

Dear West Vancouver Otters Swim Club Member:

As British Columbia public health authorities develop guidelines to lift some restrictions on gathering in a responsible way, West Vancouver Otters Swim Club (WVOSC) has been working with Swim BC to understand the recommendations of our Chief Provincial Health Officer and how they best apply within our sport and club environment.

The attached **"WVOSC Return to Swimming Plan"** has been developed for our club in order to ensure that:

- health and safety of all individuals is a priority.
- activities are in alignment with provincial health recommendations.
- modifications to activities are in place in order to reduce the risks to each of our swimmers.
- our sport is united and aligned on a plan to reopen throughout the province.

While we do hope things will return to normal soon, currently this "Return to Swimming Plan" will be the "new normal" until we are advised otherwise by public health authorities.

If you choose to participate, you must follow these rules:

1. If you don't feel well or are displaying symptoms of Covid-19, you must stay home and notify the coach and/or the WVOSC Covid-19 Safety Officer.
2. If you have traveled outside of Canada, you are not permitted at a practice until you have self-isolated for a minimum of 14 days.
3. If you live in a household with someone who has Covid-19 or is showing symptoms of Covid-19, you must stay home and notify the coach and/or the WVOSC Covid-19 Safety Officer.
4. Wear your suit to practice (no changing at the pool).
5. Wash your hands or use hand sanitizer if washing is unavailable before participating.
6. Bring your own equipment, water bottle and hand sanitizer.
7. Comply with physical distancing measures at all times.
8. Avoid physical contact with others, including shaking hands, high fives, fist bumps, elbow bumps etc.
9. Leave the facility as quickly as possible after you finish.
10. Comply with the policies and procedures set out in our Return to Swimming Plan and Illness Policy.
11. Sign and return to WVOSC the **"WVOSC Participation Agreement"**, the **"WVOSC Illness Policy"**, and the **"Swimming Canada/Swim BC Acknowledgement and Assumption of Risks Form."**

Our "Return to Swimming Plan" is based on current public health guidance. While we are all doing our best to minimize the risk of exposure to COVID-19, it is impossible to completely eliminate the risk due to the continuing transmission of the SARS-CoV-2 virus. Each participant must make their own decision as to whether it is in their best interest to resume participation at this time. You must take into account your own circumstances and make the decision that is right for you.

Should you choose to join us, we require your full cooperation with our "Return to Swimming Plan".

Sincerely,

Kelly Merrigan, President

Janusz Kaczmarek, Head Coach

WVOSC Return to Swimming Plan

BEFORE RETURNING TO PRACTICE

1. **All swimmers (and their parents/legal guardians, if minors) will be required to read, sign, and email back to our registrar (Laura: otters.registrar@gmail.com):**
 - a) **Participation Agreement (Appendix A)** acknowledging their acceptance of COVID-19 specific risks;
 - b) **WVOSC Illness Policy (Appendix B);**
 - c) **Swimming Canada/Swim BC Acknowledgement and Assumption of Risks Form (Appendix C).**
2. All swimmers and coaches will be required to read the WVOSC Return to Swimming Plan and participate in a training session in regard to the WVOSC Return to Swimming Plan.
3. Swimmers and coaches **must not come to the pool if:**
 - a) they don't feel well or have shown symptoms of COVID-19 in the last 14 days.
 - b) someone in their household has COVID-19 or has shown symptoms of COVID-19 in the last 14 days.
 - c) they have travelled outside of Canada within the last 14 days.
 - d) someone in their household has travelled outside of Canada in the last 14 days.

** For more information about COVID-19 visit <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>. For COVID-19 symptoms visit <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>.*
4. Swimmers with underlying conditions that place them at risk or who live with people who are at risk **SHOULD NOT PARTICIPATE** in our training at this time.

** To determine if you or any of your home contacts are at risk, ask your doctor or visit <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/priority-populations>.*
5. There will be a training session for swimmers outside on the Great Lawn prior to starting the first training session. Schedule will be posted and sent out to relevant groups.

CLUB SAFETY OFFICER

The Club has appointed _____ to act as Club Safety Officer. The Club Safety Officer will be responsible for keeping the Club up to date on provincial/federal regulations, Swim BC bulletins and other information on COVID-19, assisting in the education of swimmers/coaches/volunteers/parents in regard to COVID-19 safety measures and policies, enforcing the safety measures, and advising and assisting the Club in modifying the Return to Swimming Plan as regulations and public health directions change.

