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COVID-19

**Reopening Guide**

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# **CHAPTER I**

## **Introduction**

- a. Purpose and guiding principles
- b. Definition of spaces within the aquatics center

## ***I. INTRODUCTION:***

SwimRVA is an important part of the greater Richmond community. Its services save lives, builds healthy lives of character and discipline, ensures an aquatics workforce is available, and transform communities. SwimRVA intends to restart service delivery to the community, consistent with its mission and guidance from the State of Virginia, Virginia Department of Health, Chesterfield County, and the Center for Disease Control (CDC).

SwimRVA is a member of various national governing bodies and has included in this guide the best practices from USA Swimming, USA Water Polo, U.S. Masters Swimming, Aquatic Resource Group, Competitive Aquatics Facilities Directors Association, American Swim Coaches Association, Occupational Safety and Health Administration (OSHA), and the American Red Cross. SwimRVA's reopening process and procedures will be amended as new information or guidance is released.

### ***(a) Purpose of the Reopening Guide and Instruction:***

The following reopening guide keeps the safety of SwimRVA staff and participants paramount. The guide's mission is to ensure everyone is on the same team. The guide is meant to provide clarity to operating procedures and safety measures for staff and participants. The reopening guide will be the overriding directive to guide staff and patron behavior while working or engaging in SwimRVA programming.

#### *GUIDING PRINCIPLES:*

- Ensure a safe work environment for staff.
- Ensure a safe environment for participants.
- Adjust as guidance changes from the State of Virginia, Virginia Department of Health, CDC, and Chesterfield County.
- Be respectful of every SwimRVA participant, their needs and their perspectives

*Definition of Spaces:*

SwimRVA is expecting indoor aquatics centers to be allowed to open with restrictions in Virginia's phase two re-opening. As part of this re-opening guidance, SwimRVA expects capacity limitations:

<i>Space</i>	<i>Capacity by Building Code</i>	<i>Covid-19 Capacity</i>
Instructional and Therapy Pools	265	??
Competition Pool	658	??
Community Room	134	??
Mezzanine	700	??

*Reopening Guide and Instructions (SwimRVA Pandemic Policy) Internal Communication Procedure for Updates and Amendments:*

The guide and subsequent amendments are the culmination of research, discussion, and decisions made alongside SwimRVA leadership team and community leaders. As new information and guidance becomes available, this instruction guide will be updated.

SwimRVA's COVID-19 Point Person is the Executive Director who is responsible for compiling and approving all changes to the Reopening Guide and Instructions (SwimRVA Pandemic Policy).

Each update will include a current date, indicated in the header of the pages of this instruction guide. Updates will be distributed to all active staff members by email, with the amendments and changes bulleted in the body of the email. The most current version guide will be posted in the lobby of the organization, in all central locations of any venue SwimRVA operates, and posted on the SwimRVA website.

## CHAPTER II

# Staff Policies and Procedures

- a. Report-to-work screening
- b. Staff Parking
- c. SwimRVA Duty Officer
- d. Contact tracing
- e. Emergency Paid Sick Leave
- f. First aid/emergency response and role of the SwimRVA professional rescuer
- g. No shared offices, open/virtual meetings
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- i. Employee illness flow chart

## **II. STAFF POLICIES AND PROCEDURES**

### ***(a) Report-to -Work Screening - Staff and Vendors***

To ensure the safety of all participants in SwimRVA's facilities, all staff members and vendors will be screened for illness prior to reporting to their workstation. The SwimRVA staff screening station is located in the community room storage room. The staff and vendor entrance door will be the side entry door to the front of the house. Only staff and vendors reporting to the screening station will be allowed to use this entry door.

All visitors and participants of the aquatics center will be required to institute their own screening and that screening process must be in-line and consistent with SwimRVA screening protocols.

Screening will consist of a questionnaire (see document) and a temperature check. Staff members will use an app on their smartphone, Healthcheck by Stratum, to complete the health questionnaire.

Vendors and contractors will be required to fill out a written questionnaire.

The temperature check must be performed using a SwimRVA thermometer and the reading must be over 100.4 degrees. (This is per CDC - Check and Record Everyday (CARE) guidance and the limit where an adult is considered to have a low-grade fever).

All staff members will be trained to use the SwimRVA thermometer device. SwimRVA staff members will rely on each other to complete the screening and verification. Any SwimRVA staff member can support and verify another SwimRVA staff member's screening. If another staff member is not present at the screening station, the SwimRVA Duty Officer will be called with the two-way radio located at the screening station.

Upon entering the screening station for staff and vendors:

1. Be sure your face covering/mask is in place over your mouth and nose.
2. Sanitize or wash hands for at least 20 seconds. DO NOT PROCEED BEFORE COMPLETING THIS STEP.
3. Staff members will display the Healthcheck app on their smartphone. The screen must be GREEN in order to be cleared. A YELLOW screen will require a Director's approval. If a staff member has a RED screen, they should exit the building immediately and call their direct supervisor. Vendors and contractors need to complete the written screening questionnaire with a sanitized pen.
4. Sanitize the pen that was just used by placing it in the bucket marked to be sanitized.
5. Call the duty officer on the two-way radio.

6. Let verifier take your temperature and verify you may report to work. In the case of a failed temperature test, a second test should be performed. Any failed test requires a notice to that person's direct supervisor for follow up.
7. File screening questionnaire if paper version.
8. Report to work.

### *Verification*

- ✓ A staff member or vendor must use hand sanitizer or wash hands for 20 seconds prior to reporting to work.
- ✓ A staff member or vendor must not show signs or symptoms of COVID-19.
- ✓ A staff member or vendor must agree to wear a face covering.
- ✓ A staff member or vendor must agree not to shake hands, touch, or hug anyone while on site.
- ✓ If a staff member or vendor has traveled internationally, they will need to report to the SwimRVA Director to gain clearance to the space. Clearance will not be granted if they have traveled to a Level 2 or 3 destination in the past 14 days.
- ✓ <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>
- ✓ Temperature is below 100.4 degrees.

Admittance is not allowed if any of the above conditions are not met. If any staff member cannot be verified, it is their responsibility to contact their supervisor immediately.

### ***(b) Staff Parking***

Staff will be asked to park in the east front lot immediately in front of the staff entry door. Staff will enter through the staff entry door which is the side door of the community room hallway.

### ***(c) SwimRVA Duty Officer***

Front desk teammates and lifeguards will be on the front lines of reporting and recognition of any violations of SwimRVA's reopening policies and procedures. SwimRVA does not depend on our frontline teammates to be responsible for correcting behavior in every scenario. At all times, a SwimRVA Duty Officer will be responsible for addressing violations and routine disinfection of the aquatics center. The Duty Officer should not leave their post unattended if addressing a radio call would create a safety hazard.

The Duty Officer will be responsible to verify staff members' health assessments and access to the building in the case a staff member is reporting the screening station alone. The Duty Officer will be expected to make routine rounds of the building and address any safety issues or violations of SwimRVA Reopening Guide and Instruction Policies or Procedures.



1. If the violation is occurring with a fellow staff member, the Duty Officer should suggest correcting the behavior with a gentle reminder and report it by email to the staff member's direct supervisor for further attention.
2. If the violator is a participant or staff member, the Duty Officer should identify themselves and kindly educate the participant as to why they are in violation, then suggest the correct the behavior. The Duty Officer should report each violation by recording on the Duty Officer Violation Google Sheet.

If a participant or staff member continues to violate the policy, the Duty Officer should contact a SwimRVA Director (Adam, Brad, Deb or Scott) for next steps. The Duty Officer also has the authority to immediately remove any staff member or participant from the premises for violating the SwimRVA mask policy, touching policy, or because of suspected illness.

#### ***(d) Contact tracing***

If SwimRVA is notified of a staff member or participant who has tested positive for COVID-19, SwimRVA will ensure it is reported immediately to the Chesterfield County Department of Health and CDC. SwimRVA will follow department of health protocols and guidelines for contact tracing and notification from that point forward.

If staff members learn of a positive test of a program participant, the name of the participant needs to be immediately reported to the SwimRVA COVID-19 Point Person (Executive Director, Adam Kennedy [adam.kennedy@swimrichmond.org](mailto:adam.kennedy@swimrichmond.org)). The SwimRVA COVID-19 Point Person will be responsible for immediately reporting the information to the State Department of Health and the the CDC for further contact tracing guidance.

Under no circumstances should staff members release the name of any participant or staff member who tests positive unless directed to do so by the SwimRVA COVID-19 Point Person, who will take direction from the State Department of Health and the CDC.

#### ***(e) SwimRVA Emergency Paid Sick Leave***

As provided under the Families First Coronavirus Response Act and SwimRVA's Emergency Paid Sick Leave Policy (EPSL), to request emergency paid sick leave the following request form should be completed and submit to your manager or the human resources department as soon as possible before leave commences. Verbal notice will be accepted until a form can be provided.

Documentation supporting the need for leave must be included with this request. I understand that if EPSL is granted for reasons #1-4 below I will be paid at 100% of my salary or normal wages. If I am granted leave for reasons #5, I will be paid at 2/3 of my salary or normal wages. If I am granted leave for reason #6, I will be notified of what my leave pay will be. If EPSL is granted, it is in addition to my normal Paid Time Off and will not be debited from my PTO account.

### **Emergency Paid Sick Leave Request Form**

Employee Name (print clearly): \_\_\_\_\_

Department: \_\_\_\_\_ Manager: \_\_\_\_\_

Requested Leave Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

The amount of emergency paid sick leave being requested is \_\_\_\_\_ hours.

