEVICE (PFD); OTHERWISE DISINFECT BETWEEN EACH USE.

**AS PER LIFESAVING SOCIETY COVID-19 GUIDELINES INFORMATION BULLETIN**

## Brock Pool Sanitation of Common Touch Surfaces & Equipment (City of Kamloops)

### CITY OF KAMLOOPS SANITATION OF COMMON TOUCH SURFACES AND EQUIPMENT AT BROCK POOL

BROCK POOL CLEANING LIST (ALL ITEMS WITH AN \* TO BE REGULARLY CLEANED THROUGHOUT THE DAY)

- ENTRANCE/EXIT
  - GATES \*
  - FENCING AROUND THE GATES \*
  - CHECK IN COUNTER AND SURROUNDING AREAS \*
- RAILINGS
  - TOTS POOL X6 \*
  - MAIN POOL X8 \*
- WASHROOMS
  - DOORS TO ENTRANCE TO CHANGE ROOM \*
  - LOCKING MECHANISM FOR THE DOOR TO THE CHANGE ROOM \*
  - DOOR AND LOCKING MECHANISM FOR THE STALLS \*
  - SINK AND COUNTER \*
  - TOILETS \*
  - STAFF TOILET – DOORS, HANDLES, LOCKING MECHANISM, SINK AND TOILET \*
  - PAPER TOWEL DISPENSERS
  - INFANT CHANGING STATIONS
- SAFETY EQUIPMENT
  - REACHING POLE
  - LIFESAVING RING
  - FIRST AID KIT (REPLACING FABRIC WITH HARD PLASTIC)
- LIFEGUARD ROOM
  - DOORS AND HANDLES \*
  - COUNTERS AND ALL SURFACES \*
  - STAPLER, HOLE PUNCH AND ALL ADDITIONAL STATIONARY SUPPLIES THAT MAY BE SHARED \*
  - MICROWAVE \*
  - FRIDGE \*
  - CHAIRS \*
- MAINTENANCE ROOM
  - DOOR, HANDLE AND LOCKING MECHANISM \*
  - POOL READINGS EQUIPMENT (TESTER KIT) \*
- EQUIPMENT (DEPENDING ON WHAT WE PUT OUT TO BE DONE AFTER EACH USE)
  - FLUTTER BOARDS \*
  - PULL BUOYS
  - PFD'S

# KCS COVID-19 WORKPLACE SAFETY PLAN & RETURN TO SWIMMING PLAN



- BARBELLS, NOODLES AND ANY OTHER AQ FIT EQUIPMENT \*

\*\* IF ANY OF THE ITEMS NOT MARKED WITH A \* ARE USED, SANITATION MUST BE DONE APPROPRIATELY.

**(AS PER CITY OF KAMLOOPS, COVID-19 RESUMING OPERATIONS BROCK POOL SAFETY PLAN- JUNE 22, 2020)**



## COVID-19 POLICY DEVELOPMENT & DECLARATIONS

KCS will continue to develop policies to mitigate risks and protect employees, volunteers, participants and parents/spectators as they are warranted.

### KCS Illness Policy

The KCS Illness Policy applies to employees, volunteers, participants or parent/ spectators. It consists of direction around assessing the health status of individuals prior to and during Club activities, how to proceed if an individual shows symptoms or falls ill, and how to handle a positive COVID-19 test outcome. It also limits participation of individuals who may have been exposed to COVID-19 and identifies the role of Provincial Health Officers. Guidelines relating to quarantine expectations are also defined (Appendix 5).

### KCS Working from Home Policy

Working from home or an alternate location may be required at times and is only allowed with permission from the employees' supervisor. The following protocols will be followed by employees working from home (Appendix 6).

