



# INDIANA SWIMMING 2021 SPRING NORTH EAST DIVISIONAL

# SAFETY PLAN

## INTRODUCTION

Beginning in October of 2020, the partnership between Northridge Area Swimming Association and Middlebury Community Schools resulted in a successful and safe hosting of a USA/Indiana Swimming Sanctioned meet. The first of four total meets between October and January. The safety procedures and COVID-19 mitigations planned for and executed at this event have continued to serve as the model for facilities in the local area how to safely return to competition during the COVID-19 pandemic.

In March, Northridge Area Swimming, Middlebury Community Schools and Indiana Swimming will again be partnering to host the 2021 Indiana Swimming North East Spring Divisional Championships from Friday afternoon March 7, through Sunday afternoon March 9. Realizing that hosting a meet using the pre-COVID-19 model will not be possible this March, many hours have been spent creating a new North East Divisional hosting model that follows all of the current guidelines of the CDC, State of Indiana, Elkhart County, Middlebury Community Schools, and USA Swimming and will ensure the safety of all the participating athletes, coaches, staff members, and volunteers.

This Indiana Swimming event will be conducted at the Northridge High School Natatorium. TO reduce the number of athletes on site at one time and the number of hours that athletes and volunteers spend on site this meet will be conducted in a timed-final format with only three shorter sessions per day.

This safety plan proposes a model for the Indiana Swimming Divisional meet to be hosted by Northridge Area Swimming Association at the Northridge High School Natatorium in a safe manner.

## **SECTION 1: PROPOSED EVENT DESCRIPTION & SCHEDULE**

### **ORGANIZATION:**

Northridge Area Swimming Association (NASA) in partnership with Middlebury Community Schools, Northridge High School, and Indiana Swimming.

### **CONTACTS:**

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**EVENT TITLE:** 2021 Indiana North East Spring Divisional Championships

**EVENT DAYS/DATES\*:** Friday through Sunday, March 5-7, 2021

### **EVENT START TIMES\*:**

- Friday, March 5: 3:30p (Warm up), 5:00p Meet Start Time (12 & Over Athletes)
- Saturday – Sunday, March 6-7: 6:30a Warm Up, 8:00a Meet Start Time (13 & Over Athletes) / 11:00a Warm up, 12:30p Meet Start Time (10 & Under Athletes) / 2:15p Warm Up, 4:15p Meet Start Time (11-12 year old athletes)

\*These times may be adjusted slightly after team registration is complete.

\*Warm up times may be split to accommodate for social distancing.

**DURATION:** Each of the daily competition session is estimated to be between 2 and 2.5 hours in length.

**PARTICIPANTS:** There will be a maximum of 200 athletes in each of the daily sessions. All athletes will be registered USA swimming members. There will be no spectators permitted for this competition. Only athletes and essential personnel will be granted venue access.

**SANCTION:** The 2021 Indiana Swimming North East Spring Divisional will be a USA Swimming/Indiana Swimming sanctioned event. All USA Swimming rules will be enforced. As a USA swimming sanctioned event, Northridge Area Swimming association will be covered under USA Swimming Insurance for this meet.

**MEET LEADERSHIP TEAM:** In addition to the meet directors and the aquatics director listed above, other key staff members will be Meet Referee Tammy Collier, administrative Referee (TBD), Middlebury Community Schools assistant Aquatics Director Dan Herber, and NASA COVID-19 safety Officer JaNeille Clemens.

**DESCRIPTION:** The 2021 Indiana Swimming North East Spring Divisional will be a 2.5 day meet with one session on Friday and 3 sessions on each Saturday and Sunday. Target athletes will be all Indiana Swimming athletes who have obtained a Divisional cut and participate in the North East Divisional section of the state. A maximum of 200 athletes will be competing in each session. There will be at least 45 minutes scheduled between each session for cleaning and entry/exit of the facility. There will be ongoing evaluation throughout the event to guarantee the safety of all participants. The Daily Schedule will be as follows.