SAFETY PROTOCOLS

All swim and dryland sessions will be governed by proper safety protocols:

Five Principles For Every Situation

Personal Hygiene:	Stay Home if You Are Sick:	Environmental Hygiene:	Safe Social Interactions:	Physical Modifications:
<ul style="list-style-type: none"> • Frequent handwashing • Cough into your sleeve • Wear a non-medical mask • No handshaking 	<ul style="list-style-type: none"> • Routine daily screening • Anyone with any symptoms must stay away from others • Returning travellers must self-isolate 	<ul style="list-style-type: none"> • More frequent cleaning • Enhance surface sanitation in high touch areas • Touch-less technology 	<ul style="list-style-type: none"> • Meet with small numbers of people • Maintain distance between you and people • Size of room: the bigger the better • Outdoor over indoor 	<ul style="list-style-type: none"> • Spacing within rooms or in transit • Room design • Plexiglass barriers • Movement of people within spaces

*Notes:

- physical distancing means a minimum of 2m (6ft) between you and everyone else.
- there will not be any physical contact between swimmers and coaches. This includes handshakes, hi-fives, fist bumps, elbow bumps etc. This also means that there will be no physical manipulation of swimmers during training.
- please provide your own hand sanitizer. Coaches will have hand sanitizer for you to use if you forget to bring yours.
- coaches will wear PPE (personal protective equipment) in situations where physical distancing is not possible.

POOL TRAINING

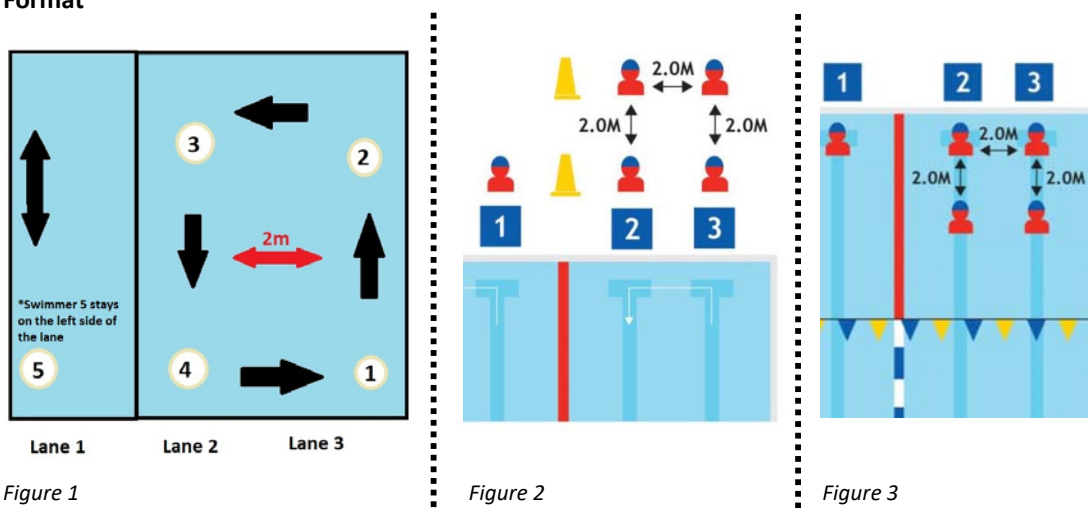
In order to facilitate all safety guidelines put forth by Swim BC and our Chief Provincial Health Officer, we have designed a pool training schedule that can accommodate our swimmers.

Schedule

- From Sept 9-Oct 2,2020, the AA, Provincial, Youth and National groups will begin training.
- We will have pool sessions 3 times per week on Monday, Wednesday and Friday. There will be 2 x 55 minute blocks each session.
- Block 1 will be from 6:00-6:55 am and block 2 will be from 7:05-8:00 am. Each block will have 5 swimmers. All swimmers will be assigned to specific timeslots during this time. Each group of 5 swimmers will remain the same during this period. This is to minimize group crossovers. There will be no multi-group swim practices.
- There is a 10 minute window between when block 1 finishes and block 2 begins to avoid overlapping of swimmers.
- Swimmers will arrive and depart the leisure pool entrance by the Great Lawn. No lingering on deck.

