

New England Swimming Inc.

Recommended COVID-19 Positive-Test Protocol



What forms need to be filled out?

- [USA Swimming Report of Occurrence](#)
 - When completing ROO use 'other' designation categories and insert - "no accident reported except notice of COVID-19 Positive Test result"
 - Additional details section, insert - "all personnel removed from site in accordance with local guidelines"
- File any necessary State Department of Health forms (Complete after confirmed positive test result)
 - [State of Massachusetts](#)
 - [State of New Hampshire](#)
 - [State of Vermont](#)
 - [State of Rhode Island](#)
- [OSHA Form](#) (Complete if **employee** has confirmed positive test result)
- Any required facility forms

Who do we need to notify?

- Notify the New England Swimming Office for tracking purposes
- Immediately notify the facility manager
- Inform the Health Department of your State (links listed above)
- USA Swimming, through the Report of Occurrence Form (ROO) (link listed above)
- Entire swim team (see sample letter below) It is imperative to maintain swimmer and family confidentiality

What steps do we take at the facility?

- *Close off areas used by a sick person and do not use the areas until after cleaning and disinfecting them*
- *Wait more than 24 hours before cleaning and disinfecting these areas. Ensure [safe and correct](#) use and storage of [EPA-approved List N disinfectants](#), including storing products securely away from children*
- Follow all facility procedures

What steps do we take with the team?

- All swimmers at the impacted facility will be out of the water for at least 24 hours, after a positive test has been reported, to accommodate facility cleaning and disinfection
- Swimmers in the group, in contact with the person who tested positive, should be out of practice for 14 days
- Coaches who actively coached or who were on deck with a person who tested positive, should be out of practice for 14 days
- Per earlier recommendations, anyone who has been in close contact with someone who has exhibited symptoms or tested positive should self-isolate for 14 days
- Have all team members follow the recommendations of their family physician or medical professional
- Maintain all Safe Sport standards with respect to proper supervision, etc.

Sample Letter to Team

To: All families

Date:

We have been notified that a person tested positive on (date) and is now self-isolating. We have notified the proper health, facility, and local, state and federal authorities.

Practice is cancelled until further notice. The coaches who had close contact will be self-isolating for 14 days from today. We are letting you know of this incident so you may contact your family physician and follow their advice. If you have questions about Covid-19 or your situation please talk with your doctor and look at the CDC website.

The team is here to support everyone during this difficult time.

Sincerely,