[Optional: I wish to take intermittent leave for reason #5 below, during the following days and hours:]

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

I am requesting this emergency paid sick leave due to my inability to work (or telework) because (check the appropriate reason below):

- ☐ 1) I am subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- ☐ 2) I have been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
- ☐ 3) I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- ☐ 4) I am caring for an individual who is subject to either number 1 or 2 above.
- ☐ 5) I am caring for my child whose primary or secondary school or place of care has been closed, or my childcare provider is unavailable due to COVID-19 precautions; and,
- ☐ I attest that no other suitable person is available to care for my child during the requested period of leave.
- ☐ I attest special circumstances exist requiring my need for leave to care for a child age 15-17.
- ☐ 6) I am experiencing another substantially similar condition specified by the Secretary of Health and Human Services.
- ☐ I have attached documentation supporting my need for leave.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Department Rep. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee Statement Supporting Leave**

I, \_\_\_\_\_, provide the following information in support of my request for emergency paid sick leave (complete all that apply):

Leave due to a government-issued quarantine or isolation order:

Name of the issuing government agency for the quarantine or isolation order:

\_\_\_\_\_

Effective dates of the order: \_\_\_\_\_

**Leave due to a health care provider's advice to self-quarantine**

Name of the health care provider advising me or the individual I am caring for to self-quarantine: \_\_\_\_\_

Written documentation is available and attached: ☐ Yes ☐ No

Name and relation of the individual who I am needed to care for:

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

**Leave due to a school or place of child care closed due to COVID-19**

Name of school or place of care:

\_\_\_\_\_

Name of child caregiver unavailable due to concerns related to COVID-19:

\_\_\_\_\_

Name and age of child or children I am needed to care for:

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

No other suitable person is available to care for my child for the requested leave period due to:

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The special circumstances requiring my need for leave to care for a child age 15-17 are:

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***Leave due to a substantially similar condition specified by the secretary of health and human services***

Provide details regarding the need for this leave:

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I attest that the above information is accurate and complete. I understand falsification of any information given may lead to disciplinary action.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(f) First aid/emergency response: role of the SwimRVA professional rescuer**

SwimRVA staff are trained in CPR and First Aid. The SwimRVA lifeguard and safety team are additionally trained and drilled in professional rescuing in our environment. The SwimRVA lifeguard is a professional rescuer and will alter their routine trainings to best support the life safety needs of any SwimRVA-operated venue during a pandemic, epidemic of local significant disease outbreak.

› *First Aid and Emergency Response Crash Bags*

SwimRVA has increased the number of emergency response and crash bags to include one in each of the following: competition pool, instructional pool, and at the front desk. Each crash bag will have usual first aid equipment to include a bag valve mask (BVM) and non-latex gloves. Emergency oxygen remains available on sites and is located at the lifeguard station. Additional PPE in the bags includes surgical masks and face shields. Surgical masks, BVM's and gloves will also be located on each lifeguard stand.

› *Masks*

SwimRVA staff and participants will be required to wear masks while inside the SwimRVA facility. SwimRVA provides two everyday masks per associate. Each mask is a different style and the associate can choose which style they want to wear, but it must be one of the two. Medical exemptions for the type and material mask can be made and approved by the COVID-19 SwimRVA Point Person (Executive Director).



Lifeguards will wear an everyday SwimRVA mask while on duty. Lifeguards have a few exemptions from the mask rule as professional rescuers. If a lifeguard needs to blow their whistle to either correct behavior or activate the Emergency Action Plan (EAP,) they may lower their mask to blow the whistle. When in the lifeguard stand, lifeguards will be required to lower their masks in

anticipation of having to go in the water to make a save. *\*Lifeguards must do surveillance from a lifeguard stand UNLESS serving as a 2nd lifeguard in the instructional pool.\** Before leaving the lifeguard stand for rotation, the lifeguard will put the everyday mask back on their face. Masks should be worn over the mouth and nose during rotations and “down” time. If a lifeguard goes into the water for a rescue, the mask will not be on. Upon exiting the water, the rescuing lifeguard will put on a surgical mask to provide care for the victim. All other lifeguards responding to the emergency will ensure a proper fitting surgical mask and face shield is on. If a lifeguard’s mask gets wet, a backup mask or a surgical mask may be worn.

› *Physical distance exclusion zone around each lifeguard and the SwimRVA professional rescuer workstation*

SwimRVA will have a floor tape exclusion zone around each lifeguard stand, extending six feet from the base of the stand in all directions. Each stand will also have signage indicating the exclusion zone should not be violated to maintain proper physical distance in the aquatics center.

› *For an unconscious victim with no pulse - on land or in water*

After activating the EAP, SwimRVA staff will put on PPE which will include non-latex gloves and a surgical mask in place of the everyday mask and a face shield.

SwimRVA rescue team will expose the victim’s chest and begin CPR with chest compressions. Chest compressions will continue until an additional rescuer is ready with the BVM. No rescuer will provide ventilations with a resuscitation mask. All ventilations will be provided with a BVM.

If a BVM is not available, rescuers will omit respirations. Chest compressions and use of AED will continue until additional care arrives and takes over. Once the patient’s care is complete all surgical masks, gloves, soiled equipment will be placed in a small trash bag and sealed or immediately be disinfected.

› *For an unconscious victim with a pulse - on land or in water*

After activating the EAP, the SwimRVA staff member responding will put on PPE which will include non-latex gloves and surgical mask in place of everyday barrier mask and face shield. The staff member will monitor the victim for any changes. The staff member will be prepared to immediately start CPR and ventilations with a BVM if the condition worsens. If the victim has a family member or friend present, a brief medical history can be taken from them. Once the patient’s care is complete all surgical masks, gloves, soiled equipment will be placed in a small trash bag and sealed or immediately be disinfected.

› *For a conscious victim - life threatening or non-life threatening (Includes all First Aid Responses by SwimRVA Staff)*

After activating the EAP, the SwimRVA staff member will put on PPE which will include non-latex gloves and a surgical mask in place of everyday barrier mask and a face shield. SwimRVA staff member will then put a surgical mask on the patient. Staff will provide care as normal. Once the patient's care is complete, all surgical masks, gloves, soiled equipment will be placed in a small trash bag and sealed or immediately be disinfected.

› *Rescue for a victim with a suspected spinal injury*

If a spinal injury is suspected in the water, all aquatic areas will be cleared and all rescuers will respond. After activating the EAP, any rescuer entering the water will remove their mask before entering the water. All "dry" rescuers will ensure that proper PPE are on, including non-latex gloves and a surgical mask in place of everyday barrier mask and face shield. Rescuer team will work together to stabilize and extricate the victim. Once the victim is on land and it is safe to do so, a surgical mask will be placed on the victim. If the victim has respiratory distress, a surgical mask will not be applied. Care will be provided as normal. Once the patient's care is complete all surgical masks, gloves, and soiled equipment will be placed in a small trash bag and sealed or immediately be disinfected.

***(g) No shared offices and open or virtual meetings are encouraged.***

SwimRVA staff members share a number of workspaces. Upon reopening, all closed offices will be limited to one assigned person. In-person meetings need to occur virtually, by phone, or out in the open of the aquatics center. Staff members should not cross the threshold to any closed office. Directors who have offices currently assigned to multiple people will need to establish a use calendar and/or work with their associates on locating to new spaces.

- Executive office will be home base for Adam Kennedy and Andrew Hartley.
- Operations office will be home base for Brad Burton and/or Rebecca Quicke
- Storage room office will be home base for Ted Quinn and/or Rebecca Quicke
- Lifeguards will be on the pool deck at the new guard station
- Programs office will be home base for Debbie Kelo and Ryan Allen.
- Communications office will be home base for Scott Bennett, Kim Wiiki and Gerard Miller.
- Jill Woodward's home base will be a swim school desk located in the most convenient location.
- Natalie Rainer's home base will be a table set up on the southwest pool deck when she is in the facility.
- Benjamin Harrell's home base will be at a table on the southwest pool deck or mezzanine.

- Other programs team members will need to design a space that makes sense. The mezzanine landing on the east side of the competition pool can be set up with workstations and sanctioned off from participants. The instructional pool deck can also be set with a workstation.

#### ***(h) Staff break and eating areas***

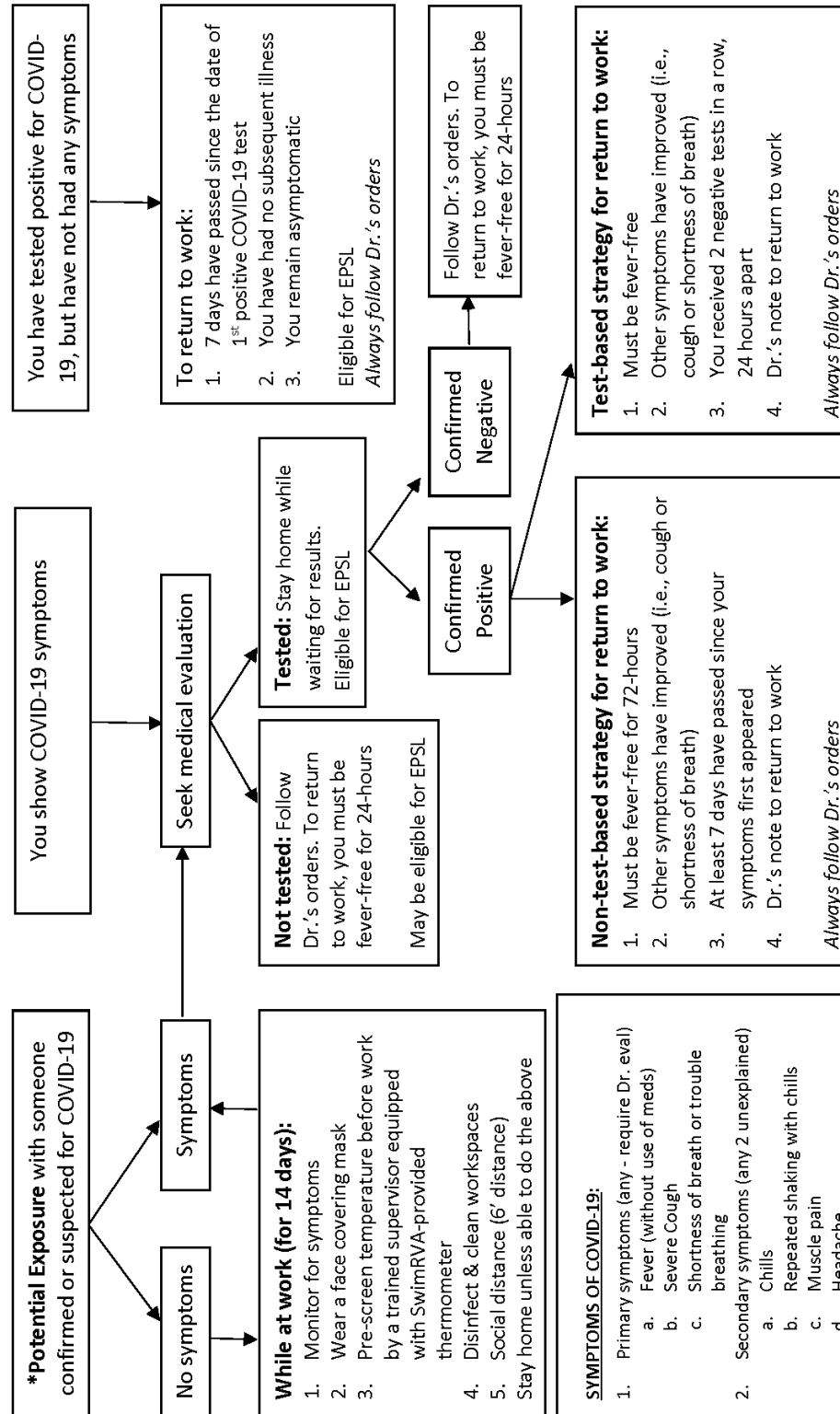
It is encouraged, when possible, for staff to eat or take breaks outside, away from any program areas, or in their cars. Staff members who are on break, lunch, or need to eat inside the aquatics center, must do so in the mezzanine east section. This will be the only formal break area inside the arena where staff are allowed to relax their masks. There will be a sanitization tub located in the staff break area in the mezzanine. Staff must fully disinfect the area, other than the mezzanine floor, within 10 feet of where the staff member was sitting after each personal use.

