

**CHENA**  
SWIM CLUB

# RETURN TO SWIMMING GUIDELINES

## Delbrook



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## ACKNOWLEDGEMENTS

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Chena Swim Club would like to acknowledge and thank the following contributors to this document;

Vincent Chung – Head Coach

CHENA Board of Directors

Eddie Simard, President

Peter Mountstevens, Vice President

Brenda Dayton, Treasurer

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

[Swim BC](#)

[Return to Swimming Guidelines](#)

[Swimming Canada](#)

[Return to Swimming Resource Document](#)

[viaSport](#)

[Return to Sport Guidelines for BC](#)

[BC Recreation & Parks Association \(BCRPA\)](#)

[Guideline for Restarting Operations](#)

[Worksafe BC](#)

[Return to Safe Operation](#)

Also reviewed, and used to inform this plan;

[NVRC](#)

[Covid-19 Safety Protocols for Aquatic Rental Groups - Sept 4, 2020](#)

All documents within were approved by the CHENA Board of Directors on September 8, 2020.

## EMPLOYER PLAN

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### Facilities

Coaching staff will continue to work from home for admin duties & meetings will continue to be held virtually.

### Open Water

See the *Open Water Swimming Plan* for details.

### Dryland and Activation

- Dryland activities will be dictated by the current Phase of BC's Restart Plan.
- Activation will be limited in time and will include a pre-session briefing for each facility being used.
- When possible, dryland activities will be held outdoors. Participants are encouraged to dress appropriately.
- Participants will abide by all social distancing guidelines, including keeping a 2 m distance between all participants.
- Participants must supply their own equipment. Equipment is not to be shared
- Participants will sign up for specific groups, and movement between groups will not be allowed.
- Activities will follow the guidelines of whichever facility can be secured for dryland activities.
- First Aid kits should be available for dryland activities.

### Pools

- We will abide by all health and safety protocols implemented by NVRC, including safe ingress and egress, lane density and practice procedures.
- All CHENA employees will read and review the CHENA Return to Swimming Guidelines and all NVRC Covid-19 Safety Protocols for Aquatic Rental Groups.

### Employee Exposure / Sick Days

- All employees must remain at home if exhibiting any signs of illness.
- Early communication is required if coaches are unable to attend workout so another coach can cover, or practice can be cancelled in a timely fashion.
- Employees may take sick days without penalty or fear of dismissal.

### Upcoming 2020/21 Swim Season

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

## RETURN TO SWIMMING PLAN

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### Club Programming

#### Swim Groups & Practice Schedules

Swimmers will be assigned Swim Groups and Practice Schedules by Coaching Staff. These times are not interchangeable. Swimmers must attend the sessions they are registered for. To start, a maximum of 18 swimmers will be permitted in a facility, as permitted by NVRC.

#### Participant Group Considerations:

Swimmers will return to the pool on a gradual, phased-in approach with the oldest and most experienced athletes being the first to return. Swimmers will be required to stay in their groups as designated by group level and similar swim ability until NVRC Guidelines allow groups to combined into larger training pods. This will only occur when the facility deems it is safe to do so and the pool layout can accommodate this configuration. As more pool time becomes available, more swimmers will be permitted to return for training sessions. Each new group of up to 18 swimmers will swim in their own pods until such time as pods can be combined.

#### Pre-Workout:

Coaches will review the workout plan 10 minutes before the session start time, outside of the facility weather permitting or in the designated staging area.

### Facility Access and Use

#### Athlete Arrival/ Drop Off:

Athletes will be dropped off in the designated area at Delbrook. Parents and spectators are not permitted inside the facility at this time.

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

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

#### Check-In and Screening:

The [CHENA COVID 19 Screen & Daily Survey](#) must be completed for each athlete before each session.



Athletes will walk to the main entrance of the WEST side of the building (atop the main outside stairs). Swimmers are reminded to remain 2 metres apart and spread out around the arrival area.

Coaches and Parent Volunteers will run through the CHENA Wellness Questionnaire (Appendix B) and take attendance for contact tracing before entry into the facility.

Coaches will supervise activation, weather permitting.

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

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

### **Proceed to Pre-Pool Staging Area:**

Swimmers and coaches will enter the building from the main entrance, proceed through the main lobby, use the hand sanitizer provided, descend the stairs and enter the pool deck through the entrance directly right of the main staircase.

Swimmers head to staging locations marked by X's on the floor and prepare equipment ready to enter the pool. Shoes must be removed before entering the pool.

Coaches hold a pre-swim briefing where swimmers are assigned a lane number before the group is allowed onto the pool deck.