- Employees are required to conduct an assessment of their workplace and report any hazards to their supervisor.
- Employees are required to submit a brief evacuation plan from their home or temporary workplace to a safe location if needed and know how to contact the employer in case of emergency.
- Employees will be oriented to safe workplace practices and how to report any work-related incidents or injuries

### SwimBC Club COVID-19 Declaration

Club President is required to sign off on the fact that Kamloops Classic Swimming has procedures and policies in place that support the Club's operation within the current provincial health restrictions to promote the safety of our community. Club participants will be informed and educated in the application of this plan and policy and guidelines will be enforced. The plan includes clear policies that ensure that:

- No swimmer or coach with symptoms comes to any swim club specific or related activity;
- Swimmers are able to participate in a secure environment where physical distancing, personal hygiene and safe social interactions are enforced;
- Coaches having displayed related symptoms are able to be off sick or work at home to enable self-isolation for 14 days (at minimum);



- Coaches have fewer workplace contacts (shorter times, fewer people), through such measures as staggered shifts, smaller training groups, occupancy limits, virtual staff meetings, and working from home where the nature of the work permits;
- Higher frequency of cleaning of “high touch” areas of facilities and equipment, availability of hand sanitizer and encouraging good hygiene; and
- Assessments of risks is present in your club’s operation.

\* As per SwimBC. (Appendix 7)



## COVID-19 COMMUNICATION/EDUCATION PLAN

### Staff Education/Training Plan

1. COVID-19 Best Practices Guidelines for Employees (Appendix 8).
2. Staff have been trained on monitoring participants to ensure policies and procedures are being followed.
3. Update staff as to new COVID procedures via ZOOM meeting.
4. All staff have received policies for staying home when sick.
5. Update KCS Employee Manual.

### Swimmer Education/Training Plan

1. Educate swimmers on the rules of physical distancing, hygiene and respiratory etiquette and stress their responsibility to follow rules. (Lifesaving Society recommendation).
2. COVID-19 Best Practices Guidelines for Swimmers (Appendix 9)
3. All participants have received policies for staying home when sick.
4. Do not allow entry to anyone with symptoms or who has been in contact with someone with symptoms.

### Physical Signage

Signage, occupancy limits, effective handwashing practices (see City of Kamloops signage outline below)

#### Brock Pool Installed COVID-19 Signage (City of Kamloops)

#### Brock Pool Signage as installed by the City of Kamloops

1. MAINTAIN PHYSICAL DISTANCING AT ALL TIMES 2M / 6FT
2. BROCK POOL PROTOCOLS
  - a. DO NOT USE THE POOL IF YOU ARE SICK OR FEEL UNWELL.
  - b. PRACTICE PHYSICAL DISTANCING BY KEEPING 2M / 6FT FROM ONE ANOTHER.
  - c. WASH YOUR HANDS REGULARLY WITH SOAP AND WATER OR USE DISINFECTANT THAT IS PROVIDED.
  - d. SHOWER BEFORE AND AFTER USING THE POOL.
  - e. DO NOT SPIT OR BLOW YOUR NOSE INTO THE WATER.
  - f. CHLORINATED POOL WATER IS AN EFFECTIVE DISINFECTANT AND THE RISK OF TRANSMISSION FROM CONTACT WITH PROPERLY TREATED POOL WATER IS CONSIDERED MINIMAL.
3. OCCUPANCY LIMITS:
  - a. FACILITY LIMIT: 112
  - b. MAIN POOL GENERAL SWIM: 56 C
  - c. MAIN POOL LAP SWIMMING: 24
  - d. TOT POOL: 16
  - e. 1 SPECTATOR PER ATHLETE MAXIMUM
4. MAINTAIN PHYSICAL DISTANCING ON BLEACHERS 2M / 6FT. THESE BLEACHERS ARE NOT DISINFECTED BY FACILITY STAFF.
5. PUBLIC SWIM 1:00PM-4:00PM LAP SWIM 11:00AM-12:45PM FOR ALL OTHER BOOKING INQUIRIES  
EMAIL: SWIM@KAMLOOPS.CA