- Swimmers are asked to arrive ON TIME and not show up more than 10 minutes early. If swimmers are early, please stay outside the facility (while maintaining physical distancing)/in their vehicles until the time is right. Please note that late comers may not be allowed to swim.
- The coach in charge will greet swimmers outside the facility at the entrance by the Great Lawn. Swimmers will adhere to all physical distancing guidelines while outside and remain 6 feet apart from each other; there will be physical distancing markers on the ground to mark the entrance line up. Parents, family members and spectators will not be allowed to wait with the swimmers or be allowed to enter the facility. The coach will then screen all swimmers for potential COVID-19 symptoms before leading the swimmers onto the pool deck.

Format



- From Sept 9 to Oct 2, we will have 3 lanes in the leisure pool (see *Figure 1* above). We will combine lanes 2 and 3 to make a larger lane (there will be no lane rope between lanes 2 and 3). Lane 1 will be separate from lanes 2 and 3 (there will be a lane rope separating 3 from 1 and 2).
- We will have 4 swimmers in lanes 1 and 2 and 1 swimmer in lane 3 for a total of 5 swimmers per block.
- Swimmers must line up in their assigned lanes only. Physical distancing will be followed while lining up (see *Figure 2* above). No congregating on deck.
- Swimmers resting at the wall will follow physical distancing guidelines as well (see *Figure 3* above).
- Groups will only be coached by 1 coach on deck.

During pool training

- Swimmers must arrive ready to swim in their suits. There will be no change room access.
- Swimmers are asked to attend to their washroom needs at home before coming to the facility. In case of emergency, washrooms are available in the aquatic centre lobby during rental time. Swimmers will not be permitted to use the washroom for changing into and out of their swim suits.
- Swimmers must shower before entering the leisure pool.
- Swimmers shall bring minimal belongings to the pool and shall place their belongings in a bag in the designated areas; there will be markers as to where they can put their belongings.
- Swimmers must keep their towels and other personal items in their bags between uses.
- No food will be allowed at the pool.



- Swimmers must bring a full water bottle labeled with his/her name. Water fountains will not be accessible to anyone.
- Swimmers must use their personal equipment only and shall label all their equipment clearly with their names. They will not be allowed to share any equipment (eg. No sharing of caps, goggles, fins, etc.)
- Swimmers must avoid touching gates, fences, benches, handrails, lane ropes, etc. if possible.
- Swimmers must use safe personal hygiene practices: cough or sneeze into elbow, no spitting or nasal clearing.
- There will be no equipment available for shared use (e.g. there will be no swim club provided kickboards or fins). Any equipment required will be the responsibility of the swimmer to bring.
- Swimmers will be expected to maintain proper physical distancing protocols while out of and in the water.
- Swimmers must not pass each other; lane assignments and fitness level of the swimmer will be assessed to ensure the integrity of the lane etiquette remains intact.
- Swimmers and coaches must maintain physical distancing when taking a break.
- Practices will be given to swimmers either beforehand or written by the coach on a whiteboard (legible at a great distance). Swimmers will not be allowed to crowd around the whiteboard. Only the coach on deck will be allowed to touch the white board. Each coach will have their own dry erase pens and will not share. If the board is to be shared between coaches, it will be sanitized properly prior to being shared.

Post-Pool Training

- All personal equipment must be brought home at the conclusion of the pool session.
- All swimmers must leave the pool deck via the doors leading to the Great Lawn. No lingering or gathering.

DRYLAND TRAINING

Other than in-pool training sessions, a large part of our September plan revolves around dryland training. Here are some things you need to know in order to create a safe environment for all athletes.

- During dryland sessions, all athletes will be expected to follow proper physical distance guidelines.
- Athletes will be expected to have their own equipment and not share. This includes water bottles and other dryland gear (eg. Skipping rope, towels, mats, etc.)
- Any equipment used will be properly sanitized before and after using.
- The club will have dryland equipment for specific exercises during dryland. Some of this equipment will be shared but will be sanitized before other swimmers use it.
- Athletes will be required to bring their own hand sanitizer. We will have some available in case swimmers forget to bring theirs.
- All sessions will be held outdoors. Groups will meet on the Great Lawn outside of the community center. They will be expected to maintain physical distancing.
- Please do not show up more than 10 minutes early and leave quickly and efficiently. There will be no gathering or lingering before and after dryland sessions.

PARENT PROTOCOL

Parents, family members and spectators will:

- not be allowed to enter the facility.
- maintain proper physical distancing protocol.
- not use changerooms or water fountains.
- not exit their cars and congregate in the parking lot, or block access to drop off areas, emergency vehicle lanes, or disabled parking spaces while dropping off and picking up swimmers.
- speak to coaches only during pre-arranged meetings; there will be no meetings during training times. Physical distancing protocols will be followed during parent-coach meetings.

