



## Guidelines for Aquatics Programs February 5, 2021

In order to take precautions to protect the community and employees, the District will follow information provided by the federal government, the State of California Department of Public Health, California Department of Social Services and Sacramento County Department of Health Services. The State of California Department of Public Health and Department of Industrial Relations Cal/OSHA have adopted COVID-19 Industry Guidance to provide guidance to support a safe, clean environment for employees. The United States Centers for Disease Control and Prevention (CDC) has provided guidance. The following describes the guidelines for the Aquatics Programs.

### Worksite Specific Guidelines

- Person designated to implement this worksite specific plan for the Aquatics Programs:  
  
Sandra Montgomery, Assistant Recreation Manager  
Phone: (916) 526-0234 ext. 102  
Email: [SMontgomery@SouthgateRecAndPark.net](mailto:SMontgomery@SouthgateRecAndPark.net)
- The local health department is:  
  
Sacramento County Department of Health Services – Public Health  
Phone: (916) 875-5881 or 3-1-1  
Email: [sacdhs@saccounty.net](mailto:sacdhs@saccounty.net)  
Website: <https://dhs.saccounty.net/PUB/Pages/PUB-Home.aspx>  
COVID-19 Hotline: (916) 875-2400  
COVID-19 Website: <https://www.saccounty.net/COVID-19/Pages/default.aspx>
- Signs are posted informing visitors of guidelines for entry.
  - Wear a face covering inside of, or in line to enter, any indoor public space
  - Avoid entering the facility if you have a cough or fever
  - Maintain a six-foot distance from others
  - Sneeze and cough into a tissue, or, if not available, into your elbow
  - Do not shake hands or engage in unnecessary physical contact
- Individuals must wear face covering inside of or in line to enter facilities. Persons who are exempted from wearing a face covering due to a medical condition should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge.
- Signs are posted informing visitors of how to stop the spread of COVID-19.
- Broadcast announcements regarding how to stop the spread of COVID-19.

- Provide clear professional signage informing guests of operational changes.
- Snack bar will be closed.
- Other precautions that may be identified and implemented by management as needed.

## Employee Training

- Employees are informed of these guidelines in writing and by training meeting. Updates will be provided at regular monthly meetings or more frequently, if needed.
- Employees are provided training with information on COVID-19 including symptoms, screening, and prevention.
- Employees have been provided a Southgate Recreation & Park District Summary of Resources for Employees, which includes information on employer and government-sponsored leave benefits the employees may be entitled to receive that would make it financially easier to stay at home or to care for family members impacted by COVID-19.

## Individual Control Measures and Screening

- Employees and visitors are screened for symptoms upon entering the workplace. Employees are encouraged to self-screen at home including temperature and/or symptom checks using CDC guidelines. To screen individuals:
  - Confirm that their temperature is less than 100.4° F (38.0° C).
  - Confirm that they are not experiencing coughing or shortness of breath.
  - Make a visual inspection for signs of illness, which could include flushed cheeks or fatigue.

First aid kits are readily available to staff and public on the pool deck. Masks, gloves, and related supplies are kept in first aid room at Fruitridge Aquatic Center and on first aid shelf at the New Aquatic Center. Non-contact thermometer is kept by entrance window.

- Employees and visitors are directed not to come to work if sick or if they live with someone who is diagnosed with COVID-19.
  - Follow CDC, Cal OSHA, and Sacramento County guidelines for ending home isolation and returning to work following illness or symptoms. If you become sick, you may return to work or be around others when:
    - 10 days since symptoms first appeared **and**
    - 24 hours with no fever without use of fever-reducing medications **and**
    - Other symptoms of COVID-19 are improving. Loss of taste and smell may persist for weeks for months after recovery and need not delay the end of isolation.
  - Employees who become sick at work are directed to notify their supervisor and leave work immediately.
    - Follow CDC and other public health guidelines for cleaning the workstation.
    - Complete an Incident Report.
    - Notify the Human Resources Analyst or Administration Manager at the Administration Office. The Administration Office will notify public health officials and/or employees in accordance with applicable regulations and public health orders.

- Staff will be issued their own personal protective equipment (PPE).
- Report any employee, participant, or visitor with symptoms, diagnosis of COVID-19, or exposure to COVID-19 to the Administration Manager or Human Resources Analyst at (916) 428-1171. Complete an Incident Report and give it to your supervisor. Information regarding the identity of the individuals is confidential. The Administration Office will coordinate reporting and disclosure to public health, employees, program participants, and other individuals to ensure that essential information is provided to public health officials, employees, and the community without disclosing confidential information.
- Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.

