** COVID-19 Supplementary Operations Requirements**

**Objective:**

* Open the Triangle Pool in compliance with the phases as outlined by the Governor’s and King County’s mandates safely and with social distancing requirements
* Offer programs with the purpose of fitness, respite, health and wellness, and water safety instruction, supporting the district and community

Prior to reopening all pools are required to develop and post at each site a comprehensive COVID-19 exposure control, mitigation, and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-site social distancing; hygiene; sanitation; symptom monitoring; incident reporting; site decontamination procedures; COVID-19 safety training; exposure response procedures; and post exposure incident recovery plan. A copy of the plan must be available at each center during all activities and available for inspection by state and local authorities

**Day to Day Operation:**

Phase 1.5 (expected start date June 9, 2020) includes:

* Landscaping maintenance
* Get pool ready for summer

Phase 2 (June 19, 2020) includes:

* Lap Swim: 1 household per lane (see Triangle Pool Lane Layout 2020 attached)
* Family lap swim - 4 families spaced to each corner of deck and in pool
* Private Lessons:
	+ Advanced: one on one with swimmer in water, instructor on deck
	+ Beginner: High School Age Swimmer or older family member in the water following directions from the instructor, as recommended by American Red Cross

Phase 3 (March 22, 2021)

* Lap Swim 4 lanes
* Family Swim - up to 50 percent of pool capacity (36 People) deck chairs spaced at least 6’ apart for no more than 6 member families but no more than 50 people at the facility
* Private Lessons:
	+ Advanced: one on one with swimmer in water, instructor on deck
	+ Beginner: High School Age Swimmer or older family member in the water following directions from the instructor, as recommended by American Red Cross
* Modified Swim Team
	+ Kids spread out 6 feet or more apart in water
	+ Masks required throughout facility when 6 feet of separation is not possible
	+ Swimmers will not use equipment

Phase 4

* Return to normal operations

*See Addendum 1 for Program Specific Safe Practices*

**Pool Staff:**

* Pool Manager and Board President (COVID liaison) to manage all Operations
* Board Facilities and Pool Manager to manage mechanical operations, water chemistry
* Lessons Coordinator scheduling of lessons
* Swim Instructors and Lifeguards as needed to comply with Pool & Health department standards

**COVID-19 Site Supervisor/Point of Contact**

* Triangle Pool will designate on-site COVID-19 Supervisor (senior guard) for all hours of operation.
* Point of Contact will always be the Pool Manager for employee or member reported cases of Covid

**Employee Health/Symptoms**

1. Triangle Pool currently has a no tolerance for illness policy. If an employee is sick, they must remain at home after notifying their immediate supervisor. If an employee has been in close contact with a confirmed positive case, notify their supervisor immediately. If an employee develops symptoms of acute respiratory illness, they must seek medical attention and inform their supervisor.
2. If an employee has a family member at home with COVID-19, notify the pool manager immediately. Stay home and avoid public places for 14 days. Keep track of their health for fever, cough, and trouble breathing for 14 days after the last day they were in contact with the sick person.
3. If staff have symptoms of acute respiratory illness (i.e., fever, cough, shortness of breath), they must stay home and not come to work until free of symptoms for at least 14 days without the use of medicine, as recommended by the CDC.
4. Employees will self-check their temperature by scanning their foreheads upon their arrival at work with a temporal thermometer. If the employee has a temperature above 100.4 degrees, they will be sent home. Ask them to wear a face mask. We will notify the King County health department right away. They will also fill out a health questionnaire and record temperature. A copy of the questionnaire will be kept on file for every shift they work.
5. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment are cleaned and sanitized. Follow the cleaning guidelines set by the CDC to deep clean and sanitize.
6. Any employee confirmed to have COVID-19 infection or who has a family member at home confirmed, we will inform other staff and customers of the possible exposure and will have to maintain confidentiality as required by the Americans with Disabilities Act. We will follow all recommendations of the CDC and direct employees to the Department of Health webpage.

**Confirmed positive COVID cases from employee of members**

Manager will be the contact for any reported Positive COVID cases.

Manager will maintain a list of confirmed and any suspected cases among employees and customers. Will research and compile and a list of all exposed people. A close contact is any person who was within 6 feet of a contagious COVID-19 case for at least 15 minutes. A person is contagious 2 days before their illness onset (or, for asymptomatic patients, 2 days before positive test was collected) until the time they are isolated. Review logs, databases, and video footage, and interview employee to identify contacts. The form to use is available [here.](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/WorkplaceContactAndCaseList.xlsx) Be prepared to share this list with Public Health.

Communicate to larger affected workforce and members as appropriate. Be transparent about confirmed cases and close contacts while protecting employee confidentiality. Explain steps being taken to reduce transmission and reinforce any particular actions or changes that employees should take to stay safe. Provide information about how to contact the COVID-19 POC for any questions or concerns.