ATTENDANCE

Coaches will take attendance at all practice sessions. This will be crucial for potential contact tracing if an outbreak were to occur. Any swimmer not feeling well will contact their group coach immediately. Attendance records will be kept in the event that Provincial Health officials need it.

COACHES

1. The Club will:
 - a) provide coaches, staff, and volunteers with its Employer Return to Work Safety Plan (the "Plan"), post the Plan, and provide the coaches, staff, and volunteers with updates and guidance with respect to the Plan.
 - b) provide coaches with appropriate PPE.
 - c) provide coaches with up-to-date education and training on COVID-19 risk factors and protective behaviors (eg. cough etiquette and care of PPE).
 - d) provide coaches with the ability to work from home while ill in accordance with the provincial and WorkSafe BC policies.
2. PPE will be
 - a) consistently and properly worn when physical distancing protocols cannot be followed.
 - b) regularly inspected, maintained, and replaced, as necessary.
 - c) properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment, and in accordance with facility policies.
3. Coaches will not share personal coaching equipment (eg. Stopwatches, dry erase pens, iPads, etc.).

OUTBREAK RESPONSE

1. If a swimmer or coach, or a family member/household occupant becomes ill with COVID-19 symptoms, the swimmer or coach:
 - a) must self-isolate immediately and call the provincial health authorities at 8-1-1 for directions on the next steps or use the BC COVID-19 Self-Assessment Tool (<https://bc.thrive.health/>). If the swimmer or coach is severely ill, the swimmer or coach should call 9-1-1.
 - b) must inform their coach and the Club Safety Officer of the illness.
 - c) must not return to the pool for at least 14 days after the onset of the symptoms, or should return to work/practice only if the swimmer or coach, or family member/household occupant is tested for COVID-19 and the result is negative.
2. If there is an outbreak of COVID-19 in the Club, the Club shall immediately:
 - a) notify the BC provincial health authorities (8-1-1) and will cooperate fully with the provincial health authorities, including providing information to assist in contact tracing.
 - b) notify the facility management of the outbreak and cooperate with the facility outbreak response procedures and policies.
 - c) notify the Club members of the outbreak and the procedures recommended by the provincial health authorities.
3. If a swimmer or coach has had to leave a practice due to COVID-19 symptoms, notify the facility immediately to permit proper disinfectant protocols to be followed.
4. Should a medical health officer contact our club, WVOSC will cooperate in the contact tracing by ensuring attendance sheets are available.



West Vancouver Otters Swim Club Participation Agreement

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

All Participants of West Vancouver Otters Swim Club (WVOSC) agree to abide by the following points when entering club facilities and/or participating in club activities.

- 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 club's 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 temporary suspension of my club membership.
- I acknowledge that there are risks associated with entering club facilities and/or participating in club activities, and that the measures taken be the club and participants, including those set out above.

Name: _____

Parent or Guardian Name: _____

Date: _____

Signature of Participant (if over 18 years of age): _____

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



WEST VANCOUVER OTTERS SWIM CLUB ILLNESS POLICY

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

1. **Inform an individual in a position of authority (coach, COVID-19 Safety Officer) 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 loss of appetite.
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](#) or through the COVID-19 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.
 - c. Other members who may have been exposed will be informed and 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 works / practice space will be closed off, cleaned, and disinfected immediately and any other surfaces that could have been potentially infected/ touched.
6. **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. 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 C - ACKNOWLEDGEMENT AND ACCEPTANCE OF RISK FORM

(next page)



ACKNOWLEDGEMENT AND ASSUMPTION OF RISKS FORM (FOR ADULT PARTICIPANT AND MINOR PARTICIPANT)

Please read this document carefully

This acknowledgment and assumption of risks form must be signed before participating in any Activity sanctioned or organized by Swimming Natation Canada, Swim BC, or Swim BC Member Clubs

As a participant, or on behalf of a minor participant, in the Activities organized, recognized or sanctioned by Swimming Natation Canada (“**SNC**”), Swim BC or a Swim BC Member Club (“**Club**”) I hereby acknowledge and agree to the following terms and conditions respecting my/their participation in any Activity.

Introduction

As a participant, or on behalf of a minor participant, in the Activities organized, recognized or sanctioned by SNC, Swim BC or Swim BC Member Clubs, I, the undersigned

_____ (name of adult participant)

OR _____ (name of a parent or legal guardian of a minor participant),

acting as _____ (parent or legal guardian)

of _____ (name of minor participant),

hereby acknowledge and agree to the following terms and conditions respecting my/their participation in any Activity.

