

RETURN TO SPORT PROCEDURE

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Version

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Introduction & Acknowledgements

This document is the result of a comprehensive analysis of and adherence to the Guidelines provided by Public Health Units and Government sources. It is meant to provide information and guidance as to the best practices available at this time. It is of utmost importance that returning to the workplace be done in a safe manner and that all return plans adhere to the municipal, provincial, and national health guidelines and restrictions. The situation and information around COVID-19 continues to evolve, and all return plans will be updated accordingly.

Return to Sport Operations Framework:

The Oakville Aquatic Club will implement a phased approach. All plans will adhere to provincial and local public health information and safety procedures. Each phase will only be in effect when municipal, provincial and federal regulations permit the corresponding operating procedures. All health, medical and safety considerations must be adhered to in alignment with provincial and regional section requirements.

Return Process

- The Return to Sport Operations Procedure has been developed with the health and safety of the swimmers, coaches and patrons as the top priority. All guidelines must respect municipal, provincial and federal regulations.
- OAK has formed a Joint Health and Safety Committee (JHSC) consisting of the Head Coach, Business Manager, staff and third party representatives. The Return to Sport Operations Procedure has been shared with the Provincial section prior to implementation.
- The COVID-19 emergency communication plan (Appendix C) includes messaging for precautionary measures such as this Return to Sport Operations Procedure and virtual training delivered to coaches, swimmers and parents in order to clearly explain the procedures and responsibilities. Additionally communications for potential and confirmed COVID-19 cases are outlined in the document including notifying Swim ON of positive COVID-19 tests through the online submission platform. This submission will include gender, age and attendance records for the past 14 days as required by Swim ON.
- Once fall swimming has resumed the JHSC will monitor all established protocols for further review and action. The assessment group will meet at minimum on a weekly basis in order to address any concerns or issues.

The JHSC considered the following questions as guiding principles in the development of the Return to Sport Operations Procedure:

- What specific measures can be taken to reduce the risk of transmission for athletes and staff?

- What specific plans can be implemented to increase the staff's understanding of the current COVID-19 situation?
- What steps will be taken to keep staff and athletes fully apprised of the current public health information regarding COVID-19?
- What specific plans will enhance communication with all stakeholders including members, staff and partner organizations?
- Will any policy revisions be required to support the Return to Sport Operations Procedure?

Recognize and Assess

COVID-19 transmission

COVID-19 is spread mainly from person-to-person through the respiratory droplets of someone with COVID-19. The respiratory droplets can travel up to two metres (six feet) through coughs, sneezes or talking. COVID-19 can also be transmitted when a person touches a surface or object that has the virus on it and then touches their mouth, nose, or eyes.¹

Stay Home When Sick Even with Mild Symptoms

No athlete, staff or patron shall enter the facility or attend a training session if they:

- o have been diagnosed with COVID-19, or are waiting for their COVID-19 result
- o have symptoms of COVID-19, even if mild
- o have been in contact with a suspected, probable, or confirmed case of COVID-19 in the last 14 days
- o have been told by public health that you may have been exposed to COVID-19
- o have returned from travel outside Canada with symptoms of COVID-19

Screen for COVID-19 symptoms

[Signage](#) is placed at all facility entrances informing patrons that they should only enter if they do not have COVID-19 symptoms.

Patrons will also be actively screened prior to entry. When booking an appointment with OAK staff, all patrons are required to complete Ontario's [COVID-19 self-assessment](#) prior to arriving.

Prior to entering any facility or commencing any training activities, all athletes, coaches and staff are required to answer the following health questions. Each person must answer "NO" to all of the following questions in order to be permitted to participate in activities or enter OAK facilities:

- Do you have any symptoms of COVID-19: cough, shortness of breath, chest pain, difficulty breathing, fever, chills, abnormal muscle pain, headache, sore throat, painful swallowing, runny nose, new loss of taste or smell, gastrointestinal illness?
- Have you been in contact with anyone who has COVID-19 symptoms?
- Have you been in contact with anyone who has tested positive for COVID-19?
- Have you returned from a trip outside of the country within the past 14 days?