6. ENTER
7. EXIT CHANGE ROOM /BATHROOM AREA:
  - a. HAND HYGIENE INSTRUCTIONS
  - b. ENTER ◇
  - c. ↓↓ EXIT
  - d. PLEASE USE THIS SHOWER
  - e. ONLY 1 PERSON OR FAMILY IN SHOWER AT A TIME (RECOMMENDED SHOWER TIME 1 MINUTE)
  - f. PLEASE ALLOW PEOPLE TO LEAVE HALLWAY BEFORE ENTERING OR EXITING
  - g. CHANGE ROOM PROTOCOLS
    - i. ONLY 8 PEOPLE ALLOWED IN CHANGE ROOM AT ONE TIME (YOUNG CHILDREN MAY BE ACCOMPANIED BY AN ADULT)
    - ii. ONLY 1 PERSON OR FAMILY GROUP ALLOWED IN THE SHOWER AT A TIME (PLEASE KEEP YOUR SHOWER BRIEF).
    - iii. PRACTICE PHYSICAL DISTANCING BY KEEPING 2M / 6FT FROM ONE ANOTHER.
    - iv. THESE CHANGE ROOMS ARE CLEANED EVERY 2 HOURS.
    - v. AVOID TOUCHING SURFACES UNNECESSARILY.
    - vi. IF ANYTHING IN THE WASHROOM IS NOT FUNCTIONING PROPERLY OR IF SUPPLIES ARE DEPLETED, PLEASE ADVISE FACILITY STAFF IMMEDIATELY.
8. DECK & POOLS:
  - a. CONES WITH ARROWS ATTACHED TO SHOW PATRONS DECK MOVEMENT/ FLOW
  - b. RESTRICTED AREA – LIFEGUARDS ONLY 3. LAP LANE ETIQUETTE
9. SIGNAGE INDICATING WHO IS RESTRICTED BASED ON HEALTH CRITERIA.

**(AS PER CITY OF KAMLOOPS, COVID-19 RESUMING OPERATIONS BROCK POOL SAFETY PLAN- JUNE 22, 2020)**



## MONITORING WORKPLACE FOR EVOLVING COVID-19 PROTOCOLS

Feedback mechanisms.

- Individuals know who to go to with health and safety concerns (Head Coach/Business Mgr to Board COVID-19 designate)
- KCS staff will have bi-weekly meetings (2x per month) with our COVID-19 Safety Officer to identify new areas of concern and resolve policies/procedures that aren't working.
- Policies and procedures will be updated to include new information.
- WCB workplace spot check audits
- City of Kamloops Hosts will be circulating among municipal facilities to ensure that social distancing protocols are being followed. Bylaws will also be following up on any public complaints related to COVID19 protocols.



## APPENDIX 1. KCS RETURN TO PLAY PARTICIPANTS AGREEMENT

As a participant, and/or a parent or legal guardian of a participant, as the case may be, in the sport of swimming and the programs, activities and events of Kamloops Classic Swimming, I acknowledge and agree to the following terms when entering club facilities and/or participating in club activities under the COVID-19 Response Plan and Return To Play Protocol:

- I agree to symptom screening checks and will let my club know if I have experienced any of the following symptoms in the last 14 days. As per the BC Centre for Disease Control, the symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They include:
  - Fever
  - Chills
  - Cough
  - Shortness of breath
  - Sore throat and painful swallowing
  - Stuffy or runny nose
  - New loss of sense of smell/taste
  - Headache
  - Abnormal Muscle aches
  - Fatigue
  - Loss of appetite
- 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 2m away from others.
- I agree to not share any equipment during practice times.
- I agree to abide by all 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.

### Acknowledgement

I declare that I am 19 years of age or older and I acknowledge that I have read this Participants Agreement and that I have accepted this Agreement voluntarily. If I am a participant under 19 years of age, I acknowledge that I must have my parent or legal guardian who is 19 years of age or older read, accept and sign this Agreement voluntarily on my behalf.

Name of Swimmer (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Signature (swimmer 19 or older or parent/guardian): \_\_\_\_\_



## APPENDIX 2. KCS ONLINE WELLNESS SURVEY

Employees, volunteers, swimmers will all be required to satisfactorily complete the pre-screening online wellness survey 2 hrs prior to any club event. The survey can be found on the homepage at [www.swimkamloops.com](http://www.swimkamloops.com). The following is a list of the questions on the survey. If any respondent answers yes to any of the questions they are not permitted to attend that activity.

- Have you felt sick in the past 24 hours?
- Are you currently experiencing any of the following symptoms? (Please choose yes or no for each)
  - Fever
  - Difficulty Breathing
  - Severe Chest Pains
  - Sore Throat
  - Chills
  - Stuffy/Runny Nose
  - Sneezing
  - Coughing
  - Headache
  - Abnormal Muscle Aches
  - Gastro Illness
  - New Loss of Smell or Taste
- Have you been in contact with anyone who has travelled outside of Canada within the last 14 days?
- Have you been in contact with or cared for someone with COVID19?