### **Pool Entry:**

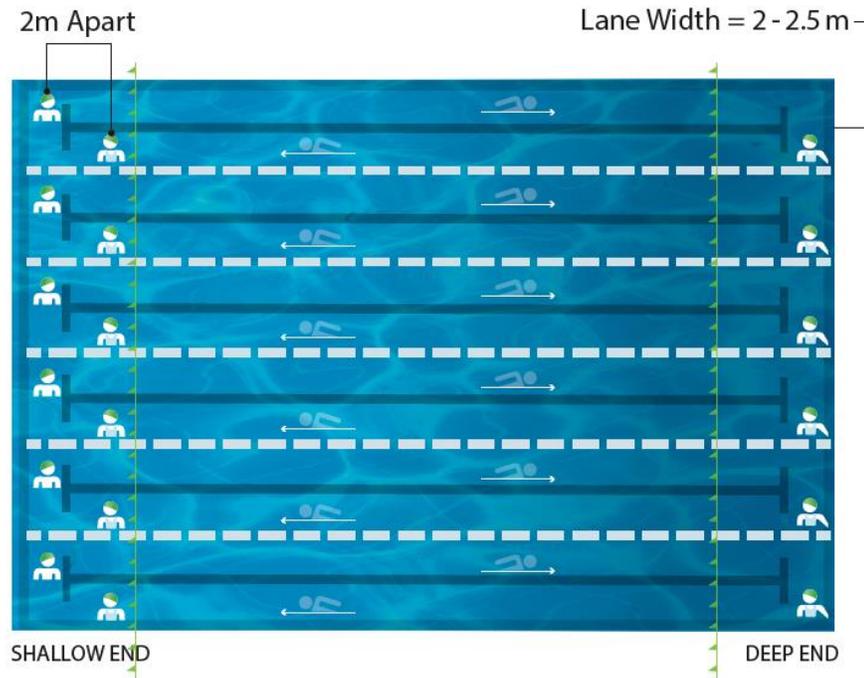
All shoes, clothing and swim bags are to be placed in a numbered space on the side of the pool deck, remembering to maintain social distancing at all times.

Swim gear mesh bags may be placed at the end of the lane a swimmer has been assigned to for easy equipment access. No equipment will be shared. No snorkels.

### **Lane Density:**

Swimmers will swim three (3) per lane in an anticlockwise motion. Appropriate distancing within each lane will be maintained, as per graphics below.

3 SWIMMERS PER LANE  
6 Lanes = 18 Swimmers  
4 Lanes = 12 Swimmers



## Gathering Points

A pre-practice check-in and health screen will be held at the outdoor gathering point where safe distance can be maintained. A pre-pool briefing will be held in the staging area where safe distance can be maintained. There will be no group gathering once inside the pool, including the use of whiteboards.

## After Practice

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

Swimmers will leave the facility by the west side exit on deck beside the family changerooms and be collected by parent/guardians.

A parent volunteer will sanitize the bleacher and pool deck using a self-drying spray solution provided by NVRC after each session.

## Contact Tracing

Swimmers must stay in the training group they are registered with.

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

## Participant Requirements

All swimmers must sign the CHENA Participation Agreement (Appendix A). This must be done before swimmer participation and will be collected before their first training session.



All swimmers must complete an [CHENA COVID 19 Screen & Daily Survey](#) prior to every training session.

All swimmers must attend the Check-In and Screen session prior to every training session.

All members must review the CHENA Illness Policy (Appendix C), and review the CHENA Outbreak Plan (Appendix D)

All swimmers must sign the Swim BC Acknowledgement and Assumption of Risk Form. This form is completed and submitted online, via the [Swim BC](#) website and confirmation sent to the CHENA Registrar at [registrar@chenaswimclub.ca](mailto:registrar@chenaswimclub.ca).

## Communication Strategy

The CHENA Return to Swimming Guidelines will be available for review on the [CHENA Website](#).

Swimmers and Parents will be educated during online virtual training sessions, before they can participate in in-person activities

## Emergency Response Strategy

All CHENA employees will be familiar with Facility First Aid processes and procedures.