Staff members with a personal desk and office workspace away from all program areas may relax their masks and eat at their workstations. As always, they need to ensure they have six feet of social distance at their workstation.

\*\*\*It is understood that staff need to stay hydrated throughout the day. Staff members are not required to be in the appointed staff break area in the mezzanine to drink from a personal water bottle or beverage container. Staff can drink in place, but must face a wall and be sure no participant or fellow staff member is within 10 feet of them. Lifeguards may drink from the lifeguard stand.



# SwimRVA COVID-19 RESPONSE GUIDE (based on CDC Guidance) Date Revised: 05/11/2020



## \* POTENTIAL EXPOSURE:

Being a household contact or having close and sustained contact within 6' of an individual confirmed or suspected COVID-19. The timeframe for having contact with an individual includes **48 hours** before the individual became symptomatic.

## CHAPTER III

# Facility Flow and Entry Procedures

- a. Participant screening and entry
  - i. New SwimRVA Waiver forms
  - ii. Facility Entrances
  - iii. Health screening
  - iv. Face masks
  - v. Process flow and safety protocol for exchange of money, credit cards, pens and touch screens.
  - vi. Deaf and hard of hearing clients
  - vii. USPS and Fedex, UPS deliveries
- b. Restrooms, lockers, showers and assignments
- c. Facility flow and entry map

### **III. FACILITY FLOW, ENTRY PROCEDURES AND GUEST SAFETY PRECAUTIONS**

#### ***(a) Participant screening and entry***

##### **› New Member Waiver Forms**

SwimRVA works hard to ensure that the most up to date and thorough safety, disinfection, and sanitization policies and procedures are in place. Our goal is to ensure a safe environment where aquatic fitness, competitive training, and professional rescuer coursework can take place safely and consistent with local, state, and federal guidelines.

While SwimRVA is doing everything possible to ensure a safe environment, the virus is an invisible enemy, and we cannot ensure our environment is 100 percent virus-free at all times. We are asking all participants, members, and day pass users to sign a new SwimRVA waiver before entering the facility for their first visit back.

Waivers will be distributed electronically using SwimRVA waiver software and recorded in Club Automation (operating software) on their account record.

##### **› Facility Entrances**

In an effort to cohort our spaces inside the aquatics center by age group and program, as well as to decrease density and wait time in our entryways, SwimRVA will have four main entrances to the aquatics center. Three of the entrances will be staffed by SwimRVA personnel.

1. Instructional Pool South Door – This entrance is for Select Physical Therapy and will not be staffed by SwimRVA personnel. Stanchions or barricade will keep a clear path from the door to the therapy pool. This will keep SwimRVA clients and Select Physical Therapy Clients separated.
2. Instructional Pool North Door – This door will have a 10' x 20' marquis and be the entrance for SwimRVA Swim School and SwimRVA outside groups. This door will be staffed by SwimRVA personnel during operating hours for groups and the SwimRVA Swim School. Immediately upon entry, there will be bleachers on the north wall of the instructional pool, and these bleachers will be marked for six feet physical distancing.
3. Competition Pool – Southeast Door – This door will have a 10' x 10' marquis and an adjacent 20' x 40' tent over the concrete patio. This door will be used for the SwimRVA Swim Team and the SwimRVA Water Polo Team.

4. Main Entry Front Door - This door will be reserved for SwimRVA Wellness and facility members as well as SwimRVA Hammerheads. This door will be the natural entry point for all prospective SwimRVA clients.
5. When SwimRVA Summer Camps are in session, the side lobby door (the Leddecky Door) will become the Summer Camps entry and exit door.

### › **Participant Health Screening**

Before moving past one of three greeting stations, all participants, future customer,s and guests will be screened with a verbal health assessment questionnaire. As guests approach the entryways there will be markings on the ground demarcating where to stand to enforce the six feet of social distancing for all clients waiting to be screened.

Upon entry, every guest and participant must use the hand sanitizer station located at each door.

All participants will first check-in at a reception desk/screening station computer to answer a verbal questionnaire that will also be posted on poster board.

When an individual is under 18 years old, a guardian must accompany the individual to answer the questionnaire for the child. For clients of the SwimRVA Swim School, one adult guardian or appointed guardian may enter with the student. Only one adult will be allowed per student. Parents who have siblings of the child learner may be admitted if there is no other adult to supervise the children outside the aquatics center. Adult guests who are seeking entry must answer the verbal screening questionnaire for themselves as well as the minor student.

For the SwimRVA Swim Team, participants under the age of 18 must be accompanied to the check-in/screening station with a guardian. For situations regarding carpooling or individuals of age to drive themselves to the aquatics center, but not yet 18, a questionnaire must be filled out in advance by a legal guardian. The questionnaire can be printed and sent with the child participant or it can be emailed to [healthscreening@swimrichmond.org](mailto:healthscreening@swimrichmond.org). A health screening questionnaire is required each day a participant enters the aquatics center for programming. Parents of SwimRVA Swim Team and Water Polo Team will not be allowed entrance to the facility in an effort to keep density low and safety high.

\*\*\*It is important to note, no person will be allowed entrance to the aquatics center without being able to answer a verbal questionnaire or have a written questionnaire submitted for each day's participation. \*\*\*

### › **Masks**

Until further notice, everyone including participants, guests and staff members must wear a mask while moving about in the aquatics center. It is recommended by the CDC that everyone wear face coverings. Aquatic facilities are a public setting where proper distancing measures may be difficult to maintain at all times, and this guidance is a current best practice to help reduce potential virus transmission. These masks do not need to be FDA Approved N95 or higher, but shall be washable, comfortable, and can be of multiple materials, synthetic or cotton. SwimRVA provides two everyday masks to each staff member. Each mask is a different style, and the associate can choose which style they want to wear but it must be one of the two.

Staff members in closed offices may relax their masks only if they are working at a personally assigned workstation in a personally-assigned office space and there is no other person in the office or office doorway.

Participants may remove their mask as the final preparation for entering the water by removing clothing and placing it in their personal handbag. After the workout and upon exiting the pool, participants will put their mask on first before the rest of their clothing to protect those around them and in the aquatics center. Participants in land aerobics classes may remove or relax their masks during class. It is imperative that while masks are removed or relaxed, all participants and guests maintain six feet of physical distance from others while in the aquatics center.

Lifeguards will wear everyday mask while on duty. \*Lifeguards must do surveillance from a lifeguard stand UNLESS serving as a 2nd lifeguard in the instructional pool.\* When in the lifeguard stand, lifeguards will be required to lower their masks in anticipation of having to go in the water to make a save. Before getting out of the lifeguard stand for rotation, the lifeguard will put the everyday mask back on their face. They will sanitize the guard stand while the oncoming guard is providing surveillance. Masks should be worn over the mouth and nose during rotations and “down” time.

If a lifeguard goes into the water for a rescue, the mask will not be on. Upon exiting the water, the rescuing lifeguard will put on a surgical mask to provide care for the victim. All other lifeguards responding to the emergency will ensure a proper fitting surgical mask and face shield is on. If a lifeguard’s mask gets wet, a backup mask or a surgical mask may be worn.

### › **Exchange of money, credit cards, pens and touch screens**

In an effort to mitigate any potential spread of the virus unknowingly, SwimRVA will operate on a cashless system. All credit cards and apple pay will be acceptable forms of payment.

All credit cards transactions must be done by the participant sliding their own card through the card reader or using ApplePay. If there are no card-readers, then participants will place it on the desk for staff to read. Staff will not touch the card.

Touch screen areas must be wiped after each use. Pens, once used, must be sanitized with a sanitizing cloth and sanitizer and placed in a “sanitized pen” basket. Phones and computers must be wiped down before any new staff uses them with a disinfecting cloth and sanitizer.

› ***Deaf and hard of hearing customers***

For participants with hearing difficulty who rely on the reading lips, SwimRVA will have a sign at the front desk asking them to identify themselves.. The front desk associate will remove their mask, place a face shield on and talk to the client. Once the transaction or screening is complete, the front desk associate will remove the face shield and place their mask back on their face.

› ***USPS and FedEx/UPS Deliveries***

USPS, Fedex, and UPS packages will be dropped off at a staff screening room at the side of the building. The Duty Officer will alert the recipient that a package is in the screening room. The recipient will be responsible for disinfecting the package with disinfecting cloths from the cart prior to moving throughout the building. The recipient will also be responsible for discarding cardboard in the recycle bin located at the rear of the building. USPS will be allowing to enter through the main doors and drop the mail in the SwimRVA mailbox.

***(b) Restrooms and Restroom Assignments by Group***

All users of the aquatics center will be required to come and leave without using lockers, showers, or the changing areas in the locker rooms. The locker areas and showers will be closed by barrier allowing only the toilets and sinks to be used. SwimRVA Swim Camps counselors will have a key to the locker room changing areas for campers and will sanitize benches after each use.

If clients absolutely must change, they may do so in a restroom stall in their assigned restroom. If a client must use a shower, there are showers located on the pool deck in the locker room hall. Clients must shower in their bathing suit.

All clothing, gear, and belongings must fit into a single bag. Participant bags must not be left in the locker room and must be placed on a yellow dot on either the east or west pool deck as assigned. Walking and health aides can be brought to the any pool a participant is exercising.