## APPENDIX 3. KCS GUIDELINES FOR OPEN WATER WORKOUTS

### Safety Plan Guidelines:

1. Swimmers must submit a completed digital “Return to Play Agreement” to participate.
2. Swimmers and coaches must satisfactorily complete the online KCS Wellness Survey prior to each club workout/activity.
3. Swimmers must check in and out at the designate area before/after each workout. (contactless)
4. Prior to entering the water, a pre workout meeting shall take place outlining potential risks, where the group will swim and what the workout will consist of, discussing:
  - Boat traffic
  - Changes in the weather
  - Swimmer fatigue or distress: A “raised arm” protocol will indicate require assistance.
  - Swimmer cramping
  - Swimmer injury
  - Under water hazards. – water depth, logs, rocks etc.
  - While swimmers are in the water, the coach or designate emergency volunteer will communicate with the swimmers via one of the following methods: Emergency horn blast, whistle, waving of arms or verbal calling.
5. At the designated meeting area there will be a first aid kit that shall also include a blanket and juice in case of an emergency plus the regular first aid items.
6. Entry to and from the water shall take place in one designated area (Between the two KCS Orange Pylons).
7. Swimmers will follow social distancing guidelines and not share equipment.
8. Spectators will be asked not to congregate
9. For every 10 swimmers there shall be one watercraft on the lake (ie. canoe, kayak, paddle board, power boat (BC Boating License) etc.) with accompanying Coach or On Water Safety Person. (NLS certified).
10. At all times while the swimmers are in the water there will be a designated volunteer on land for emergency communication. This designate will have a cell phone for contacting emergency services and a horn for notifying swimmers and staff on the water of an emergency. Please note at all workouts there will be a minimum of two adults supervising the workout. One on the water and one on shore.

**Coach Qualifications:** NCCP Level 1 Certified

**On Water Safety Person:** Required to be NLS certified, familiar with the emergency action plan (EAP), responsible for the conduct and safety of all KCS Open Water Swimmers and is performing no duty other than KCS Open Water surveillance.



## **Workout/Swimming Formations:**

All swimmers will have a swimming partner (They shall be two meters apart unless one of the partners is in distress). **Please note:** Swimming alone is dangerous!

**Swimmer Swimming Ability:** Each swimmer should have previously completed an 800m swim in a pool swim meet environment or a 400 metre open water swim at a Triathlon /Open Water event.

## **Water Conditions:**

([www.interiorhealth.ca/YourEnvironment/InspectionReports/Pages/WaterNotifications.aspx](http://www.interiorhealth.ca/YourEnvironment/InspectionReports/Pages/WaterNotifications.aspx)):

1. **Water quality:** As per BC Recreational Water Quality guidelines – Swimmers itch, Blue Green algae, etc
2. **Water temperature** will be taken prior to all swims at a depth of 30 cm below the surface in two locations 10 - 20 meters from the shoreline and 100 meters from the shoreline.
  - a. Below 20C, the use of a wetsuit is strongly recommended.
  - b. Depending on the individual, a wetsuit may be desired below 25C.
  - c. No swimming will occur if the water temperature is below 17.0C



## APPENDIX 4. KCS MODEL FOR LANES/LAP SWIMMING AT BROCK POOL

\*as per SwimBC *Return to Swimming Guidelines*

### Facility Arrival:

- Participants will arrive at the Brock pool parking lot no more than 15 prior to the start of scheduled practice.
- Parents are discouraged from spectating and swimmers should proceed on their own to the main entrance gate labeled “Enter”.
- The gate will be propped open when it can be monitored to limit touch points. Swimmers must follow the directional arrows through the facility and obey all posted signs.
- Wash hands with hand sanitizer upon arrival
- Proceed to assigned location on the deck as per coaches direction. Each participant will have a spot defined by grid or X with duct tape

### Pre-session Coaches meeting (At the pool the coach will outline the COVID 19 pool safety procedures):

- Entering and exiting the facility
- Personal hygiene stations, location and use.
- Personal hygiene when using the facility;
- Washrooms
- Changerooms
- Deck behaviour
- Traffic flow of the swimmers and coaches – Before, during and after workouts.