**2021 Indiana Swimming North East Spring Divisional Championship**  
**Hosted by Northridge Area Swimming Association**  
**Friday-Saturday, March 5-7**  
**Daily Schedule of Events/Activities**

**Friday, March 5**

Time	Activity	Notes
3:30-4:45p	Staggered Warm Ups	Assigned & Staggered warm ups to allow for social distancing and no more than 4 athletes in a lane.
4:45-5:00	Break	Transition to Competition Session
5:00	11 & Older Competition Begins	Limited to a Maximum 200 Athletes

**Saturday-Sunday, March 6-7**

Time	Activity	Notes
6:30-7:45a	Staggered Warm Ups	Assigned & Staggered warm ups to allow for social distancing and no more than 4 athletes in a lane.
7:45-8:00a	Break	Transition to Competition Session
8:00a	13 & Older Competition Begins	Limited to a Maximum 200 Athletes
11:00a-12:15p	Staggered Warm Ups	Assigned & Staggered warm ups to allow for social distancing and no more than 4 athletes in a lane.
12:15-12:30p	Break	Transition to Competition Session
12:30p	10 & Under Competition Begins	Limited to a Maximum 200 Athletes
2:15-4:00p	Staggered Warm Ups	Assigned & Staggered warm ups to allow for social distancing and no more than 4 athletes in a lane.
4:00-4:15p	Break	Transition to Competition Session
4:15p	11-12 Competition Begins	Limited to a Maximum 200 Athletes

\*Start times for each competition session are approximate and will be adjusted if need be once all teams are registered. After each competition session there will be a minimum of 45 minutes for cleaning of the facility.

## **SECTION 2: COVID-19 SAFETY PLAN**

### **GENERAL HEALTH & SAFETY:**

1. All processes related to the 2021 Indiana Swimming North East Spring Divisional will be in strict compliance with CDC, Indiana Department of Health, Elkhart County Department of Health, Middlebury Community Schools, USA Swimming, and Indiana Swimming COVID-19 policies.
2. This event will have a COVID-19 Safety Officers. Her duties will include training volunteers and staff in COVID-related procedures; monitoring compliance of the event COVID guidelines; and responding to any COVID-related incidents during the event. The COVID-19 Safety Officer will be assisted by venue staff, monitors, marshals, lifeguards and event staff to ensure compliance.
3. Contact information for contract tracing will be collected using multiple methods including the implementation of the following procedures:
  - a. Security personnel will have rosters of all participants at the entrance to the natatorium and will document entry times of each participant.
  - b. Coaches will be required to take team attendance for each session and submit attendance records to meet management after their last attended session each day.
  - c. There will be a sign-in and sign-out process for all coaches, officials, volunteers, and event staff.
4. Guest health questionnaires, waivers, and on-site temperature checks will be required of all participants (athletes, coaches, volunteers, staff)
  - a. Each participant will be required to submit a daily electronic health screening questionnaire with questions outlined by the CDC, the Elkhart County Health Department, and Middlebury community Schools.
  - b. Each participant will be required to submit electronically the Middlebury community Schools COVID-19 Assumption of Risk and Release from Liability as well as the USA Swimming/Indiana Swimming's participant waiver.
  - c. Touchless temperature checks will be administered at the entrance to the venue.
5. To minimize the use of the locker rooms, athletes will be asked to arrive at the Northridge Natatorium dressed to compete. Athletes will be asked to exit the venue upon completion of their last event.
6. The use of masks/face coverings will be required for all athletes, coaches, and volunteers/staff.
  - a. All athletes and staff at the 2021 Indiana Swimming North East Spring Divisional will be required to wear masks/face coverings as per the Middlebury Community Schools and State of Indiana Policy. Compliance with this requirement will be checked by security personnel and will be monitored through the event by staff and volunteer safety monitors. Any non-compliant guest will be instructed to leave the venue including participants who refuse to properly wear the mask/face covering.
  - b. Should an athlete or staff member arrive without a mask/face covering, a disposable face mask will be provided at the entrance to the Natatorium. Anyone who refuses to wear a face mask/covering will be turned away at the venue entrance.
  - c. Coaches and volunteers are required to wear their mask/face coverings at all times when they are in the facility including entry and exit. The only exclusion to this requirement would be while eating or drinking. During these times, social distancing guidelines must be followed.
  - d. Athletes are required to wear their masks/face covering at all times they are in the Natatorium including entry and exit but will be permitted to remove their face masks/covering when reporting behind the blocks for their swim and when drinks or food are being consumed. Behind the blocks will be hooks for the athletes to hand their masks during their swims. Athletes will be expected to put their masks back on immediately after exiting the water. During these times, all social distancing guidelines must be followed.