COVID Alert App

All athletes and staff are encouraged to download the [COVID Alert app](#).

Controls

The Province of Ontario, the Halton region, Swimming Canada and Swim Ontario each advise and/or mandate several risk control measures aligned with current public health regulations. Based on this information, OAK will implement the following workplace risk controls.

- **Forms and Waivers** - In alignment with Swim Ontario requirements, all athletes must complete both the “Acknowledgement and Assumption of Risk Form” and the “COVID-19 Attestation and Agreement Form” prior to any in person training. These forms are required to complete the membership registration each season.
- **Eligibility** - Only patrons who can successfully complete their appointment or training sessions without any physical manipulation and who are not immunocompromised may be included in this phase. The training groups in the Fall Phase are limited to athletes capable of independently adhering to strict physical distancing guidelines.
- **Modified Work Hours** - Work schedules will be modified and include working from home in order to limit the number of staff at the OAK Office when possible.
- **By Appointment Only** - Drop-in visits are not permitted. All workplace visits must be booked in advance via the [OAK Office Appointment Request Form](#). Athletes must adhere to their scheduled dryland training timeslots.
- **Curb-side Pickup** - [OAK Store orders placed online](#) will be available by curbside pickup only in order to reduce in-person contact.
- **Physical Distancing** - Maintain a [minimum 3 metres distance](#) from others at all times. Comply with all physical markers (cones, tape) that indicate appropriate distancing. Avoid greetings with handshakes or high fives. Carpooling is strongly discouraged since 3m physical distancing can not be maintained. Athletes must maintain physical distancing at pool and gym facilities.
- **Gathering Size** - The total number of people permitted in a facility, public event or social gathering must not exceed the Provincial guidelines or the Town of Oakville facility guidelines. Indoor gatherings are not permitted at this time. Outdoor gatherings must not exceed a maximum of 10 individuals.
- **Training Group Size** - [Training groups will not exceed a maximum of 25 athletes plus 1 coach and additional lifeguards as required at outdoor pools approved by the Town of Oakville.](#)
- **Lane Assignments** - The number of swimmers will not exceed [5 per double lane](#). Athletes will start/stop training sets at opposite ends of the pool and ensure physical distancing is maintained at all times. Congregating is not permitted at any time during the swim.
- **Mandatory Masks** - Wear a mask when 3m physical distancing can not be maintained. Adhering to the [Halton by-law 47-20](#) mandatory for individuals over the age of five years old to wear a non-medical mask or face covering in certain enclosed (indoor) public places. In addition to public health guidelines, coaches and athletes must wear a mask at all times while on the pool deck.
- **Hand and Personal Hygiene** - Clean hands frequently with soap /water for at least 20 seconds or use a hand sanitizer. Avoid touching your eyes, nose and mouth. When you sneeze or cough, cover your mouth and nose with tissue or crease of the elbow.
- **Attendance Tracking** - A log of the patrons who enter the premises will be maintained to assist with contact tracing. Patron information (name, contact, date) will be kept to ensure that contact

tracing can be conducted by public health officials if there is a positive case of COVID-19. Athlete attendance will also be recorded in the TeamUnify app. These records are stored and accessed virtually within the TeamUnify website.

- **Equipment and High-contact Surfaces** - High-contact surfaces will be cleaned on a regular basis, and training equipment will be cleaned with a disinfectant pre and post each training session. Cleaning logs will be maintained.
- **Snorkels** - Use of snorkels will be aligned with Swimming Canada guidelines.
- **Education** - All staff, athletes and parents will receive educational material designed to enhance safety protocol awareness. These material include but are are not limited to:
 - [Infographic](#)
 - [Safety Training Video](#)
 - [Reference Material](#)
- **Home Isolation** - All staff and athletes experiencing any COVID-19 symptoms are to remain at home except to get medical care. Notify your doctor and/or public health official by phone and follow all local health recommendations.
- **Virtual Training** - Conduct virtual training in alignment with Swim Ontario guidelines. Virtual training may be conducted at the discretion of OAK and/or when public health measures prevent in-person training.