### Pre-session activation:

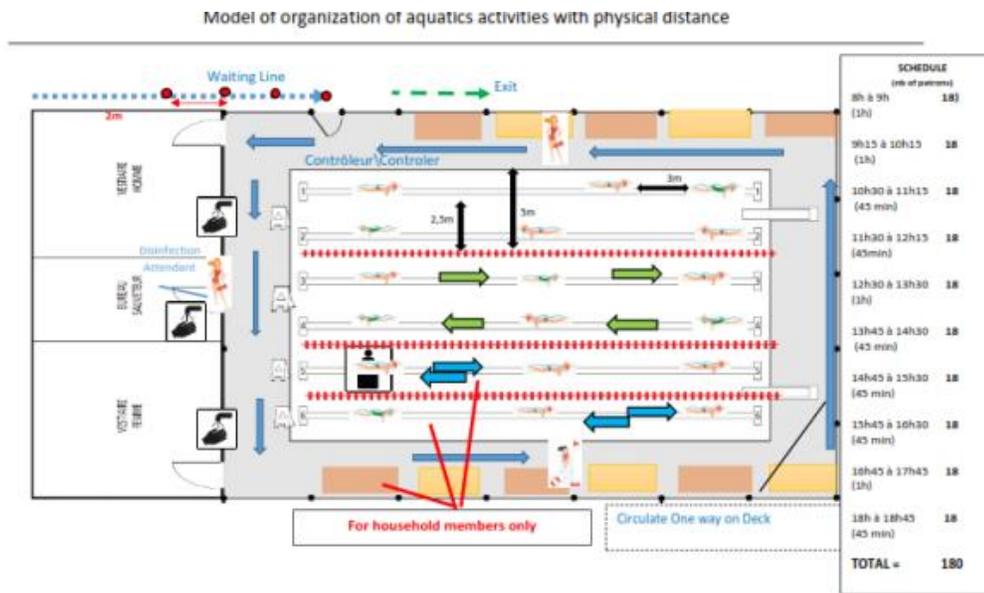
- On-deck activation will be suspended until July 18<sup>th</sup>. It will resume on July 20<sup>th</sup> in the park adjacent to Brock pool.

### Training:

- Lane density: Lane Density Protocol: Coach to Swimmer Ratio at Brock pool: 8 lane pool. 1:24 with 3 swimmers/lane x 8 lanes or 6 per double lane
- Goggles must be worn
- No shared equipment
- Graphics illustrating lane flow, direction, distancing and wall strategies;
- To maintain 2 m separation between swimmers that following lap swimming protocols will be implemented. Here is a sample of how that would work for lanes 1 &2.
  - Swimmers will swim in a counter-clockwise direction as follows:
    - Up lane 1 back lane 2
    - Up lane 3 back lane 4
    - Up lane 5 back lane 6
    - Up lane 7 back lane 8



- To start each swim set there will be 3 swimmers at each end. Swimmers will be located as follows
  - In lanes 1 & 2:
    - Swimmer 1 in lane 1 deep end;
    - Swimmer 2 in lane 2 deep end;
    - Swimmer 3 at the flags in lane 2 deep end;
    - Swimmer 1 in lane 2 shallow end;
    - Swimmer 2 in lane 1 shallow end;
    - Swimmer 3 at the flags in lane 1 shallow end;
    - Each swimmer will depart 5 sec apart, which will work out to be roughly 6 metres apart.



Facility Departure:

- After workout each swimmer will get their equipment and exit the pool area immediately.
- Swimmers will change at home or in their vehicles. No washroom changing will be done at the pool.
- Swimmers will be directed to exit the facility through the main lobby doors marked “Exit”, maintaining a distance of 2m separation.