## **Physical Distancing Guidelines**

- Maintain at least 6-foot space between individuals.
- Use of facemasks or face covering is required when not in the water, unless exempt by public health order.
- Use signage to remind customers of physical distancing at every opportunity.
- Participants in aquatics programs are spaced out to allow for physical distancing of at least 6-feet.
- Doors to aquatics office and gendered restrooms will be kept open.
- Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced.
- Limit the number of in-facility customers based on the size of the facility. Keep the entrance door closed and locked.
- Pool cashier window is kept partially closed, allowing minimal space for transactions.
- Payment transactions will be processed with minimal handling.
  - Encourage the use of debit or credit cards by customers.
  - Staff enters credit card information into the computer directly during transactions (rather than swiping).
- Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Reconfigure office spaces, cubicles, etc. and decrease maximum capacity for conference and meeting areas.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time, such as telework and modified work schedules.
- Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation.
- Encourage and train employees to practice physical distancing during pickup and delivery.
- Install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs where possible. Wherever possible, use contactless signatures for deliveries.

- Markers or signage placed in areas where lines may be present to establish physical distance between those queuing.
- Place tables and chairs at least 6-feet apart in breakrooms and provide break areas in open space.
- Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- Provide a separate, designated entrance and exit at the New Aquatic Center (there is only 1 entrance/exit option at the Fruitridge Aquatic Center).

## **Cleaning and Disinfecting Protocols**

- Break rooms, bathrooms, and other common areas are being disinfected frequently.
- Clean and disinfect shared rescue equipment, workstations, and other equipment before and after shifts.
- Disinfectant and related supplies are available to all employees in the custodial closet.
- Soap and water available to employees in on-site bathrooms and at sink in the breakroom.
- Sanitize high contact areas, pens and stylus pens, at the reception counter frequently.
- Staff will be walking the pool deck to clean and disinfect chairs, grab rails, shower handles and other surfaces throughout the day.
- Staff using sanitizer and hand washing as often as possible and between interactions with visitors and each other.
- Hand sanitizer is made available to the public and staff at entrance to the facility.
- Equip customer entrances and exits, checkout stations, and customer changing rooms with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to frontline staff (e.g., cashiers).
- Ensure that sanitary facilities always stay operational and stocked.
- Provide time for workers to implement cleaning practices before and after shifts and consider third-party cleaning companies.
- Indoor areas kept well ventilated.
- If an employee or visitor leaves the facility for illness, follow CDC guidelines for cleaning the workstation and shared areas.
  - Close off any areas used for prolonged periods of time by the sick person.
  - Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
  - During this waiting period, open outside doors and windows to increase air circulation in these areas.

## **Program Guidelines – Aquatics Programs**

### All Aquatics Programs

- Only registered participants may enter the facility. Visiting parents, family members, and friends are directed to wait outside the facility.
- Participants will be encouraged to change and shower at home and bring their own towel.

- Remove face coverings before entering the water.
- Lockers, changerooms, and indoor showers will not be available. Restrooms and outdoor showers will be available.
- Shared kickboard and pool buoys will not be available. Swimmers will utilize their own equipment.
- Participants shall observe posted signage.
- At the end of each session, participants are required to leave the pool facility without loitering.
- Participants will exit from designated exit door.

#### Lifeguard Training Courses & In-service Trainings

- Require temperature checks and screenings for staff/participants/volunteers ("victims") for classes where physical distancing is not possible (e.g. lifeguard classes and in-service trainings).
- Ask participants to arrive dressed in swimsuit, ready to enter the water (rather than use the locker room) and to get dressed and shower at home when finished.
- Employees, instructors, participants, and volunteers will wear face masks when on the deck.
- Minimize sharing of equipment. In cases where this is not possible, allow time for proper sanitation and disinfection between users.

#### Aqua Fitness Classes

- Class capacities will be reduced to allow for 6-foot physical distancing between participants and staff.
- Participants will be spaced out to maintain a minimum of 6-foot physical distance.
- Water Aerobics content will be modified so that participants remain in a fixed area while exercising.
- Aqua Spin bikes will be spaced 6 feet apart.
- Float Fit BOGA Boards will be spaced 6 feet apart.
- Online preregistration will be encouraged.
- Instructor will utilize a headset so that all participants can hear, if necessary.