Evaluate

OAK will continually review and evaluate the risks and controls in accordance with the changing needs due to the pandemic. The evaluations will consider updated health guidelines, regulatory changes, compliance and effectiveness of control measures.

The Joint Health and Safety Committee (JHSC) will be tasked with conducting regular assessments to ensure compliance and control effectiveness. Third-party, subject matter experts will be utilized as determined by the JHSC to support an effective review process. The JHSC will convene at minimum on a weekly basis, and more frequently as the changing landscape requires.

Coaching & Training Procedures

- Arrival, entrance and departure protocols for all training facilities are described in Appendix A and B.
- To help reduce the risk of over training programs will undergo a gradual resumption of training with a focus on low intensity and technique.
- Coaches will continually review all the health, medical and safety guidelines as they evolve.
- Coaches will complete training on the COVID-19 facility specific procedures and guidelines.
- Coaches must keep detailed attendance records for all athletes.
- Town of Oakville staff will conduct health screenings prior to permitting any coach or athlete to enter an aquatic facility.
- Before each outdoor dryland training session, coaches must ask athletes the following questions:
 - Do you have any symptoms of COVID-19: cough, shortness of breath, chest pain, difficulty breathing, fever, chills, abnormal muscle pain, headache, sore throat, painful swallowing, runny nose, new loss of taste or smell, gastrointestinal illness?

- Have you been in contact with anyone who has COVID-19 symptoms?
- Have you been in contact with anyone who has tested positive for COVID-19?
- Have you returned from a trip outside of the country within the past 14 days?
- Coaches must ensure they maintain appropriate distance from each other, lifeguards and athletes.
- Coaches will implement strategies to educate their swimmers on the importance of social distancing and how they will reinforce the message during training.
- Workout instructions will be delivered verbally and should not be delivered in groups, i.e. not around white board.
- Workout may be distributed in advance of session
- Video analysis must respect physical distancing requirements and sharing videos electronically post workout is encouraged.
- Coaches must not share handheld equipment - e.g.watches, clip boards, markers.
- Create visible markers to indicate appropriate spacing during dryland activities.
- Start and stop points must be staggered from opposite ends of the pool.
- Coaches should make every effort to maintain physical distancing during all athlete interactions.
- Group training bubbles must remain consistent. Athletes are not permitted to attend alternate schedules.
- Feedback may be delivered post practice via online platforms.
- Training schedules must account for appropriate time for maintaining all physical distancing and hygiene protocols.
- Coaches will encourage all athletes to stay home if the athlete or any member of their family does not feel well and to immediately contact their medical provider to consider the appropriateness of further investigations.
- There will be no penalty for missing practice.

Return to Competition

Currently all forms of competition are on hold.

COVID-19 Symptoms / Positive Test

COVID-19 Symptoms

All athletes and staff should monitor their health at all times. If feeling ill or experiencing any signs or symptoms of COVID-19 (even mild) the individual must immediately contact their medical provider (OR telehealth) to consider the appropriateness of further investigations. If the individual is at work or participating in training, they must leave the premises and go directly home. The athlete or staff member may not return to work or training until written clearance from the Public Health authority is provided to the OAK Office indicating the date of safe return. If home isolation is required, Public Health guidelines must be followed.

In the event that a coach exhibits COVID-19 symptoms, a replacement coach will be appointed to cover the training schedule. If no replacement can be appointed, workouts will be cancelled until such time as a replacement can be found or the coach becomes eligible to return to work.