SwimRVA Swim Team is assigned to the east deck. All other users are assigned to the west competition pool deck.

Belongings for SwimRVA Swim School students must stay with a parent or in the case of adult

lessons, be placed on a bleacher section that is not marked with an “X” for six feet of distance.

SwimRVA Summer Camper belongings will have cubbies located in the mezzanine. Each cubby will be assigned to the same camper for the duration of the week. Camp staff are responsible for disinfecting the cubbies as the close of each day as part of their closing duties.

- SwimRVA Swim Team and Water Polo Team will be allowed to use sinks and toilets in the two locker rooms.
- SwimRVA Staff and Vendors will use the two ADA bathrooms immediately upon entering the competition pool from the locker hallway.
- SwimRVA Wellness and facility members will use the lobby restrooms.
- SwimRVA Hammerheads will use the lobby restrooms.
- Select Physical Therapy clients will use the lobby restrooms.
- SwimRVA Swim School clients and guests will use the lobby restrooms.
- SwimRVA Summer Camps will use the locker rooms.



*Adult Participant Waiver, Release,  
Indemnification of All Claims & Covenant Not to Sue*

NOTICE: THIS IS A LEGALLY BINDING AGREEMENT. Read this document carefully and in its entirety. By signing this agreement, you give up your right to bring a court action to recover compensation or obtain any other remedy for any personal injury or property damage however caused arising out of your participation in SwimRVA Programs, now or at any time in the future.

***Acknowledgment of Risk***

I hereby acknowledge and agree that participation in SwimRVA activities comes with inherent risks. I have full knowledge and understanding of the inherent risks associated with SwimRVA participation, including but in no way limited to: (1) slips, trips, and falls, (2) aquatic injuries, (3) athletic injuries, and (4) illness, including exposure to and infection with viruses or bacteria. I further acknowledge that the preceding list is not inclusive of all possible risks associated with SwimRVA participation and that said list in no way limits the operation of this Agreement.

***Coronavirus / COVID-19 Warning & Disclaimer***

Coronavirus, COVID-19 is an **extremely contagious** virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing as a means to prevent the spread of the virus. **COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Participating in SwimRVA programs or accessing SwimRVA facilities could increase the risk of contracting COVID-19.** SwimRVA in no way warrants that COVID-19 infection will not occur through participation in SwimRVA programs or accessing SwimRVA facilities.

***Waiver, Release, Indemnification & Covenant Not to Sue***

In consideration of my participation in SwimRVA program or membership type of any kind, I, the undersigned participant, agree to release and on behalf of myself, my heirs, representatives, executors, administrators, and assigns, HEREBY DO RELEASE SwimRVA, its officers, directors, employees, volunteers, agents, representatives and insurers ("Releasees") from any causes of action, claims, or demands of any nature whatsoever including, but in no way limited to, claims of negligence, which I, my heirs, representatives, executors, administrators and assigns may have, now or in the future, against SwimRVA on account of personal injury, property damage, death or accident of any kind, arising out of or in any way related to the use of SwimRVA facilities/equipment or participation in SwimRVA

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programs whether that participation is supervised or unsupervised, however the injury or damage occurs, including, but not limited to the negligence of Releasees.

In consideration of my participation in SwimRVA, I, the undersigned participant, agree to INDEMNIFY AND HOLD HARMLESS Releasees from any and all causes of action, claims, demands, losses, or costs of any nature whatsoever arising out of or in any way related to my SwimRVA participation.

I hereby certify that I have full knowledge of the nature and extent of the risks inherent in SwimRVA programs and membership types of any kind and that I am voluntarily assuming said risks. I understand that I will be solely responsible for any loss or damage, including personal injury, property damage, or death, I sustain while participating in SwimRVA and that by signing this agreement I HEREBY RELEASE Releasees from all liability for such loss, damage, or death. I further certify that I am in good health and that I have no conditions or impairments which would preclude my safe participation.

I further certify that that I am of lawful age and otherwise legally competent to sign this agreement. I further understand that the terms of this agreement are legally binding and certify that I am signing this agreement, after having carefully read it, of my own free will.

---

Participant Signature

---

Participant Name (Print Clearly)

---

Date



*Minor Participant Waiver, Release,  
Indemnification of All Claims & Covenant Not to Sue*

NOTICE: THIS IS A LEGALLY BINDING AGREEMENT. Read this document carefully and in entirety. By signing this agreement, you give up your right and the named minor's right to bring a court action to recover compensation or obtain any other remedy for any personal injury or property damage however caused arising out of the named minor's participation in SwimRVA Programs, now or any time in the future.

***Acknowledgment of Risk***

I, in my legal capacity as the parent/guardian of the minor named below, do hereby acknowledge and agree that participation in SwimRVA programs or activities comes with inherent risks. I have full knowledge and understanding of the inherent risks associated with SwimRVA participation, including but in no way limited to: (1) slips, trips, and falls, (2) aquatic injuries, (3) athletic injuries, and (4) illness, including exposure to and infection with viruses or bacteria. I further acknowledge that the preceding list is not inclusive of all possible risks associated with SwimRVA program participation and that said list in no way limits the operation of this Agreement.

***Coronavirus / COVID-19 Warning & Disclaimer***

Coronavirus, COVID-19 is an **extremely contagious** virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing as a means to prevent the spread of the virus. **COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Participating in SwimRVA programs or accessing [insert organization] facilities could increase the risk of contracting COVID-19.** SwimRVA in no way warrants that COVID-19 infection will not occur through participation in SwimRVA programs or accessing SwimRVA facilities.

***Waiver, Release, Indemnification & Covenant Not to Sue***

In consideration of my participation in any SwimRVA program or activity, I the parent/guardian of the minor below, agree to release and on behalf of myself and the minor named above, my heirs, representatives, executors, administrators, and assigns, HEREBY DO RELEASE SwimRVA, its officers, directors, employees, volunteers, agents, representatives and insurers ("Releasees") from any causes of action, claims, or demands of any nature whatsoever including, but in no way limited to, claims of negligence, which I, the named minor, my heirs, representatives, executors, administrators and assigns may have, now or in the

Initial

future, against SwimRVA on account of personal injury, property damage, death or accident of any kind, arising out of or in any way related to the use of SwimRVA facilities/equipment or participation in SwimRVA programs whether that participation is supervised or unsupervised, however the injury or damage occurs, including, but not limited to the negligence of Releasees.

In consideration of the named minor's participation in SwimRVA programming, I, the undersigned parent/guardian of the named minor, agree to INDEMNIFY AND HOLD HARMLESS Releasees from any and all causes of action, claims, demands, losses, or costs of any nature whatsoever arising out of or in any way related to the named minor's SwimRVA program participation.

I hereby certify on behalf of myself and the named minor that I have full knowledge of the nature and extent of the risks inherent in SwimRVA program participation and that I, on behalf of myself and the named minor, am voluntarily assuming said risks. I understand that I and the named minor will be solely responsible for any loss or damage, including personal injury, property damage, or death, the named minor sustains while participating in SwimRVA programs and that by signing this agreement I, on behalf of myself and the named minor, HEREBY RELEASE Releasees of all liability for such loss, damage, or death. I further certify that the named minor is in good health and has no conditions or impairments which would preclude his/her safe participation in SwimRVA programming.

---

Participant Name (Print Clearly)

---

Date

---

Parent/Guardian Signature

---

Parent/Guardian Name (Print Clearly)

## COVID-19 Screening Questionnaire For Visitors & Staff



The safety of our employees, supplier partners, customers, families and visitors remains our organization's overriding priority. To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this building. We appreciate your time.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Host Name: \_\_\_\_\_

**YES** \_\_\_\_ **NO** \_\_\_\_ Have you washed your hands or used alcohol-based hand sanitizer on entry?

**YES** \_\_\_\_ **NO** \_\_\_\_ Have you had any contact with or cared for a person with confirmed or suspected case of COVID-19 within the last 14 days? (excluding healthcare industry where PPE was used)

**YES** \_\_\_\_ **NO** \_\_\_\_ Have you travelled internationally in the last 14 days?

**YES** \_\_\_\_ **NO** \_\_\_\_ Are you experiencing any of the following symptoms?

Fever \_\_\_\_ Severe Cough \_\_\_\_ New Shortness of Breath \_\_\_\_ Nausea \_\_\_\_ Loss of Taste/Smell \_\_\_\_

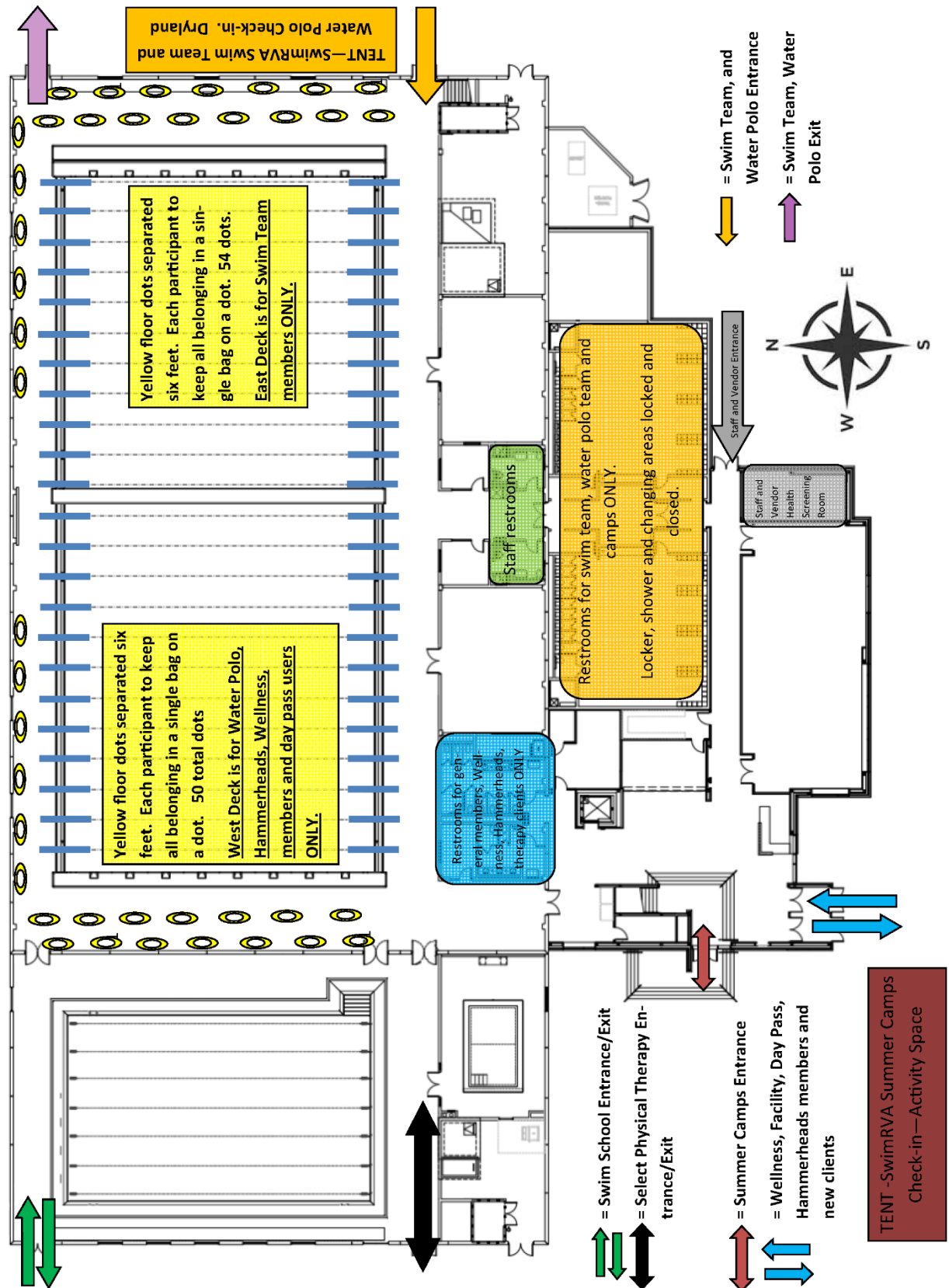
**YES** \_\_\_\_ **NO** \_\_\_\_ Do you attest that you will not shake hands, touch or hug individuals during your visit?