Follow the [Recommendations for Community-Related Exposure](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html) and instruct employees and members with close contact to stay home for 14 days quarantine and self-monitor for symptoms.

Fully vaccinated persons should still watch for symptoms for 14 days after their exposure. They should also continue to wear masks, practice social distancing, and keep their social circles small.

**Daily Screening log**

Employee Name: \*Temperature:

Date: Shift Time:

In the last 14 days have you had:

|  |  |
| --- | --- |
| Shortness of Breath | Y / N |
| Difficulty Breathing | Y / N |
| Fever | Y / N |
| Repeated Shaking with Chills | Y / N |
| Muscle Pain | Y / N |
| Sore Throat | Y / N |
| New Loss of Taste or Smell | Y / N |
| Positive COVID-19 test | Y / N |
| Contact with someone who is sick with suspected or confirmed COVID-19 | Y / N |

\*Take three times using the touchless thermometer and record highest.

**Personal Protective Equipment (PPE) –**Employer Provided

1. Triangle Pool will provide disposal gloves as well as reusable face cloth masks and face shields (if so desired) to all employees. Employees will be required to wear masks during all lifeguarding activities where 6’ of separation is not possible. Instructors will wear face masks when working directly with swimmers. Face shields will be made available to those who want the additional layer of protection in addition to face masks.
2. Employees will be provided reusable masks and face shields and are responsible for their upkeep and cleaning.
3. Triangle Pool will provide all lifeguard staff with safety equipped fanny packs that will include gloves, pocket masks for CPR, and gauze and bandages for first aid.

**Staffing Considerations:**

Lifeguard Training/Retraining Pre-Opening – need access to pool expedited week of May 22 in small groups

**Staff Protocols**:

* Staff health screening including temp check
* GS Staff wear PPE including masks, gloves when handling cash/cleaners
* Each station supplied with spray, wipes, paper towels and hand sanitizer
* Line Management - keep families 6’ apart
* PlexiGlass windows at Front Desk Staff Station
* Offer Online registration for open spots
* Payment must be made in advance and online only
* Mask worn at all times when 6’ spacing not possible unless responding to an emergency in the water
* PPE (gloves, face masks) used when touching surfaces and/or interacting with guests
* Lifeguard(s) on duty will ONLY surveil the water/deck
* Additional staff to ensure safety and social distancing protocols are being followed by guest/staff
* Two people maximum in the Lifeguard room for no more than 15 minutes. Masks required.
* Members are required to wear masks throughout the facility unless they are more than 6’ from other guests/staff and until just prior to entering the water

**Safety Practices / Implementation:**

**COVID-19 Safety Training**

1. Prior to opening the facility and allowing activities to occur, all staff will be required to undergo safety training to explain protective measures. This will include logging all participants in programs, temporal scans of all participants and staff, social distancing measures as well as traffic patterns into and out of the building during programming, participant drop off and pick up locations and safe social distancing of any spectators.
2. Training will be documented to ensure all staff have been given the most current information.
3. COVID-19 operations requirements will be posted at facility

**Sanitation and Cleanliness**

1. Soap will be available at all sinks and staff will be encouraged to wash their hands frequently throughout their shifts
2. Hand sanitizers stations will be available for staff to use throughout their shifts. We will also have hand sanitizer stations for customers and participants.
3. Required hygiene practices will be posted in all staff areas and in all customers areas as well: washing hands with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol, cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, door knobs; covering mouth and nose when coughing or sneezing as well as other hygienic recommendations by the CDC.
4. Disinfectants will be made available to workers throughout the pool and cleaning supplies are frequently replenished. Make a bleach disinfectant solution daily for indoor areas
* Use disposable gloves
* 4 teaspoons bleach per quart of room temperature water in designated spray bottle
* Wash your hands often with soap and water for 20 seconds.
1. If an employee is feeling sick and goes home, the area where that person was working should be immediately disinfected

**Members**

Members must review these COVID-19 additional requirements online during registration and must agree to additional COVID waiver before registering.

* + In response to COVID-19 and in consideration for the well-being of our members, employees and guests Triangle Pool has implemented reasonable procedures and measures to reduce exposure to COVID-19 virus under the guidance and requirements of local and state officials. However, Triangle Pool cannot guarantee that anyone under your membership account who access the facility will not be infected with COVID-19. I agree to adhere to all rules regulations and assume all associated risks with using the Triangle Pool facility.