COVID-19 Positive Test

If a positive test for COVID-19 is reported:

1. The individual(s) must immediately leave the workplace / training session.
2. OAK will initiate the emergency communications plan (Appendix C).
3. OAK will inform Swim Ontario by completing the [Incident/Injury Report Online Form](#).
4. Team training is suspended and all staff and athletes who came in contact with the individual are advised to [self-isolate](#).
5. OAK will consult local public health authorities for recommendations and to arrange for contact tracing.
6. Any further individuals who develop symptoms will be referred to appropriate public health officials for guidance on testing and management.
7. The individual may not return to work or training until written clearance from the Public Health authority is provided to the OAK Office indicating the date of safe return.
8. In collaboration with the Public Health authority, OAK will investigate and identify all individuals who had contact with the person with COVID-19.
9. Utilizing Public Health resources and experience, all contacts will be evaluated to determine whether they are a high-risk or low-risk exposure.
10. For high-risk exposures:
 - a. [Self-isolate](#) for 14 days from the last exposure date
 - b. [Get tested](#) for COVID-19
 - c. The athlete or staff member may not return to work or training until written clearance from the Public Health authority is provided to the OAK Office indicating the date of safe return.
11. For low-risk exposures:
 - a. [Self-monitor](#) for symptoms for 14 days from the last exposure date
 - b. If COVID-19 symptoms develop, [self-isolate](#) and [get tested](#) immediately, even if symptoms are mild
 - c. Upon completion of the contact evaluation, OAK will communicate the resumption of team training to members.

Non-Compliance

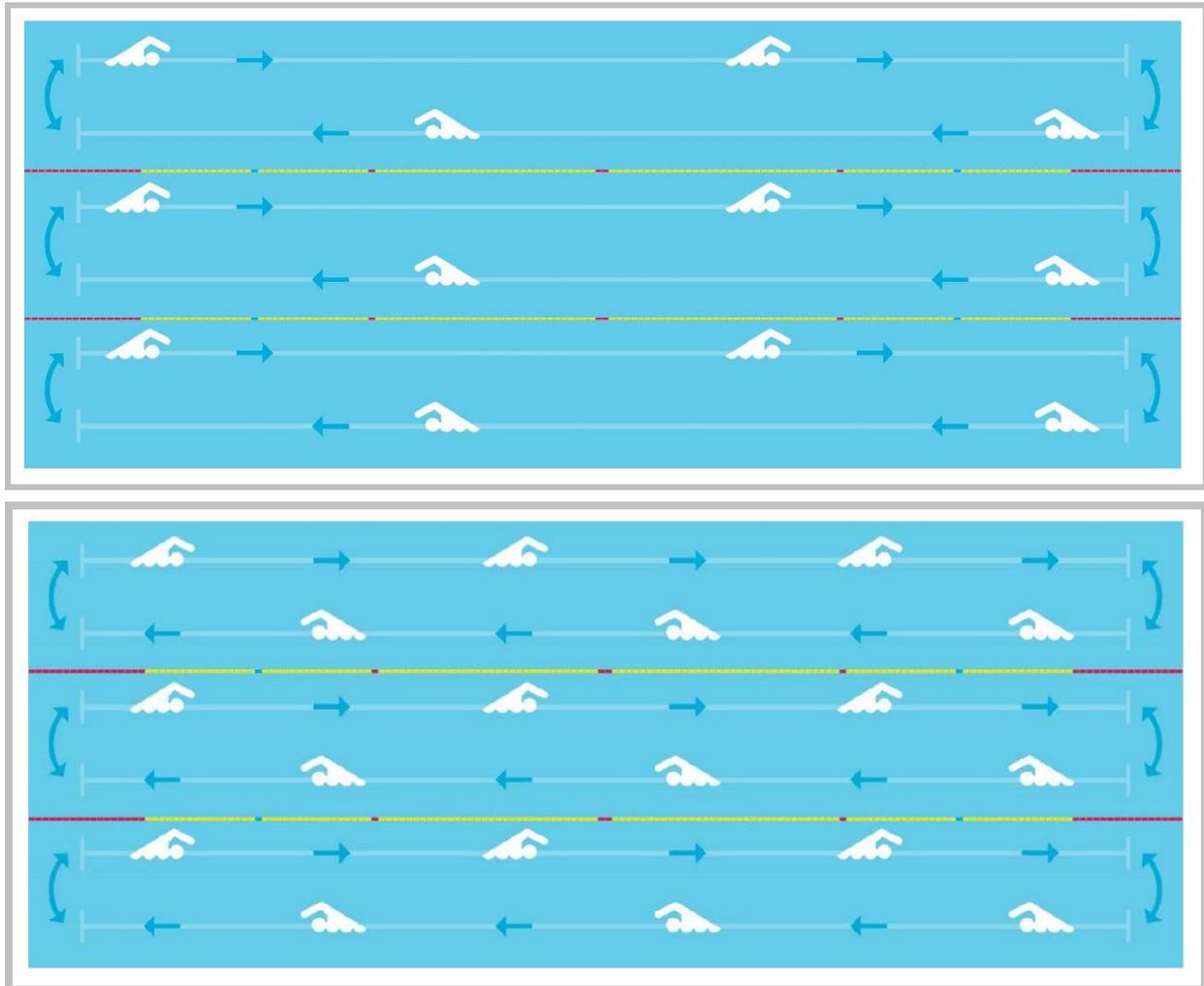
Failure to abide by any of the guidelines and/or protocols contained within this procedure may result in disciplinary action in accordance with OAK's *Discipline and Complaints Policy*.