\*\*\*\*This questionnaire must be answered upon each new day's entry to the facility.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** if you plan to be on-site for consecutive days, please immediately advise **SwimRVA Front Desk** if any of your responses change. The information collected on this form will be used to determine your access right to our facilities. Any questions should be directed to [adam.kennedy@swimrichmond.org](mailto:adam.kennedy@swimrichmond.org).

Access to facility (circle one):      **Approved**      **Denied**      Staff Initials: \_\_\_\_\_



## CHAPTER IV

# Environmental Sanitation and Industrial Hygiene

- a. Routine disinfection process and materials
- b. End of day cleaning and floor disinfection
- c. NanoSeptic™ pads and their application to high touch surfaces
- d. HVAC and air turnover statement and amended procedure
- e. Pool water sanitization and turnover statement

#### ***IV. Environmental disinfection, sanitization and industrial hygiene***

##### ***(a) Routine Disinfection Process and Materials***

To disinfect all surfaces in the aquatics center, SwimRVA Utilizes Signet Neutral Disinfectant (DS1) which meets the EPA's criteria for use against SARS-CoV-2, the cause of COVID-19. SwimRVA will also be utilizing mist sprayers and ultimately electrostatic sprayers with the neutral disinfectant to coat, cover, and disinfect all surfaces.

SwimRVA staff will routinely perform disinfection led by the SwimRVA Duty Officer. Disinfection will take place six times a day or every two hours that the facility is open. On Monday through Fridays, disinfection will take place at 8am, 10am, 12pm, 4pm, 6pm, and 8pm (close). The SwimRVA Duty Officer or staff can activate an additional ROUTINE DISINFECTION when needed. The areas to be disinfected include the following.

In addition to the mist sprayer, there are two disinfection rolling carts with supplies:

1. "Back of the house cart" is located in the competition pool storage room.
2. "Front of the house cart" is located in the community room storage closet.

Each cart is filled with nitrile gloves for safety, spray bottles with pre-mixed solution, and additional solution filled buckets. The cleaning rags are being kept in solution. Once rags are used for any disinfection procedure, these **MUST** be returned to the solution tub on the cart for disinfection.

##### *Front of the house – disinfection areas*

- ✓ Emergency exit door panic bars, door edges, and glass
- ✓ Community room storage door handles, door edges – FRONT AND BACK
- ✓ Community room east doors, handles, door edges, and glass – FRONT AND BACK
- ✓ Community room window sills and bench
- ✓ Community room west doors, handles, door edges, and glass – FRONT AND BACK
- ✓ Party room closet door handles, door edges – FRONT AND BACK
- ✓ Any tables and any chairs left in community room that have not been to sanitization station
- ✓ Front desk, keyboard, and computer mice
- ✓ Front desk drawer handles and drawer doors
- ✓ Front desk pens for members
- ✓ Lobby exit doors, panic bars, handles, door edges, and glass – FRONT AND BACK
- ✓ Handicap door buttons – INSIDE BUTTON AND OUTSIDE BUTTON
- ✓ Plastic lobby chair backs and seats
- ✓ Vending machine buttons and glass
- ✓ Harry Potter closet door handles and door edges FRONT AND BACK

- ✓ Lobby trash can tops and flappers
- ✓ Pool entry doors, panic bars, handles, door edges, and glass
- ✓ Lobby bathrooms
  - Bathroom doors, door handles, and door edges FRONT AND BACK
  - Bathroom counters
  - Faucets
  - Hand dryers
  - Stall latches and stall door edges
  - Partitions
  - Toilet flusher buttons

*Back of the house – disinfection areas*

- ✓ Instructional pool white bin tops and latches
- ✓ Instructional pool program desk tops
- ✓ Instructional pool exit door panic bars, handles edges, and glass – Front and Back
- ✓ Instructional pool bell of success
- ✓ Instructional pool entry doors, handles edges, and glass – Front and Back
- ✓ Therapy pool entry doors, handles edges, and glass – Front and Back
- ✓ Instructional pool guard stand, rails, and seat
- ✓ Locker rooms
  - Bathroom doors, door handles, and door edges FRONT AND BACK
  - Bathroom counters
  - Faucets
  - Hand dryers
  - Stall latches and stall door edges
  - Partitions
  - Toilet flusher buttons
- ✓ Shower handles
- ✓ Instructional pool bleacher - seats
- ✓ Competition pool bleacher – seats
- ✓ Office door handles and door edges FRONT AND BACK
- ✓ Guard station desks
- ✓ Storage room ice machine door
- ✓ Guard station pens and markers
- ✓ Guard tubes in circulation for shift
- ✓ Competition pool guard stand, rails, and seat
- ✓ East end exit doors panic bars, handles edges, and glass – Front and Back
- ✓ Pump room door handles, edges FRONT AND BACK
- ✓ Pool entry doors locker hallway - panic bars, handles edges, and glass – Front and Back

***(b) End of Day Cleaning and Floor Disinfection***



At the end of each day a routine disinfection process is completed at closing once all participants have left the areas. The pool decks will be disinfected using the neutral disinfectant from the dispenser in the storage room. Disinfectant will be applied to the deck and allowed 10 minutes of dwell time before being removed with the floor cleaner.

SwimRVA camp staff will be responsible for disinfecting the mezzanine bleachers and cubbies as part of their closing duties. Camp staff will also disinfect all tables, chairs, and materials that may have been used during the day.

SwimRVA-contracted custodial staff will clean the building each day as normal. They will also disinfect lobby, workout room, community room, and bathroom floors each day.

### ***(c) NanoSeptic™ Self-cleaning Touch Surface Coverings***

SwimRVA has applied NanoSeptic™ surface coverings to all high-touch surface areas in the aquatics center. “NanoSeptic™ surfaces turn dirty, high-traffic, public touchpoints into continuously self-cleaning surfaces. *Powered by light*, NanoSeptic surfaces utilize mineral nano-crystals which create a powerful oxidation reaction. Working 24/7, the surface continually oxidizes organic contaminants. Unlike traditional disinfectants and cleaners, the NanoSeptic surface uses no poisons, heavy metals or chemicals, and nothing is released from the surface since the nano-crystals are molecularly bonded to the material.”

### ***(d) HVAC and Air Turnover Statement and Amended Procedures***

SwimRVA will be altering its HVAC operation in the pool area to align with current best practices as released by leading authorities relating to COVID-19 safety.

SwimRVA has the ability to place all pool HVAC in a mode that performs 100% air exchange on a continuous basis. This means that all air that is removed from the pool areas via our equipment will be exhausted and 100% of the air introduced will be fresh air from the outdoor environment. We will operate in this manner moving forward. This practice will not only maintain a negative pressure relative to adjacent spaces, but will also turn over the air in the pool areas at a higher rate with 100% air exchange every nine minutes or six times per hour.

As such, this new protocol limits our ability to cool and dehumidify the air in the summer months. Users will notice that spaces will be warmer and more humid than they have come to enjoy at SwimRVA. This change will be highly dependent upon outdoor air conditions. While we regret that the pool areas may not feel as they normally do, SwimRVA feels that this change is in

the interest of community health and wellness during the unique global health environment.

***(e) Pool water disinfection and turnover statement***

SwimRVA will continue to maintain its normal pool sanitation procedures, which are in line with current CDC recommendations. SwimRVA has always maintained operations that are in line with the Model Aquatics Health Code (MAHC) and will continue to do so moving forward. These guidelines include, but are not limited to, the following:

All of SwimRVA's pools use Sodium Hypochlorite (Bleach) as a primary sanitizer to mitigate and disinfect from a number of potential illnesses, including COVID-19. All pools will maintain a Free Chlorine level between 1.0 and 1.5 parts per million (PPM) by employing computer-controlled feed systems that continuously monitor the condition of the water.

The effectiveness of primary sanitizer is affected by the pH of the water. SwimRVA has a goal of maintaining an operating pH of 7.4-7.5 at all times to promote a higher degree of effectiveness.

SwimRVA also employs a secondary sanitation method with the use of ultraviolet (UV) disinfection. UV radiation has been employed in industries such as health care and manufacturing as a method of disinfection and has been continuously used at SwimRVA since our opening in 2012. All UV systems are regularly monitored and maintained to MAHC standards.

SwimRVA uses state-of-the-art filters that are more effective than traditional sand filters. Our regenerative media filters are able to remove debris and contaminants down to 3 microns in size (for scale, a grain of salt is about 100 microns). This means that our filters can physically remove some bacteria from the water BEFORE the sanitation processes are employed.