Member who have tested positive for COVID

**Entry/Exit Line Management**

Main Entrance Front Door Greeter Station

* Lifeguard to meet every guest at the front door Entrance side
* No Guests allowed
* Register each member, verify lane/space availability
* Have members review COVID-19 Safety flyer if no reservation through system
* Have one member fill out self-screening questionnaire for all members of the family

Member Self Screening Questionnaire

1. Have you experienced a new cough within the last 14 days?

2. Have you had a fever with a temperature at or above 100.4 within the last 14 days?

3. Have you experienced a new sore throat within the last 14 days?

4. Have you experienced a new shortness of breath or difficulty breathing within the last 14 days?

5. Have you been diagnosed with COVID-19 and are still within the 14 days quarantine period?

6. Have you come in contact with a person that has or is suspected to have COVID19 within the last 14 days?

If anyone answers yes to any of the above, they may not enter the facility.

* Count to track capacity max 50
* Unlock locker room for members checking in, close door after until next family checked in
* Masks required inside all common areas
* Signage with Facility Use Rules for the day
* Follow 6’ spacers marking inside line through entry

**Social Distancing on Pool Deck**

1. To ensure social distancing, all participants must arrive at the facility in swimming attire with caps and goggles if they desire. Locker rooms will be open only for participants to relieve themselves and masks will be required while in the locker room.
2. Benches will be provided for participants to store their belongings.
3. Members will not be allowed to move deck chairs and table from designated areas
4. Any spectators will be required to maintain a six-foot distance from any other spectators.
5. No lost and found will be maintained - all items left behind will be disposed of
6. No noodles, kickboards, or other shared pool toys will be available for general use

**Pool Deck Exit**

* Members will exit pool area through back gate and around west side of pool to parking lot
* Members are encouraged not to gather in parking lot
* Return to Lobby window to get back into locker room (if needed)

**Reservation slots**

Schedule

**Memorial Day weekend only**

* Water Test
* 7.45am- 10.00am- Lap swim with 4 lanes -
	+ 7.45- 8.30am- Lap Swim 1
	+ 8.30- 9.15am- Lap Swim 2
	+ 9.15- 10.00am- Lap Swim 3
* Lifeguard blow whistle to clear pool 5 minutes before lap swim time is over and people exit pool deck before next group enters
* 10:30pm-8:30pm Family Lap Swim Times: 6 families per session. Max of 6 family members per family (NO GUESTS ALLOWED)
	+ 10:30am- 12:00pm- Family Lap/Private Lesson Swim 1
	+ 12.15- 1.45pm- Family Lap/Private Lesson Swim 2
	+ 2.00- 3.30pm- Family Lap/Private Lesson Swim 3
	+ 3.45- 5.15pm- Family Lap/Private Lesson Swim 4
	+ 5.30- 7.00pm- Family Lap/Private Lesson Swim 5
	+ 7.15- 8.30pm- Family Lap/Private Lesson Swim 6
* Lifeguards will blow the whistle to clear the pool when lap/lesson swim time is over and people should promptly exit the pool deck.

**WEEKENDS OF June 5 - 6; June 12 - 13; June 19 – 20; Daily June 22 – June 30, 2021 (Phase 3)**

* Water Test
* 10.30am- 12:15 Family Lap / Private Lesson Swim (Lane 1 & 2 open – 2 signups per lane (A & B)2
* 10:30pm-8:30pm Family Lap Swim Times: 6 families per session. Max of 6 family members per family (NO GUESTS ALLOWED)
	+ 10:30am- 12:00pm- Family Lap/Private Lesson Swim 1 OPENINGS limited to 3 families
	+ 12.15- 1.45pm- Family Lap/Private Lesson Swim 2
	+ 2.00- 3.30pm- Family Lap/Private Lesson Swim 3
	+ 3.45- 5.15pm- Family Lap/Private Lesson Swim 4
	+ 5.30- 7.00pm- Family Lap/Private Lesson Swim 5
	+ 7.15- 8.30pm- Family Lap/Private Lesson Swim 6
* Lifeguards will blow the whistle to clear the pool when lap/lesson swim time is over and people should promptly exit the pool deck.

\*We will start with (3) reserved time slots a week per membership.

**Tentatively July 1, 2021 based on governor’s guidance (Phase 4)**

* Swim Team 7:00 – 10:15am
* Lap Swim: 2 sessions, 4 lanes each session (10:30am – 11:15am & 11:15am - 12:00pm)
* 12:00pm - 8:00 pm Open Swim

**Facility Spaces:**

**Office:**

* Greeter/Check-In Station at the door
* Guests required to wear masks in all common areas

**Bathroom/Changing Rooms:**

Traffic Flow:

* 6’ apart signage while waiting for check in
* Check-in at front desk, complete screening questionnaire
* Staff open locker room for family to enter through to pool area assigned
* Close door until locker room clear
* Check in next guests until all through
* Members will exit pool area through back gate and around west side of pool to parking lot
* Members are encouraged not to gather in parking lot