- e. Officials, such as starters, whose duties may require removing a face mask/covering, are only permitted to do so during the official execution of their professional duties and while maintaining social distancing guidelines.
7. Social distancing guidelines that maintain a six-foot distance between guests will be expected and monitored. Athletes and event staff who live the same household can be closer together. All others should strictly adhere to the physical distancing guidelines that will apply throughout the entire facility.
  - a. Locker Rooms on deck will be open with modifications to limit crowding. Athletes will be asked to enter and exit the venue in their competition attire to minimize use of locker rooms.
  - b. Coaches, Officials and meet volunteers will not be allowed to use the locker rooms. Single person restrooms will be available for coaches, officials, and meet volunteers in pool offices.
  - c. Trained volunteers will monitor locker room capacity compliance and if necessary, assist in managing flow of guests into those spaces to ensure compliance with social distancing guidelines.
  - d. Signage will be located near entrances, exits, restrooms, locker rooms, and behind the blocks to indicate six-foot distancing in waiting in waiting areas.
  - e. Stanchions may be used to help facilitate social distancing in waiting areas and manage one-way pathways in the venue.
  - f. Distinct seat markings in the team seating galleries will provide guidance for athletes and coaches to understand social distancing expectations in those areas.
  - g. Volunteer staff capacity will be greatly reduced to allow for appropriate physical distancing in all areas of the Natatorium.
  - h. The competition will be conducted only with essential meet management personnel.
8. Enhanced hygiene practices will be in effect throughout all spaces of the Natatorium.
  - a. The guidelines and expectations for health and hygiene procedures will be proactively communicated using signage at all entrances, in all restrooms and locker rooms, on deck and in transition areas.
  - b. Signage encouraging frequent washing of hands and best practices for doing so will be placed in all restrooms and locker rooms.
  - c. Sanitizing stations will be located throughout the natatorium and at all entrances.
  - d. A minimum 45 minute break will be scheduled between the competition sessions to allow for thorough sanitation of spaces.
  - e. Extra attention will be given to high-touch surfaces by cleaning personnel. This includes door handles, trash receptacle touchpoints, handrails, light switches, table surfaces, countertops, benches, sink faucets, and toilets. Consideration will be given to minimizing the use of high-touch surfaces that may not be necessary for the safe conduct of the event.
  - f. There will be no onsite sales, eliminating the use of credit cards and cash transactions.
9. First Aid protocols will be in place to manage the health and safety of guests and staff.
  - a. The meet will have a volunteer that will serve in the role of COVID-19 Safety Officer.
  - b. First Aid is staffed internally by the Middlebury Community Schools Lifeguard staff.
  - c. All first aid staff will be provided the appropriate personal protective equipment including masks and gloves.
  - d. All first aid areas visited by guests or employees will be thoroughly cleaned and sanitized.
  - e. All Middlebury Community Schools first aid and safety policies will be strictly enforced.

### **GUEST RESPONSIBILITY, COMMUNICATION, & CONFIDENCE**

In choosing to attend the 2021 Indiana Swimming North East Spring Divisional, guests assume responsibility for their personal health and safety as well as the health and safety of others attending the event. It is understood that the risk of contracting COVID-19 exists in any public spaces.

1. Guests should stay home if they are feeling sick or have a fever, cough, or shortness of breath. Signs will be posted at all entrances telling ay guests who feel sick to leave the natatorium and return home.
2. Guests ages 65 and older and those with known high-risk medical conditions should always consider staying at home or be prepared to strictly adhere to social distancing guidelines while remaining cautious at all times.
3. Signs will be posted at all entrances and throughout the venue warning guests that the risk of contracting COVID-19 exists in public spaces. This information will also be included I all official meet documents and correspondences.
4. Guests are required to wear a mask/face covering with the exception of the times listed under the General Health and Safety Category above.
5. Guests are expected to wash their hands frequently and practice good hygiene while in the facility.
6. When coughing or sneezing, guests are expected to cover their mouth and nose with a flexed elbow or tissue. Tissues should be placed in trash receptacles after use.
7. Guests are expected to follow social distancing guidelines, carefully maintaining six feet of space from others except for those members of a family unit. This applies throughout the entire facility.

Northridge Area swimming and the Northridge Aquatic center staff will formulate and execute a robust guest communication plan both prior to guests arriving at the venue and during the 2021 Indiana Swimming North East Spring Divisional. The guest communication plan will outline expectations and serve to instill confidence that the health and safety practices in places at the venue should provide a safe competitive environment.