By maintaining the already high standards of practice, SwimRVA will continue to keep our users safe. All of our systems work in concert with each other to promote a clean, safe, and illness-free environment that is at the forefront of aquatics operation in the United States.



## Help prepare your business today with a disinfectant or sanitizer service

Put your customers and employees at ease with two new services from Cintas: Surface Disinfectant Spray and Surface Sanitizer Spray. These on-site services consist of the application of a disinfectant that kills germs, bacteria and viruses on identified common surfaces and touchpoints, or the application of a sanitizer that may be applied to food contact surfaces and that substantially reduces certain bacteria on identified common surfaces and touchpoints.

### **CINTAS.** Surface Disinfectant Spray

- Utilizes Signet Neutral Disinfectant (DS1) which meets the EPA's criteria for use against SARS-CoV-2, the cause of COVID-19
- DS1 is a one-step disinfectant that is effective against a broad-spectrum of bacteria, is virucidal, and inhibits the growth of mold and mildew and their smells when used as directed
- Applied via a spraying solution to common touchpoints of your choosing

### **CINTAS.** Surface Sanitizer Spray

- Utilizes Signet Three-Compartment Sink Sanitizer (SK2) to substantially reduce certain illness-causing germs and bacteria on identified touchpoints in your business.
- Applied via a spraying solution to common touchpoints of your choosing

A trained Cintas technician will perform the service, applying disinfectant to surfaces you choose, such as flooring, furniture, doors, elevators and escalators, light switches, doorknobs, handrails and work areas and/or applying sanitizer to food contact surfaces such as food prep tables, coolers and display cases.

Contact your Cintas representative for more information. **800.CINTAS1** or visit [cintas.com/facilityservices](https://cintas.com/facilityservices)  
In Canada, visit [cintas.ca/facilityservices](https://cintas.ca/facilityservices)

Customer is responsible for any pre-treatment cleaning of identified surfaces prior to application of disinfectant or sanitizer. Signet Neutral Disinfectant and Signet Three-Compartment Sink Sanitizer are for use on hard, non-porous surfaces.

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## CHAPTER V

# SwimRVA Programs Operation Guides

- a. SwimRVA Summer Camps
- b. SwimRVA Swim School
- c. SwimRVA Water Polo
- d. SwimRVA Swim Team
- e. SwimRVA Safety School
- f. SwimRVA Wellness
- g. SwimRVA Hammerheads

## **V. SWIMRVA PROGRAM OPERATION GUIDES**

### ***(a) SwimRVA Summer Camp Operations***

When approved and informed by final guidance from Chesterfield County, state, and CDC guidance, SwimRVA Summer Camps will operate with many new accommodations and procedures to keep staff and campers safe. SwimRVA will phase camps additionally. SwimRVA Summer Camps will be limited to 40 participants in SwimRVA Phase 1.

Other large operational adjustments include check-in/check-out outside under a 20 x 40 tent in the front lawn. Parents dropping children off will not have to enter the facility. This will also allow for space during check-in/check-out to social distancing children prior to entering the facility. In the case of inclement weather, check-in/check-out will take place in the lobby on the main entrance floor. Space will be stanchioned off from all other facility flow.

Campers will be broken into groups of 10. They will have assigned mezzanine bleacher sections for their group where they will call home base. Each mezzanine bleacher section is 40'x30' with six rows of bleachers providing ample space for the children to be social distanced when resting or having lunch.

Campers will also be given their own polyester neck bandanas, color coded for their assigned groups. The bandanas are also face shields for the campers and shall be worn anytime campers are in the facility other than lunch or rest periods. Bandanas will not be worn in the pool. Lunch and rest periods will take place in each group's assigned bleacher section.

Camp staff will carry with them at all times one backpack complete with a full first aid kit. Each group leader will also have a radio for communication. The backpack will also carry camper medicines as well as face shields and surgical masks should staff need to provide first aid during camp activities.

#### *Pre-camp procedures:*

- Master Google sheet created
- Determine swim school and ability level stations for prior customers
- Communication to families to include camp packing list
  - Two (2) suits
  - Two (2) towels
  - Sneakers
  - No refrigeration for lunches
  - Sunscreen/Sun protection
  - Water bottle
  - Label all items

- Mark all bleachers for social distancing
- Develop group names around camp themes
- Create a graphic for the scoreboard to track weekly competition

*Day 1 procedures:*

- Check-in will be located in the tent by the front doors
  - COVID-19 Questionnaire completed by parents
  - Temperature check for camper
  - Camp registration form collected/verified
  - Camp Sign-In sheet completed
  - Camp approved pickup list completed
  - Hand sanitizer prior to entering facility
- Camper will be escorted by a counselor to the instructional pool for swim test
- Once swim test completed camper will be taken outside for activities on good weather days and on bad weather days in the instructional pool area for activities
- Once all campers are tested camp leaders will sort the campers into groups of 10
  - Each group will have a group bag that contains:
    - Meds
    - First aid supplies
    - Face shields
    - Surgical masks
  - Each group will have a clipboard that holds:
    - Group roster
    - Daily Schedule
- Campers will be given appropriate neck bandana/face shield for their group
- Campers will be taken to mezzanine by group to place bags in their cubby for the week
- Camp Rules will be given on the bleachers by their group leaders.

*General Rules:*

- Hands to yourself
- Treat others how you would want to be treated
  - One (1) insult = an apology + Two (2) compliments
- Be respectful to all campers and SwimRVA staff
- Listening ears when someone is talking
- No standing on the railings
- No climbing the bleachers
- Walk everywhere inside the building
- No splashing
- Never get in the pool without adult supervision

- No sharing food
- Electronics are allowed for emergency use only

*Locker Room Rules:*

- Two deep leadership is required at all times
- Lead counselors will unlock the locker rooms during camp changing times
- Campers will use the changing areas only
- After last camper is changed the locker room will be disinfected and locked

*Check-in procedures day 2-5:*

- Camp check-in will be at the tent
  - COVID-19 Questionnaire completed
  - Temperature check
- Camper uses hand sanitizer before entering the facility
- Campers must put on their scarf
- Check-in staff will radio lead counselor that a camper is on their way upstairs
- Camp entrance is the two doors to the left at the main entrance
- Camper puts their bag in their cubby
- Camper goes to whatever activity they choose

*Camp day procedures:*

- Campers will rotate through activities within their 10-person group with their counselor
- Groups will remain separated throughout the day during activity time, activities may include:
  - Swim lesson
  - Arts and crafts
  - Yard time
  - Exercise classes
  - Water activities
  -
- Groups will come together during morning check-in, lunch and check-out times
- When the entire group is together, campers will be instructed to maintain social distancing.
  - Lunch times will be spent outdoor as often as possible under tents or in their assigned bleacher section.

*Check-out will be at the outdoor front tent:*



- Parent/Guardian will be checked against the Approved Pick-up List
- Check-out staff will radio to camp staff to send down the camper
- Daily pictures will be given to the parent/guardian
- Check-out staff will have an updated swim skill sheet to have an informed discussion with parents regarding progress
- Counselors will ensure the camper has all items from their cubby
- Daily lost and found will be at the check-in/check-out tent

### ***(b) SwimRVA Swim School***

The SwimRVA Swim School has been redesigned to meet physical distance guidelines. The pool has been reformatted, islands and group shields installed. Each group shield is three feet tall, five feet wide. From the deck, each shield extends three feet into the water. It also has two feet of shielding on the pool deck.

Instructors are being trained to use teaching poles with teaching platforms. In addition, instructors will wear clear plastic face shields while teaching to protect clients and themselves and while teaching and working directly with each student. At each teaching stall, instructors will have a mesh bag of tools, and toys that will remain floating in the water at all times and therefore continuously being disinfected.





Students in the SwimRVA Swim School will still enjoy the dynamic nature of station advancement while limiting contact with new groups and instructors. Students will stay with the same instructor for two weeks. Group changes and station advancement will take place on the 1<sup>st</sup> and 3<sup>rd</sup> Monday (or first lesson day) of each week.

Swim lessons will be staggered to offer time for one group to enter while another group exits. There will be fifteen minutes for the group exchange to occur. The marquis above the SwimRVA Swim School entrance door will be 10' x 20' and give ample covered space for those waiting for check in.

Student check-in will be located at the north instructional pool doors:

- COVID-19 Questionnaire completed by parent or appointed guardian
- Students arrive in swimsuit and leave in swimsuit
- Restrooms are available for emergency purposes
- Only one adult per swimmer allowed in the facility
- Face masks or coverings are required while on deck