## APPENDIX 5. KCS ILLNESS POLICY

### KAMLOOPS CLASSIC SWIMMING ILLNESS POLICY

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

2. **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, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and/or loss of appetite.
3. **Assessment:**
  - a. Members, or their parent/guardian if under 18, must complete the “*KCS Return to Play Participant Agreement*” prior to resuming Club activities.
  - b. Members must also complete the online *KCS Health/Wellness Survey* before each practice/event or activity to attest that they are not feeling any COVID-19 symptoms.
  - c. 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.
  - d. If members are unsure, please have them use [the BC COVID-19 Self-Assessment Tool](#) BC Support App self-assessment tool.
4. **If a member 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 while at practice they should be sent home immediately and are required to contact 8-1-1 or a doctor for further guidance.
  - c. NO member may participate in a practice/activity if they are symptomatic.
  - d. Members are not permitted to return to practice until they have the “KCS Return to Play” form completed by a health professional.
5. **If a member tests positive for COVID-19:**
  - a. Team training will be suspended, and all team members placed in isolation until further direction from health professionals.
  - b. 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. If a COVID-19 test was administered, a negative test result will be required before further training is permitted.
  - c. Ensure work / practice area is closed off, cleaned and disinfected immediately as well as any surfaces that could have potentially been infected/ touched.
  - d. Team training can resume when members are cleared to resume training by health officials.
6. **If a member has been tested and is waiting for the results of a COVID-19 test:**
  - a. As with the confirmed case, the member must be removed from the work / practice area.
  - b. The BC Centre for Disease Control advises any person who has even mild symptoms to stay home and call 8-1-1.
  - c. Other members who may have been exposed will be informed and potentially removed from the work / practice for at least 14 days or until the diagnosis of COVID-19 is ruled out by health authorities.



- d. The work / practice space will be closed off, cleaned, and disinfected immediately and any other surfaces that could have been potentially infected/ touched.
7. **If a member has come in to contact with someone who is confirmed to have COVID-19:**
- a. Members must advise their employer/ coach if they reasonably believe they have been exposed to COVID-19.
  - b. 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.
  - c. The workspace/ activity area will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.
8. **Quarantine or Self-Isolate conditions:**
- a. Any member who has travelled outside of Canada or the province within the last 14 days is not permitted to enter any part of the facility and must quarantine and self-isolate.
  - b. Any member with any symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate.
  - c. 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.
  - d. 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.



## APPENDIX 6. WORKING FROM HOME POLICY

Working from home or an alternate location may be required at times and is only allowed with permission from the employees' supervisor. The following protocols will form the basis of the "KCS Working From Home Policy" as required by WorkSafe BC.

- Employees are required to conduct an assessment of their workplace and report any hazards to their supervisor.
- Employees are required to submit a brief evacuation plan from their home or temporary workplace to a safe location if needed and know how to contact the employer in case of emergency.
- Employees will be oriented to safe workplace practices and how to report any work-related incidents or injuries



## APPENDIX 7. CLUB COVID-19 DECLARATION

### CLUB DECLARATION FORM - RETURN TO SWIMMING PLAN

The Government of BC has tasked major stakeholders in industry sectors to create sector-specific guidance documents. The Ministry of Tourism, Arts and Culture has requested ViaSport develop Return to Sport Guidelines to support Swim BC and the provincial amateur sport sector. Swim BC's Return to Swimming plan is based on these guidelines, Swimming Canada's resource document and other stakeholder resources. Prior to restarting, Swim BC member clubs should use these Return to Swimming Guidelines to develop their required Return to Swimming Plan and assist their work towards a careful and gradual restart of club activities. In the process of developing a club's Return to Swimming Plan, one size does not fit all. Each club has unique issues which need to be factored into their Return to Swimming Plan. Modifications and changes to standard practice protocols will be required, and these modifications will need to be practical and tailored to your unique facility and participant needs. While there can be some flexibility in a club's Return to Swimming Plan, all swimming and swimming related training activities in B.C. must operate within current provincial health restrictions to promote the safety of our communities.

Every club's Return to Swimming Plan must include clear policies to ensure:

- no swimmer or coach with symptoms comes to any swim club specific or related activity;
- swimmers are able to participate in a secure environment where physical distancing, personal hygiene and safe social interactions are enforced;
- coaches having displayed related symptoms are able to be off sick or work at home to enable self isolation for ten days (at minimum);
- coaches have fewer workplace contacts (shorter times, fewer people), through such measures as staggered shifts, smaller training groups, occupancy limits, virtual staff meetings and working from home where the nature of the work permits;
- higher frequency of cleaning of 'high touch' areas of facilities and equipment, availability of hand sanitizer and encouraging good hygiene.
- Assessments of risks present in your club's operation.

I hereby declare that Kamloops Classic Swimming has developed a Return to Swimming Plan utilizing the Swim BC Return to Swimming Plan Guidelines and have informed and educated our club's participants in the application of said plan.