#### Lap Swim

- Two swimmers are permitted in each lane. Swimmers must stay and swim in the center of the lane.
- If at capacity, participants will be limited to 50 minutes per visit.
- Lap swim equipment will be disinfected after each use.

#### Swim Lessons

- Capacity of each lesson will be reduced to allow for 6 feet physical distancing between participants and staff.

- Online preregistration will be encouraged.
- Participants of lower level classes will be required to have a parent/guardian in the water with them.
- Parents/guardians of lower level classes will be in the water with their child to assist in providing support and guidance during the swim lesson. The swim instructor will be either on the deck or in the water at a designated spot to support the parent and child with corrective feedback and guidance.
- Parents/guardians of younger children will be instructed how to teach and facilitate skills to reduce direct contact with instructor.
- Only one parent/guardian per child will be permitted to enter facility.
- Swim lessons will be spaced out so that participants do not share space with anyone except for their instructor or parent/guardian.
- Lessons start times will be staggered so that there are not large groups of people arriving at the same time.
- Where available, lane lines will be used to physically separate students.
- Areas for each family will be designated as staging areas. Participants will store their belongs at their assigned spot within the staging area.
- Swim lesson equipment will be disinfected after each use.

#### Swim Teams

- The swim teams are required to distribute the Guidelines for Aquatics Programs and COVID-19 Information for Recreation Programs coaches, volunteers, participants, and parents/guardians.
- Lanes are limited to up to two swim team members per lane, starting on opposite sides of the lane. An exception is for swimmers from the same household.
- Stagger arrival times. Separate practice times by 10 minutes.
- Practice or drill times will be monitored to regulate the number of youth participants at one time to ensure physical distancing.
- No spectators for practices or meets.
- Parents are encouraged to drop off and pick up following physical distancing guidelines. Do not carpool with unrelated participants from different households.
- Swimmers will utilize their own equipment. Swimmers will handle and care for their own equipment. Staff or volunteers are not allowed to handle it.
- Swim team members will place belongings in designated area in front of lane. Removed face covering before entering the water.

#### Water Polo

- The water polo teams are required to distribute the Guidelines for Aquatics Programs and COVID-19 Information for Recreation Programs coaches, volunteers, participants, and parents/guardians.

- Lanes are limited to up to two team members per lane, starting on opposite sides of the lane. Conditioning will take place in the lane.
- Maximum cohorts consisting of 10 or fewer participants will be permitted for the water polo conditioning program. The cohorts will remain stable each day through the duration of the session (e.g. there will be no moving of participants from one group to another from day to day). At any given time, there will be no more than 20 participants in the pool at a time. Groups will be strictly separated and will not intermingle.
  - The members of a cohort may be changed only after the member or group has not been in contact with any part of any cohort for 14 days.
  - Examples: a) Cohorts may be assembled into different groups after a two-week hiatus where no practices/conditioning takes place b) A player who is removed from all practices and conditioning for 14 days may be placed into any existing cohort as long as cohort size is not exceeded.
- The water polo team will provide a roster that includes names and phone numbers of participants and coaches for each cohort. This roster will include the cohort number assignment for each participant (i.e. 1 or 2)
- Water polo teams will sanitize/disinfect all sports equipment for each cohort youth sports group after they are collected and before they are returned to circulation. The minimum equipment necessary must be used for practices and drills.
- Water polo balls will be used primarily by one participant for ball handling, conditioning and water polo specific individual skill drills. Water polo balls may be passed between participants in the same group while maintaining 6 feet or more of physical distancing. Additionally, water polo balls used for passing shall be sanitized after each practice by using a sanitizer spray and wiping them. Balls used by one group shall not be used by another group until the balls have been sanitized.
- No physical contact between participants will be permitted at any time.

## Resources

- Sacramento County Public Health – <https://www.saccounty.net/COVID-19/Pages/default.aspx> or COVID-19 Hotline (916) 875-2400
- State of California Coronavirus (COVID-19) Response - <https://covid19.ca.gov/>
- Centers for Disease Control (CDC) Coronavirus (COVID-19) - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Cal OSHA Guidance on Requirements to Protect Workers from Coronavirus - <https://www.dir.ca.gov/dosh/coronavirus/>
- OSHA COVID-19 - <https://www.dir.ca.gov/dosh/coronavirus/>