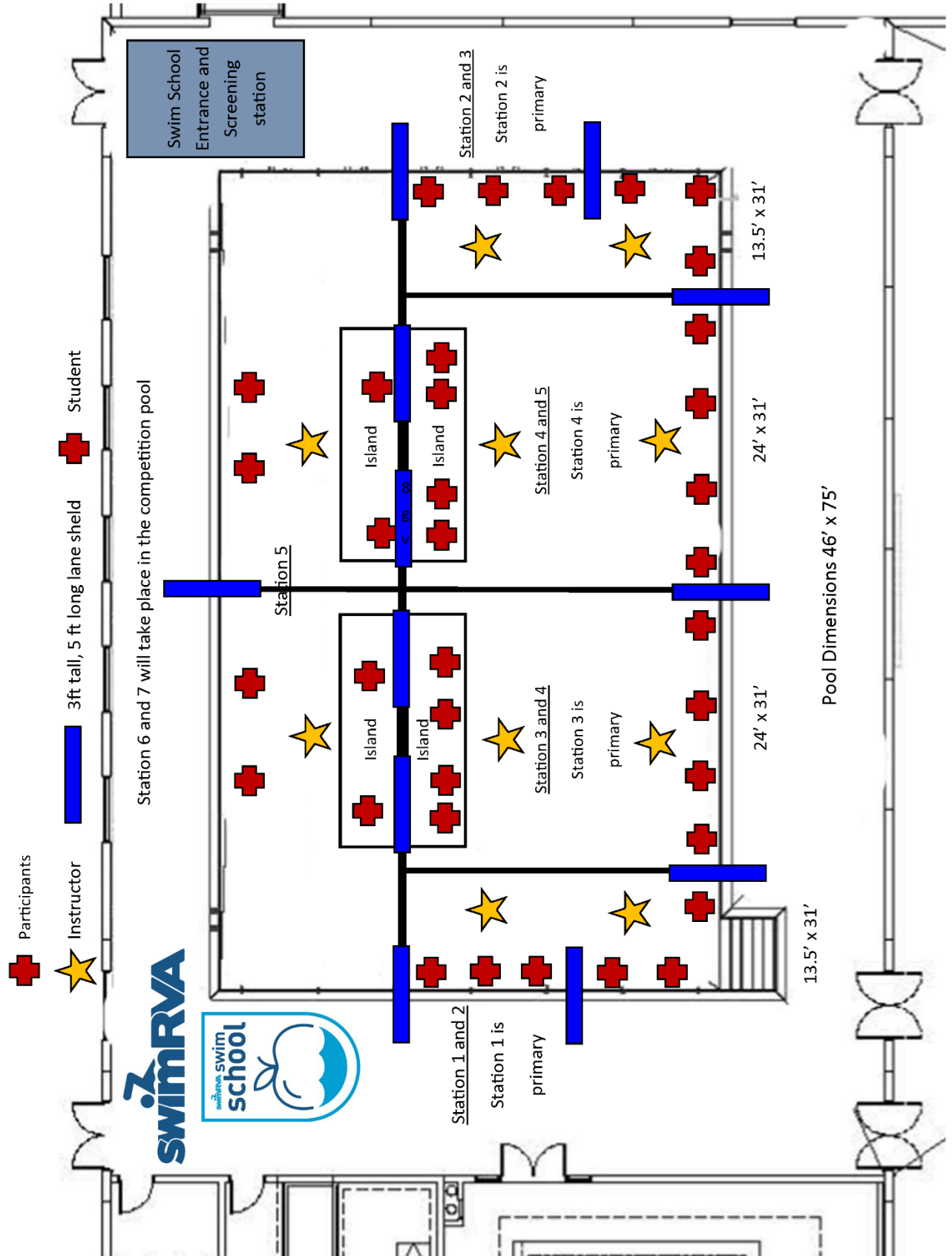
During lessons, teaching tools and additional safety protocol:

- Bleachers will be set with social distancing marks for parents
- Instructor has to fully submerge between students to sanitize prior to touching the next student
- Instructors will be required to wear face shields during the lessons.
- Group lessons will never be more than a 1:4 ratio.
- The instructional pool will be set with eight distinct teaching sections separated by ropes to be sure each teaching group is separated from each other. The teaching stations will also be separated with a lane divider shield from the pool deck that is three feet tall and extend two feet onto the pool deck and three feet into the water. This is necessary to keep kids safe from each other in individual groups.
- All toys and instructional aides will remain in the water at all times in the station's mesh bag.

*Swim and Tri SWIM SHOP:* The Swim and Tri Swim shop is open for business during posted hours. If you would like to purchase something, you can enter through the lobby screening station to make a purchase. If you have already been screened for the day, pick up a screening pass from the Swim School screening desk. Exit the instructional pool entry/exit doors and walk along outside side walk to the main lobby entrance. Show your screening pass and proceed to the store. Store customers will have to wear a mask while shopping.

*SwimRVA Swim School Schedule:*

Tuesday and Thursday	
12:00-12:30 pm	Parent and Child
7:15-7:45 pm	Adult
Monday- Thursday	
5:00-5:30 pm	Preschool
5:45-6:15 pm	School Age
6:30-7:00 pm	School Age



***(c) SwimRVA Rapids Water Polo****Athlete Flow:*

Athletes report to the designated warm up area outdoors wearing a mask.

Athletes will move to the check-in at the SE Competition Pool door wearing a mask.

Stand in line on dotted segments that are clearly labeled for social distancing while waiting for entrance inside where the check-in area will be. (Team members age 17 & younger must have a parent with them to legally answer questions, or have the documentation sent in and signed by a parent).

Once cleared, the athlete will proceed inside via the southeast competition pool door to the designated water polo area to place their bag. All clothing items including their mask will be placed in their bag.

After practice is complete, swimmers will put on their mask, grab their belongings and exit through the northeast door of the competition pool.

The first 15 minutes of practice will be limited to swimming warm up and warm up drills that do not require balls.

*Parents:*

Rapids parents will remain in their cars.

*Equipment Allowed:*

Only SwimRVA equipment is allowed. Water polo balls, caps, and goals will be disinfected after every practice. In addition, water polo equipment is used in the pool water which is continuously deactivating the virus and other contaminants

*Coaches:*

Must always wear a mask and maintain social distancing. There will be no physical contact between coaches and athletes.

*Group Meetings:*

There will be no gathering outside of the pool. Team breakdowns will happen in their lane place at the end of the practice. Team meetings will be set up via Zoom for topics

*Training:*

Workouts will require athletes to stay away from each other. Any games that are played and drills will need to be adjusted so that athletes can be physically distant from each other.

*Dryland Training:*

Will be done outdoors separated 10 feet between team members and coaches or virtually.

*Swim and Tri SWIM SHOP:*

The Swim and Tri Swim shop is open for business during posted hours. If you would like to purchase something, you can enter through the lobby screening station to make a purchase. If you are an athlete and have already been screened for the day, pick up a screening pass from the Water Polo Team screening desk. Exit the competition pool entry/exit doors and walk along outside side walk to the main lobby entrance. Show your screening pass and proceed to the store. Store customers will have to wear a mask while shopping. If you are a parent and did not get screened at the Water Polo Team screening desk, please enter the lobby through the main aquatics center entrance. You will need to follow normal screening procedure. Once cleared proceed to the Swim Shop.

*SwimRVA Rapids Water Polo Schedule:*

Monday- Friday
7:15-8:15 pm

***(d) SwimRVA Rapids Swim Team***

SwimRVA lanes in the competition pool are seven feet wide. Swimmers who have signed up for each practice via the online practice reservation system will be assigned four to a lane with two being assigned each end of the pool. Each swimmer will have an assigned corner of the lane and shall never be within six feet of each other in the lane by staying in their corner during any rest periods on the wall for the workout.

SwimRVA will set lane shields between each lane in the competition pool. Lane shields will be dividers that are three feet tall and extend three feet into the pool along the lane line and two feet onto the pool deck. The lane shields will protect swimmers on the wall from those that are in the next lane.

*Online practice reservation system:*

Due to the limited number of practice spots per practice session. SwimRVA will be releasing to the swim team detailed instructions on how to reserve a practice spot. Two, three or four practice

times will be offered per group each day. Overall, SwimRVA coaching staff have done a tremendous job creating a schedule we feel will serve everyone on the team.

#### *Flow of Athletes:*

- Athletes report to check-in first in the tented area wearing a mask.
- Stand in line on dotted segments that are clearly labeled and stand 6 feet apart while waiting for entrance inside where the check-in area will be. (Swimmers age 17 & younger must have a parent with them to legally answer questions, or have the documentation sent in and signed by parent).
- Once cleared, they proceed inside via the south door of the east side to a yellow dot on the ground to drop their bag and remove clothes for practice. Masks remain on for dynamic warm up.
- After dropping off their stuff, they proceed to the dynamic warm-up area with their masks on, located on the pool deck, spread out 6 feet apart (mostly at the end of their lanes). Once dynamic warm up is complete they will place their mask in their bag and begin the swim workout.
- After practice is complete, swimmers will move quickly to their yellow dot and place their mask back on, grab their belongings and exit through the north door of the east side of the pool.

#### *Parents:*

Rapids parents will remain in their cars. Parents will not be admitted to the aquatics center in order to keep density low in the building. SwimRVA is installing an exciting new streaming camera service and every Rapids family will have an account. From your device, parents will be able to view practices live from the car or anywhere. Coaches will also be able to use the system to record practice footage and review with athletes virtually.

#### *Equipment:*

All athletes must keep all their belongings inside one bag. The bags must be placed on a yellow dot inside the check in doors on the east side of the competition pool. Athletes will not be allowed to bring their mesh bags. Personal fins and kick boards are encouraged and should be dipped in pool water and placed at their assigned end of the lane when ready for practice. SwimRVA will not allow access to shared equipment during COVID reopening.

#### *Lane space:*

Max 4 swimmers per lane in 14 lanes. Two swimmers per side, each swimmer stays in their own corner with plexiglass dividers covering part of the deck as well as part of the lane line.

*Coaches:*

Always wear mask and stay 6 feet from each other. Most coaches will be in charge of their own section of lanes. There will be no physical contact between coaches and swimmers.

*Communication:*

Workouts will be printed and placed at the end of each lane. Coaches on opposite sides of the pool have to be in good communication during workouts. Lower level classes will rely more heavily on verbal communication.

*Group Meetings:*

There will be no gathering outside of the pool. Team breakdowns will happen in their lane at the end of the practice. Team meetings will be set up via Zoom for topics like college swimming, nutrition, physiology, team goals, etc.

*Training:*

Workouts will require athletes to stay away from each other. Any games that are played, or racing that takes place will need to be adjusted so that athletes can be physically distant from each other.

*Dryland Training:*

Dryland training will occur at the aquatics center in the east parking lot. Dryland training will rely on body weight movements. In the case of inclement weather, dryland will not occur at the facility but will be streamed virtually for athletes to complete while at home. Weather decisions for dryland training will be made as far in advance as possible.

*Swim and Tri SWIM SHOP*

The Swim and Tri Swim shop is open for business during posted hours. If you would like to purchase something, you can enter through the lobby screening station to make a purchase. If you are an athlete and have already been screened for the day, pick up a screening pass from the Swim Team screening desk. Exit the competition pool entry/exit doors and walk along outside side walk to the main lobby entrance. Show your screening pass and proceed to the store. Store customers will have to wear a mask while shopping. If you are a parent and did not get screened at the Swim Team screening desk, please enter the lobby through the main aquatics center entrance. You will need to follow normal screening procedure. Once cleared proceed to the Swim Shop.