1. The pre-event guest communication plan will consist of multiple components as described below.
  - a. Participating coaches, staff and volunteers are required to attend a pre-event virtual technical meeting co-hosted by Northridge Area swimming association and the Middlebury Community Schools Aquatic Staff. The virtual meeting will outlie the health and safety plan for competition as well as all Middlebury community Schools policies. This training session will emphasize the expectations and requirements of all guests participating in the meet.
  - b. Staff and key volunteers will attend required pre-event training on COVID-19 related protocols to provide clear direction and guidance on expectations for guests and themselves as well as establishing processes for compliance. The event COVID-19 Safety officer and Middlebury Community Schools Aquatics Director will conduct this meeting. Staff and volunteer leaders will use established procedures for addressing social distancing and mask/face covering violations during the execution of the event.
  - c. The official meet announcement for the 2021 Indiana Swimming North East Spring Divisional will outlie the health and safety plan including all Middlebury community Schools policies as well as the expectations and requirements of all meet participants. The meet announcement will also include the following information as required by USA Swimming and Indiana Swimming.
    - i. *An inherent risk of exposure to COVID=19 exists in any public place where people are present COVID-19 is an extremely contagious disease that can lead to sever illness and death. According to the centers for Disease Control and Prevention, senior citizens and individuals with underlying medical conditions are especially vulnerable.*
    - ii. *USA Swimming, Inc., cannot prevent your (or your child(ren) from becoming exposed to, contracting, or spreading COVID-19 while participating in USA swimming Sanctioned events. It is not possible to prevent against the presence of the disease. Therefore, if you choose to participate in a USA Swimming sanctioned event, you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.*

- iii. **BY ATTENDING OR PARTICIPATING IN THIS COMPETITION, YOU VOLUNTARILY ASSUME ALL RISKS ASSOCIATED WITH EXPOSURE TO COVID-19 AND FOREVER RELEASE AND HOLD HARMLESS USA SWIMMING, INDIANA SWIMMING, NORTHRIDGE AREA SWIMMING ASSOCIATION AND MIDDLEBURY COMMUNITY SCHOOLS AND EACH OF THEIR OFFICERS, DIRECTORS, AGENTS, EMPLOYEES OR OTHER REPRESENTATIVES FROM ANY LIABILITY OR CLAIMS INCLUDING FOR PERSONAL INJURIES, DEATH, DISEASE OR PROPERTY LOSSES, OR ANY OTHER LOSS, INCLUDING BUT NOT LIMITED TO CLAIMS OF NEGLIGENCE AND GIVE UP ANY CLAIMS YOU MAY HAVE TO SEEK DAMAGES, WHETHER KNOWN OR UNKNOWN, FORESEEN OR UNFORESEEN, IN CONNECTION THEREWITH.**
- d. A list of resources and guest guidelines will be posted on both the Indiana Swimming and Northridge Area Swimming websites.
- e. Email blasts to teams and social media platforms will be used to communicate the health and safety operational procedures that will be in place for the event.
2. Once guests arrive at the Northridge Natatorium, the guest communication plan will continue throughout the event using the following strategies:
  - a. Security Personnel will be at the venue entrances to ensure compliance with the wearing of masks/face coverings. Masks will be available for guests who may arrive without them. Guests refusing to wear a mask/face covering will be turned away.
  - b. Distinct wall and seating graphics will communicate guest expectations related to social distancing in waiting and seating areas.
  - c. Trained volunteer monitors will be stationed throughout the venue to help facilitate social distancing guidelines and control the flow of guests to manage capacity in all areas including lane capacity in the pools.
  - d. A script for the announcer with health and safety reminders will be prepared and read throughout the event.
  - e. COVID-19 messaging will run continuously on the scoreboard during entry/exit, warm-ups, and break in competition.
  - f. A robust system of signage will be used at all entrances and throughout the venue with health and hygiene reminders including social distancing requirements and appropriate handwashing techniques.
  - g. The host will use a group texting system throughout the event to communicate with all parents, coaches, athletes, volunteers and staff.
  - h. Should the need arise for the event to be cancelled or delayed, emergency messaging will be sent using a variety of platforms/methods including: group text system; Indiana Swimming and Northridge Area Swimming social media outlets; Meet host contact email system; event website posting; live stream announcements; and in-venue announcements.

## **STRUCTURE**

### **Pre-Event Administration**

1. This event will be open only to athletes from Indiana Swimming member clubs who have a divisional qualifying time. Online registration only will be used for entries; there will be no deck-entries taken with no on-site use of credit card or cash transactions necessary. The meet will be pre-seeded.
2. Teams will use electronic check-in and scratching from events.

### **Volunteers & Staffing**

1. The staffing model for the meet will include only essential personnel. There will be one timer per lane and the minimum number of officials required by USA swimming and Indiana Swimming. All teams accepted into the meet are expected to provide volunteers as assigned.

2. The head table/timing stand will be limited to four people each at their own six-foot table (announcer, timing system operator, administrative referee, and computer operator).
3. Trained volunteers will be positioned at entrances to locker rooms and restrooms and on all pools to manage capacity and direct flow.