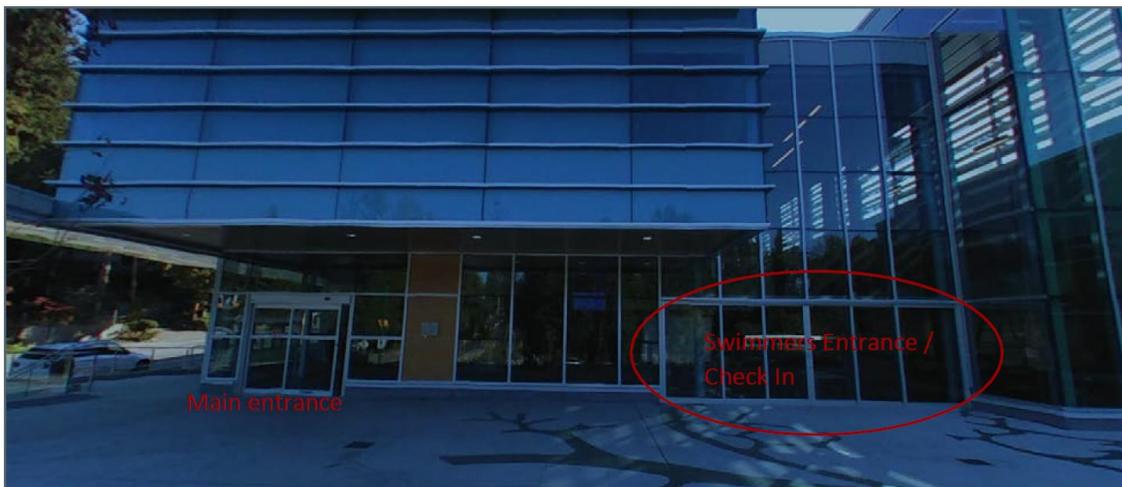
All CHENA employees and members will follow the CHENA Outbreak Plan (Appendix D), as required.

## Delbrook

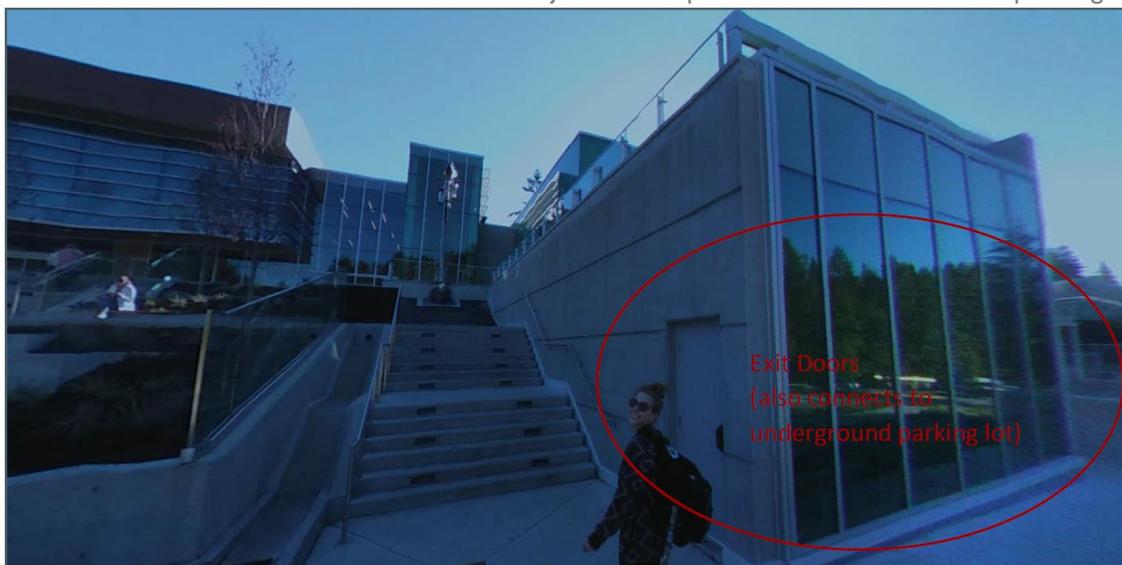
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### Drop off and Pick Up

- Swimmers will be dropped off on W Queens Road or in the West parking lot (above ground – outside) and head towards the facility's main Westside main entrance 10 minutes before the session time.
- Additional parking and drop off location is available underground but patrons will be directed back outside to W Queens Road to enter by the main entrance of the facility.
- Swimmers will walk to the Check-In and Screening area where they will meet their coach and/or a Parent Volunteer.



- Swimmers will walk to the Pre-Pool Staging area via the main entrance of the facility.
- Parents/Guardians will not enter the facility unless required as part of their volunteer duties.
- Swimmers will exit via the North West doors just off the pool deck and to the main parking lot



- Pick-Up will occur either in the West parking lot on W Queens Road.

## Athlete Protocol

- Swimmers should stay 2m apart from each other at all times when checking in, in the staging area and in the pool area.
- Swimmers should arrive at the facility prepared to swim with their swimsuit already on.
- Athletes are required to bring their own filled water bottle. Water fountains will not be available.
- Athletes are expected to conduct themselves with respect to COVID-19 safety guidelines as well as the safety guidelines outlined by the lifeguard on duty.

## Pre-Swim Activation

- The coach will lead the swimmers through a short activation while respecting the 2m distance between athletes and other facility patrons.
- The coach will explain the plan for the swim session, including lane assignments.

## Swim Session

- The coach will direct swimmers to enter the water three (3) per lane, while remaining 2m apart from one another.
- Once all swimmers have entered the water the coach will stand in a position where they can easily maintain sight of all swimmers.
- A lifeguard will always be on duty.