### Proposed SwimRVA Rapids Swim Team Schedule

(Assumes allowability as part of Virginia's Phase 2 reopening industry guidance for indoor aquatics centers):

Time of Day	Monday-Friday	Swimmers Served
6:00-6:15 am	Check-In	
6:15-8:00 am	Swim Senior/Junior	40 Senior, 16 Junior
8:00-8:15 am	Clear-Out & Check-In	
8:15-9:45 am	Swim Junior/Age Group	44 Junior, 12 Age Group
9:45-10:00 am	Clear-Out & Check-In	
10:00-11:15 am	Swim Age Group/Advanced Novice/Novice	24 AG, 16 AN, 16 Nov
11:15-11:30 am	Clear Out	
3:15-3:30 pm	Check-in Age Group/Advanced Novice/Novice	
3:30-4:30 pm	Swim Age Group/Advanced Novice/Novice	24 AG, 16 AN, 16 Nov
4:30-4:45 pm	Check-in Senior/Junior	
4:45-6:30 pm	Swim Senior/Junior	28 Senior, 28 Junior
6:30-6:45 pm	Check-in Junior/Age Group/Advanced Novice/Novice	
6:45-8:00 pm	Swim Junior/ Age Group/Advanced Novice/Novice	8 Jun, 16 AG, 16 AN, 16 Nov

Total swimmers served each day	
Senior	68
Junior	96
Age Group	76
Adv Novice	48
Novice	48
<b>TOTAL</b>	<b>336</b>



***(e) SwimRVA Safety School****Pre-Class Procedure:*

Before the class begins the instructor will reach out to each participant individually to discuss the revised flow and the new safety standards that will be met in class.

- Each student will need to bring a buddy to class.
  - This buddy will act as the only “human victim” for the participant throughout the course. This is a physically demanding role.
  - This buddy will need to attend assigned class times where a buddy is needed. This will be communicated upon registration.
  - This buddy should be a parent, sibling, or another member of the family or household that understands there will be no physical distance between buddies. The buddy must be at least 12 years old and 100 lbs.
  - This buddy must be able to swim at least 50 yards and tread water for two minutes and be able to stay eight feet underwater for 10-20 seconds.
  - This buddy may take the class and receive a lifeguard certification as long as they successfully complete all portions of the class. If a buddy is not interested in lifeguard certification, other concurrent First Aid or CPR certifications are attainable.
- Both the participant and the buddy will need to fill out a waiver before class begins
  - If under the age of 18 parents or guardians must sign the waiver
  - If over the age of 18 participants and buddies can sign for themselves
- Each participant will receive their own PPE upon the start of the class
  - CPR mask
  - Disposable Gloves

*Student Check-in:*

- Students will check-in under the check-in tent directly outside the front doors
- Both participants and buddies will fill out a questionnaire pertaining to COVID-19 exposure. Anyone failing to meet requirements for entry to the aquatics center and program will be asked to reschedule.
- Students who have had any signs of illness within 24 hours of the class should reschedule for a future class.

*Participant Flow:*

- Participants and buddies will arrive at the building and enter through the main entrance. All personal belongings must fit into one bag and placed on a yellow dot on the west side of the competition pool.
- While inside the building, mask must be worn at all time while not in the water

- Staff, participants and buddies must all wear masks
  - Mask are provided by the individual that wears it
- Participants should come dressed in swimsuits. If participants need to change or shower during class, they will be allowed to use the pool deck showers. They may change in a restroom stall.
- Participants will move directly to their designated classroom between transitions and always wear their mask when moving about the aquatics center.
- While moving through the building, participants will walk together as a class while maintaining social distancing from others in the class and well as others in the building.

#### *Junior Lifeguard Certification:*

SwimRVA is excited to announce a new Jr. Lifeguard certification and society. Candidates for junior lifeguarding may serve as buddies for participants in the full lifeguard class (as long as they are family members of the class participant). A buddy can become a SwimRVA certified Jr. Lifeguard if they are between the ages of 12-14. They must be present for the entire training.

SwimRVA Junior Lifeguards will have the opportunity to serve as surveillance associates on a volunteer basis for SwimRVA and will have first priority for all volunteer shifts for SwimRVA during the year, including the TYR Pro Swim Series.

#### *SwimRVA Safety School schedule:*

To be determined

#### *Swim and Tri Swim Shop:*

The Swim and Tri Swim shop is open for business during posted hours. If you would like to purchase something, you can enter through the lobby screening station to make a purchase. Store customers will have to wear a mask while shopping.

#### ***(f) SwimRVA Wellness and Facility members (and, ultimately, day pass users)***

SwimRVA wellness and facility members will have access to the facility through the main entry doors. Face masks will be required as they are for all inside the aquatics center. During any water group exercise or swimming, face masks will not be worn. Members will move through check in direct to the west competition pool deck to place their belongings on a yellow dot. All belongings must fit on a yellow dot and inside one personal bag. The participant's mask should be the last

item of clothing removed before getting into the pool or reporting to class. All participants using a floatation belt must be able to put them on and take them off by themselves. Walking aids can be used to walk to the pool the participant will be using.

*Class check-in:*

Check-in will be located at the main entrance

Face masks or coverings are required to enter the facility and must remain on until you are ready to get in the water.

Members will arrive with their swimsuit on and leave with in their swimsuit.

COVID-19 Questionnaire completed at the entrance.

Once cleared, the member will proceed inside and place their bag in the designated area. All clothing items including their mask will be placed in their bag.

Restrooms are available for emergency purposes.

After class is complete, members will grab their belongings, put on their mask and exit through the main entrance.

*Wellness class policies:*

Classes will be limited to 10 people.

Members must register for classes by registering online through the SwimRVA class registration platform or by calling 804-271-8271.

Members will be allowed to register 48 hours in advance of the class.

Member services can maintain a waitlist.

During all wellness classes, members will maintain 10 feet of distance between each other and the instructor.

*Land classes:*

During SwimRVA's phase 1 of reopening there will be no indoor land classes.

Outdoor classes will be:

Yoga

Tai Chi

Chair Yoga

New class offering during Phase 1 will be a walking group

Classes will be limited to 10 participants.

Advance registration is required.

All land class participants must enter the building to go through health screening before they can participate in class outdoors.

#### *Water classes:*

All classes will be offered at the same times prior to shutdown.

Classes will be limited to 10 participants.

Advance registration is required.

#### *Training equipment:*

Yoga class participants must bring their own yoga mat. Water floatation belts and water weights will be provided and disinfected in a disinfection bucket of neutral disinfectant between each water class. In addition to the sanitization process for equipment, the CDC asserts the virus is not transmitted through water, and the chlorine is an effective sanitizing agent.

#### *Workout room:*

The workout room is available for members. There will be a limit of four (4) persons in the room at all times and members must be socially distant from each other. Masks may be relaxed while working out. The double exterior doors to the room will be propped open at all times. Users must use the gym wipes to wipe down all benches and equipment they have touched immediately after each use.

#### *Swim and Tri SWIM SHOP*

The Swim and Tri Swim shop is open for business during posted hours. If you would like to purchase something, you can enter through the lobby screening station to make a purchase. Store customers will have to wear a mask while shopping.

***(g) SwimRVA Hammerheads***

SwimRVA lanes in the competition pool are seven feet wide. Swimmers will be assigned four to a lane with two being assigned each end of the pool. Each swimmer will have an assigned corner of the lane and shall never be within six feet of each other in the lane by staying in their corner during any rest periods on the wall for the workout.

SwimRVA will set lane shields between each lane in the competition pool. Lane shields will be dividers that are three feet tall and extend three feet into the pool along the lane line and two feet onto the pool deck. The lane shields will protect swimmers on the wall from those that are in the next lane.

*Check-in will be located at the main entrance:*

Face masks are required to enter the facility and must remain on while on deck.

Swimmers will arrive with their swimsuit on and leave in their swimsuit.

COVID-19 Questionnaire completed.

Once cleared, the swimmer will proceed inside to the west side of the competition pool and place their bag in the designated area. All clothing items including their mask will be placed in their bag.

Restrooms are available for emergency purposes.

After practice is complete, swimmers will grab their belongings, put on their mask and exit through the main entrance.

*Training equipment:*

Athletes will not be allowed to bring their mesh bags. Personal fins are encouraged and should be dipped in pool water and placed at their assigned end of the lane when ready for practice. Personal kick boards are also encouraged and should be dipped immediately upon reporting to assigned lane. SwimRVA will not have shared equipment available during COVID reopening.

*Lane Space:*

Maximum of four (4) swimmers per lane. Two (2) swimmers per side, each swimmer stays in their own corner with plexiglass dividers covering part of the deck as well as part of the lane line.

*Coaches:*

Must always wear a mask and maintain social distancing. There will be no physical contact between coaches and athletes.

*Group Meetings:*

There will be no gathering on the pool deck. Team breakdowns will happen in their lane place at the end of the practice. Team meetings will be set up via Zoom.

*Swim and Tri SWIM SHOP*

The Swim and Tri Swim shop is open for business during posted hours. If you would like to purchase something, you can enter through the lobby screening station to make a purchase. Store customers will have to wear a mask while shopping.

*Schedule:*

Monday, Wednesday and Friday
6:00-7:15 am
Monday and Wednesday
6:00-7:15 pm
Tuesday and Thursday
12:00-1:00pm

## CHAPTER VI

# SwimRVA Communications & Member Services

- a. SwimRVA Communications operating protocol

## **VI. COMMUNICATIONS AND MEMBER SERVICES**

### ***(a) SwimRVA Communications Operating Protocol***

#### *Conducting Interviews - outdoors*

1. Setup tent w/ SwimRVA backdrop outdoors.
2. Use zoom lens to keep 6ft distances.
3. Sanitize Camera & Microphone (pre/post interview).
4. Interviewer / Cameraman must wear mask.
5. Sanitize equipment after interview conclusion .
6. Wash hands.

#### *Conducting interviews - virtual*

- Conduct interview subjects via phone or email.
- Confirm interview date and time.
- Schedule Zoom call.
- Conduct virtual interview.

#### *Camera equipment use*

- Keep all camera equipment in central location - in Communications drawer.
- Contact Communications director or manager before use.
- Sanitize equipment before and after use.
- Lay out equipment on Comms desk after sanitation (after use) is complete.
- Check out process for other staff.
  - Must be requested (outside of office or via email).
  - Equipment will be sanitized and dropped in basket.

#### *Travel*

- Sanitize equipment before departure.
- Put on mask upon arrival at destination.
- Wash hands when you enter facility.
- Keep six (6) feet distance between intended subject.
- Wash hands before leaving the facility.
- Wash hands upon return to facility.
- Sanitize equipment in designated Communications area.



- Wash hands.

*Print media and facility information*

- Take down all the out-of-date flyers.
- Create new flyers as needed.
- Update all print media throughout the entire facility.
- Create general info Covid-19 flyer for display in various facility locations (each entry point).