**Locker Room Entry to Pool Deck**

* One way through locker room
* Arrows and signage all point in one direction

**Pool Deck:**

* All chairs removed except for 4 or 6 designated areas
* Use 6’ Signage throughout
* Leave benches 6’ apart with 6’ spacing signage for people to put their bags off the ground
* No lost and found will be maintained - all items left behind will be disposed of
* No noodles, kickboards, or other shared pool toys will be available for general use
* Lifeguard blow whistle to clear pool 5 minutes before lap swim time is over and people exit pool deck before next group enters

**Pool Deck Exit**

* From Pool Exit through the Bleacher area
* Return to Lobby window to get back into locker room (if needed)

**Addendum 1**

**Program Specific Safe Practices**

 a. Lap Swim

1. Unlimited household members per lane or 2 swimmers starting at opposite ends of lane
2. Guests to provide their own swim gear
3. Lap swim time limited to approximately 45 mins to provide opportunity for people to swim
4. Lifeguards will monitor exit/entry to ensure distancing

b. Private swim lessons - members only

1. Instructors will work from the side of the pool, to ensure distancing.
2. Limit teacher/student pairs to 4 at one time, to ensure distancing
	1. Advanced: one on one with swimmer in water, instructor on deck
	2. Beginner: High School Age Swimmer or older family member in the water following directions from the instructor, as recommended by American Red Cross
3. Lesson times staggered so that only a few students arrive at the same time/exit at the same time

c. Swim Team

1. Instructors will work from the side of the pool, to ensure distancing.
2. Phase 2 no more than 4 kids per lane spaced out 6 feet apart except when passing, Phase 3 no limit but kids must be spaced 6 feet unless passing in water.
3. Phase 2 no spectators on deck, Phase 3 spectators allowed as long as they maintain social distancing and total capacity does not exceed 50 people

d. Group swimming lessons

1. Target start date Phase 4
2. Limit teacher/student groups to 4 at one time, to ensure distancing
	1. Advanced: one on one with swimmers in water spread out 6’ apart, instructor on deck
	2. Beginner: High School Age Swimmer or older family member in the water following directions from the instructor, as recommended by American Red Cross
	3. Beginners will use platforms under water if child’s shoulders are not above water standing on pool bottom
3. Group size no more than 5 swimmers if advanced, 3 if beginner

**Disinfecting Checklist at Front Desk for all Guest and Staff touchpoints**

Guest Service Disinfecting Checklist Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (initial as completed)

**GUEST SERVICE DESK & OFFICE AREA:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1030am | 1230pm | 230pm | 430pm | 630pm | 830pm | Task |
|   |   |   |   |   |   | Top Counter Area |
|   |   |   |   |   |   | Work Desk  |
|   |   |   |   |   |   | Computers, Keyboards, Mice |
|   |   |   |   |   |   | Computer Monitors (w/ Monitor Wipes) |
|   |   |   |   |   |   | Credit Card Readers and Scanners |
|   |   |   |   |   |   | File Cabinets |
|   |   |   |   |   |   | Phones |
|   |   |   |   |   |   | Office Supply Cabinet Handles |
|   |   |   |   |   |   | Stapler, Tape Dispenser |
|   |   |   |   |   |   | Door knob inside/out |
|   |   |   |   |   |   | Refrigerator door |
|   |   |   |   |   |   | Retail Racks and Tables |
|   |   |   |   |   |   | All Window Ledges |
|   |   |   |   |   |   | Beverage Cooler |
|   |   |   |   |   |   | Ice Cream Cooler |
|   |   |   |   |   |   | Front Counter Guest Facing Side |

**Bathrooms**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1030am | 1230pm | 230pm | 430pm | 630pm | 830pm | Task |
|   |   |   |   |   |   | Bathroom Door Handles |
|   |   |   |   |   |   | Sinks and Counters |
|   |   |   |   |   |   | Toilet seats and handles |
|   |   |   |   |   |   | Toilet stall handles – both sides |

**Pool Deck**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1030am | 1230pm | 230pm | 430pm | 630pm | 830pm | Task |
|   |   |   |   |   |   | Janitorial Closet Door |
|   |   |   |   |   |   | Garbage Can Covers |
|   |   |   |   |   |   | Tables and chairs |
|   |   |   |   |   |   | All Handles Railings |
|   |   |   |   |   |   | Guard Chair |
|   |   |   |   |   |   |   |

**Maintenance Room - when accessed**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Initials | Task |
|   |   |  | Door Handles |
|   |   |  | Filter Basket Covers |
|   |   |  | Drain valve handles |
|   |   |  |  Light Switch |
|   |   |  |   |
|   |   |  |   |