Club Presidents Name: \_\_\_\_\_

Club President's Signature: \_\_\_\_\_

Date (mmm / dd / yyyy): \_\_\_\_\_



## APPENDIX 8. COVID-19 BEST PRACTICES GUIDELINES FOR EMPLOYEES

- **Consider your own risk:** If you are at a higher risk of experiencing serious illness from COVID-19, consider limiting or avoiding participation in swimming activities for the time being. Adults in coaching roles will need to assess their risk of participation, particular consideration must be made to any underlying medical conditions.
- Staff must sanitize their hands when arriving at Brock Pool.
- Staff must sanitize their hands before and after breaks, as well as before and after handling common tools and equipment.
- Avoid touching mouth, eyes, nose.
- Practice good respiratory etiquette! Cover a sneeze and use tissues when needed. Tissues should be discarded immediately.
- Bring your own tissues and hand sanitizer.

### Coach specific

- Attendance will be taken online (contactless)
- Ensure that all swimmers and coaches have completed their Return to Swimming Agreement and pre-activity Health/Wellness Survey online.
- Only coaches should touch or handle facility and club equipment (lane ropes, backstroke flags, backstroke ledges, pace clocks, ...)
- Coaches are encouraged to cover their face: wear a cloth or mask when on deck except for swimming in the water. The non-binding nature of this suggestion may change if risk levels change or physical distancing cannot be maintained.
- Ensure that all swimmers understand the lap swimming process to social distance prior to getting in the water
- Swimmer equipment will not be touched during practice
- No physical manipulation of the swimmer for teaching purposes until cleared by Provincial Health Officials as part of the reopening plan.
- The action of finger-assisted whistling to communicate on deck is not permitted.
- Do not hold dryland training on deck
- Coaches will maintain physical distance at all times even when conversing with swimmers at the lane ends.
- Encourage parents to email questions/concerns rather than face-to-face meetings
- Enforce social distancing at all times among swimmers.
- Do not share stopwatches
- Do not share whiteboard or markers



## APPENDIX 9. COVID-19 BEST PRACTICES GUIDELINES FOR SWIMMERS

### Health Guidelines

- **Consider your own risk:** If you are at a higher risk of experiencing serious illness from COVID-19, consider limiting or avoiding participation in swimming activities for the time being. Masters swimmers will need to assess their risk of participation, particular consideration must be made to any underlying medical conditions.
- Complete online **Wellness Survey** 2 hrs prior to every practice or team activity. This must be completed prior to the activity/practice **NO EXCEPTIONS** (link on website homepage)
- Maintain physical distancing (2 m) at all times!
- Practice good hygiene by washing hands before coming to the pool. Wash hands often. Use hand sanitizer if necessary.
- Avoid touching mouth, eyes, nose.
- Practice good respiratory etiquette! No spitting in the water or on deck. Cover a sneeze and use tissues when needed. Tissues should be discarded immediately.
- If possible, swimmers should take a shower and change at home with access to the change room limited
- No handshaking, hugging, rough housing on deck or in the water
- Swimmers are encouraged to cover their face: wear a cloth or mask when on deck except for swimming in the water. The non-binding nature of this suggestion may change if risk levels change or physical distancing cannot be maintained.

### Training Best Practices

- Swimming in one-way lanes, no overtaking, maintain a distance between swimmers , follow distancing protocols from coaching staff.
- Only coaches should touch or handle facility and club equipment (lane ropes, backstroke flags, backstroke ledges, pace clocks, ...)
- Equipment bags must be well spaced on deck and cannot come into contact.
- Use the space on deck reserved for you or your household members or training group
- Swimming with goggles is mandatory
- No snorkels until further notice.
- Swimmers do not share water bottles, towels, goggles or any other equipment with others.
- No helping each other put on swim cap.
- Participants should arrive 15 minutes prior to the start of practice, ensuring that they social distance at all times during arrival, departure and throughout practice.
- Participants must leave immediately after practice.

### What to bring to Practice?

## KCS COVID-19 WORKPLACE SAFETY PLAN & RETURN TO SWIMMING PLAN



- Kleenex and hand sanitizer.
- Bring your own equipment to each practice. No sharing.
- Do not bring spectators. Swimmers only are permitted.
- Water and/or snack. No fountains will be in use. No food or beverage services available.