Resources

[Swimming Canada Resource Hub](#)
[Swim ON COVID-19 Updates](#)

[COVID-19 Return to Swimming Resource Document](#)
[Preparing for a Safe Return to Operations](#)

Graphics



References

1. *COVID-19 Public Health Guidelines: Indoor Recreation*, Halton Region Public Health, <https://www.halton.ca/getmedia/b664c8de-1ed6-4897-8198-9e9563f4d8fe/HE-COVID-19-public-health-guidelines-indoor-recreation.aspx> (Accessed August 21, 2020)

APPENDIX A: Pool Facilities

Pools



1. Bronte Outdoor Pool
2. Falgarwood Outdoor Pool
3. Lions Outdoor Pool
4. Wedgewood Outdoor Pool
5. Brookdale Outdoor Pool

Arrival:

- Athletes should arrive at the facility no more than 15 minutes before the session
- Athletes must abide by physical distancing markers
- Athletes should be dropped off outside the facility. Parents must remain in the vehicle and/or at a safe distance from others during the training session.
- Athletes should arrive at the facility “swim ready” and in their bathing suits as change room access may be limited.

Entrance:

- Mandatory Masks - Adhering to the [Halton by-law 47-20](#) mandatory for individuals over the age of five years old to wear a non-medical mask or face covering in certain enclosed (indoor) public places.
- Only athletes and staff should enter the facility through the dedicated entry point in order to limit interaction with others.
- Town of Oakville staff will conduct health assessment questions prior to admitting each person.
- Designated entry points provide the most direct pathway to the pool training facilities.
- Designated bathroom facilities will be available for use. Personal and hand hygiene protocols should be performed before and after bathroom use.
- Change room access will be limited. All personal belongings should be packed in a bag and brought on deck during training.

Departure:

- All athletes should leave the facility as quickly as possible at the conclusion of the training session.
- A minimum transition buffer of 15 minutes will be scheduled between groups.
 - This allows time for cleaning of high contact surfaces within the facilities
 - This creates additional physical distancing between training cohorts
- Changerooms may not be available for public use at the conclusion of the training session.
- Once the athletes have left, the staff should leave the facility as quickly as possible.
- Once out of the facility staff and athletes should use hand sanitizers to disinfect hands.
- Once out of the facility all athletes and staff should go directly to their vehicle and return home.