#### **Equipment**

1. The use of shared equipment will be prohibited except in the case of technical meet equipment required to conduct the competition. Technical meet equipment will be sanitized after each use or user group.

#### **Parking/Entry/Exit**

1. Staggered arrival times will be assigned to decrease the participant density in the entry way/lobby area. There will be designated athlete drop off areas in front of the natatorium entrance. Non-Athletes will be assigned an entrance into the natatorium as well. A check-in security table will be located at all entrances.
2. Only participants (athletes, coaches, and event staff/volunteers) will be allowed to enter Northridge High School and the natatorium. Family members will not be permitted in the building.
3. Trained volunteer security personnel at each entrance will have the roster of participants; only those participants will be permitted entry into the facility.
4. A one-way entry and exit plan for participants from the deck will be in place to maintain social distancing guidelines. Participants will enter the deck using the main natatorium entrance and exit through the Locker rooms to the hallway.

#### **Team Seating Galleries**

1. Team/athlete seating areas will be pre-assigned in the Northridge High School Fieldhouse.
2. The athlete participation number will be capped at 200 athletes per session competing in 3 different sessions each day; capacity allows for appropriate social distancing in the team seating gallery; total capacity in this area is approximately 900.
3. There will be markings in the team seating gallery to indicate socially distanced seating spaces.
4. Athletes will be expected to remain in the team seating gallery except during competition and warm-up/warm-down times.
5. Participants will be required to keep all personal belongings, except for competition equipment, in the team seating gallery.

#### **Warm-Up and competition Procedures**

1. There will be staggered warm-up periods for each competition session based on the number of participants. Lane numbers will be in compliance with USA swimming's guidelines for number of athletes per lane (4 swimmers in a lane) based on the lanes available at the NHS Natatorium for warm-ups (14 Short course yard lanes).
2. Teams will be pre-assigned warm up lanes. All lanes in the competition pool will become sprint lanes during the last 15 minutes of warm-ups.
3. Athletes will remain in the team seating gallery after warm-ups. Only three heats of athletes will be permitted to stage prior to each race – One heat at the blocks, and three heats in the deck pre-race staging area as designated.
4. Athletes must wear masks/face coverings at all times while in the natatorium, team seating gallery and in the locker rooms. Athletes may only remove their masks/face coverings when they are in the water during warm-ups, competitions, and warm down (See general Health and Safety).
5. Cool-down after races will take place in the warm down lanes on the south end of the natatorium. The warm-up and warm-down area will be marshaled to insure a maximum of 4 athletes per lane. Social distancing will be in effect at all times on the pool deck during cool-down.
6. Upon completion of their last event and cool-down, athletes will be asked to immediately leave the deck.
7. Athletes will be required to meet any family members at the family vehicle in the designated athlete drop-off and pick-up areas. Family members will not be able to enter the facility.



8. Scheduled breaks between all warm-up and competition sessions will allow for thorough facility cleaning (See meet schedule).

#### **Vendors/Concessions**

1. An attire vendor will be set up in the parking lot area outside of the venue to allow for drive through sales. Vendor will also have an option for online sales.
2. An equipment vendor will not be onsite but will provide a link to an online store.

#### **Lost & Found**

1. The event host will maintain a lost and found at the security entrance to the natatorium.

#### **Hospitality**

1. Hospitality will be provided for coaches and meet staff/volunteers which must be consumed at the break between sessions or either outside or the pool spectator gallery. Bottle water and other drinks will be provided. Coaches who bring their own water bottles will have access to a touchless bottle filler in the hallway outside of the natatorium.

#### **Locker Rooms & Restrooms**

1. To limit the use of locker rooms, athletes will be asked to enter and exit the venue in their completion attire.
2. Limited/monitored capacity will be maintained in the locker rooms and restroom based on the square footage of each space and social distancing guidelines. Trained volunteer monitors will insure compliance.

#### **Meetings**

1. All coach, volunteer, athlete, and officials meetings will all be held in advance of the event and conducted virtually. There will be no on-site meetings.

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**Questions: Please contact one of the listed meet contacts on the 2<sup>nd</sup> page.**

#### **COVID-19 Resources/References**

1. Center for Disease Control and Prevention (CDC): <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
2. State of Indiana: <https://backontrack.in.gov/>
3. Elkhart County Health Department: <https://www.elkhartcountycovid19.com/>
4. USA Swimming: <https://www.usaswimming.org/home/covid-news>
5. Indiana Swimming: <https://www.teamunify.com/team/czinlsc/page/system/res/94149>