## APPENDIX A – CHENA PARTICIPATION AGREEMENT

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

All Participants of CHENA Swimming Club agree to abide by the following points when entering NVRC facilities and/or participating in club activities under the [Covid-19 Safety Protocols for Aquatic Rental Groups](#)

- ✓ I agree to symptom screening checks and will let my club know if I have experienced any of the symptoms in the last 14 days.
- ✓ I agree to stay home if feeling sick and remain home for 14 days if experiencing COVID-19 symptoms.
- ✓ I agree to sanitize my hands upon entering and exiting the facility, with soap or sanitizer.
- ✓ I agree to sanitize the equipment I use throughout my practice with approved cleaning products provided by the club (shared and personal equipment).
- ✓ I agree to continue to follow social distancing protocols of staying at least 2 meters away from others.
- ✓ I agree to not share any equipment during practice times
- ✓ I agree to abide by all of my clubs COVID-19 Policies and Guidelines
- ✓ I understand that if I do not abide by the 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 NVRC 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 Return to Swimming Guidelines will not entirely eliminate those risks.

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

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

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

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

## APPENDIX B - WELLNESS QUESTIONNAIRE

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

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

### COMMON SYMPTOMS OF COVID19:

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

If you have any of these symptoms it is recommended that you call 811 and arrange for COVID-19 testing. Your initial contact with a medical office should be by phone, PLEASE DO NOT walk into a health care provider with any of these symptoms. You should also self isolate at home for 14 days and should not return to activity until you are symptom free.

## APPENDIX C - CHENA ILLNESS POLICY

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

1. **Inform an individual in a position of authority (coach, lifeguard, safety person) immediately if, you feel any symptoms of COVID-19** such as fever, chills, cough, shortness of breath, runny nose, sore throat, loss of sense of smell or taste, headache, fatigue, diarrhea, loss of appetite, nausea and vomiting, muscle aches
2. **Assessment:**
  - a. Members must respond to a pre-training oral questionnaire before their practice/ activity to attest that they are not feeling any of the COVID 19 symptoms.
  - b. 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.
  - c. If members are unsure, please have them use the BC COVID-19 Self-Assessment Tool BC Support App self-assessment tool.
3. **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 have them contact 8-1-1 or a doctor for further guidance.
  - c. NO member may participate in a practice/activity if they are symptomatic.
4. **If a member tests positive for COVID-19:**
  - a. The member will not be permitted to return to practice until they are free of the COVID-19 virus.
  - b. Any member who worked / practiced closely with the infected member will also be removed from club activity for at least 14 days.
  - c. Ensure work / practice area is closed off, cleaned and disinfected immediately and any surfaces that could have potentially be infected/ touched.
5. **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 BCCDC advises that any person who has even mild symptoms to stay home and call 8-1-1.

- 6. If a member has come in 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. Once the contact is confirmed, the member will be removed from the workplace/ practice for at least 14 days or as otherwise directed by public health authorities. Members who may have come into close contact with the member will also be removed from the workplace for at least 14 days.
  - c. The workspace/ activity area will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.
- 7. Quarantine or Self-Isolate conditions:**
- a. Any member 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 D - OUTBREAK PLAN

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### Roles and Responsibilities:

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

### Actions:

- If any swimmer or coaching staff member reports they are suspected or confirmed to have COVID-19, the Head Coach will immediately notify facility administration and the CHENA Board of Directors.
- If a club member, coach, or family member/household occupant contracts COVID-19 symptoms, the Head Coach, in communication with the CHENA Board of Directors, will implement the CHENA Swim Club Illness Policy and advise individuals to<sup>1</sup>:
  - Use the [BC COVID-19 Self-Assessment Tool](#) to determine if further assessment or testing is needed;
  - Self-isolate;
  - Monitor symptoms daily, report respiratory illness and not return to activity for at least 14 days following the onset of COVID-19 symptoms;
  - Return to swimming / work if the individual or family member/household occupant is tested for COVID-19 and is negative;
  - Return to swimming / work if the individual or family member/household occupant is not tested, and 14 days have passed since they became ill and they are symptom free.
- In the event any swimmer or coach has had to leave a practice, as a result of COVID-19 symptoms, the Head Coach will notify the facility administration and CHENA Board of Directors immediately to permit proper facility cleaning protocols to be followed.
- In the event any swimmer or coach has a positive COVID-19 result, the Head Coach and/or the CHENA President will immediately report and discuss the suspected outbreak with the [North Vancouver Medical Health Officer](#) (or delegate).
- Should a medical health officer contact CHENA Swim Club, the Head Coach and/or the CHENA Board of Directors will cooperate in the contact tracing, including ensuring attendance sheets are available.

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