Definitions

1. “**Activity**” or “**Activities**” means any in-person or virtual activities such as events, training camps, programs, competitions, physical training performed or conducted in water or outside water, recognized, organized or sanctioned by SNC or Swim BC or Swim BC Member Clubs.
2. “**Agreement**” means this Acknowledgement and Assumption of Risk.
3. “**Injury or Health-related problem**” means any injury, health-related issue or illness including mental health issues diagnosed by a medical practitioner.
4. “**Members**” means the members listed in Section 3.01 of Swim BC bylaws dated October 10, 2019 or Section 2.1 of SNC’s bylaws dated July 29, 2019, as revised.
5. “**Minor**” means the minor participant named in the Introduction.
6. “**Organization**” means collectively, SNC, Swim BC, Swim BC Member club and their respective coaches, directors, officers, committee members, members, employees, volunteers, participants, agents and representatives.
7. “**Registrant**” means a participant and all individuals or entities of SNC including those individuals and associations, incorporated or unincorporated, as described in SNC’s *national registration policy, procedures and rules manual* who have met the requirements of registration and the registration has been completely processed and registrants or registered participants of Swim BC or a Member Club.
8. “**Club**” means a Member club that is registered with Swim BC.
9. “**Water**” means any outdoor or indoor pools, artificial or natural water basins used for swimming.

Description of Risks

10. As a participant, or parent or legal guardian of a Minor participant in the sport of swimming and the Activities of the Organization, the undersigned agrees to the following terms and conditions.
11. I am, or the Minor is participating voluntarily in the sport of swimming and the Activities of the Organization. In consideration of my participation or the Minor’s participation in the sport of swimming and the Activities of the Organization, I hereby acknowledge that I am aware of and hereby accept the risks, dangers and hazards inherent and associated with or related to the sport of swimming and any Activities of the Organization, including any Injury or Health-related Problem, which can be severe and even fatal. These risks, dangers and hazards may include, but are not limited to, an Injury or Health-related Problem resulting from:
 - a. Exertion and stretching of various muscle groups or strenuous cardiovascular activity in or out of water;



- b. Vigorous physical exertion or physical contact in or out of water;
 - c. Slips or falls due to uneven, slippery or irregular surfaces, including on the pool deck, in dressing rooms or other facilities or rooms at an aquatic venue and at any physical facilities in and around open water venues;
 - d. Failure to properly use any piece of swimming related equipment or the mechanical failure of any piece of equipment;
 - e. Concussions or aggravated related symptoms;
 - f. Spinal cord injuries which may result in permanent paralysis;
 - g. Travel to and from training or competitive events and associated non-competitive events which are an integral part of the Organization's Activities;
 - h. Infectious sources such as COVID-19, as defined by the relevant municipal, provincial or federal health authorities;
 - i. Extreme weather conditions which may result in heatstroke, sunstroke or lightning strikes;
 - j. Unforeseen events.
12. Furthermore, I am aware:
- a. That an Injury or Health-related Problem sustained can be severe and even fatal;
 - b. That I or the Minor may experience anxiety during an Activity of the Organization;
 - c. That the risk of Injury or Health-related Problem is reduced if the rules established for participation are followed; and
 - d. That the risk of Injury or Health-related Problem increases with fatigue.
13. In consideration of the Organization allowing me, or the Minor to participate in Activities, I confirm that I have not been advised by a medical doctor that my or my child's physical condition prevents me or my child from participating in the Organization's Activities.

Medical Assistance

In case of an Injury or Health-related Problem, I authorize the Organization, for myself or the Minor, to obtain all necessary on-site medical assistance for the medical situation, including transportation by ambulance or by other means to a hospital.

Acknowledgement and signature

I have read this Agreement, and by signing it, I understand that it is binding upon myself, my heirs, executors, administrators and representatives. If this Agreement is signed electronically, I, acknowledge and recognize that the electronic signature constitutes my official signature and that I am the person who completed this Agreement.

For a Minor participant or registrant

Name of the Minor: _____ Date of birth: _____

Name of parent or legal guardian (Print): _____

Signature of parent or legal guardian: _____

Signed in (City): _____ Date: _____

For Adult participant or registrant

Name: _____

Signature: _____

Signed in (City): _____ Date: _____