

Victoria Masters Swim Club

Employer and Return to Swim Plan

INTRODUCTIONS & ACKNOWLEDGEMENTS

The purpose of this Plan A is to outline the policies, guidelines and procedures Victoria Masters Swim Club will take minimize the risk of COVID-19 transmission to club members as well as Recreation Centre employees/other users. This plan specifically applies to the 2020/21 swim season starting September 2020 and ending December 2020 during which VMSC will be conducting practices at Oak Bay Recreation Center. A second plan will be developed for the season starting January 2021 and ending August 2021. This may or may not be at the Oak Bay facility.

Victoria Masters Swim Club (VMSC) acknowledges and thanks the following contributors of the Board of Directors to this document.

Publishing guidelines from the following organizations were used to inform the content of this plan:

- [Swim BC](#)
- [Swimming Canada](#)
- [viaSport](#)
- [British Columbia Recreation and Parks Association \(BCRPA\)](#)
- [Lifesaving BC](#)
- [British Columbia Centre for Disease Control \(BCCDC\)](#)

Also reviewed, and used to inform this plan were the following documents provided by Oak Bay Recreation Centre:

- <https://www.oakbay.ca/parks-recreation/events/calendar/news/spotlight/oak-bay-recreation-centre-pool-re-opening-august-17>

All documents within were reviewed and approved by the VMSC Board of Directors on **DATE**.

PART 1: EMPLOYER PLAN

Facilities

- Coaching will take place at Oak Bay Pool.
- Admin duties & meetings will be held virtually.
- VMSC will abide by all health and safety protocols implemented by Oak Bay Pool & Recreation, including safe ingress and egress, lane density and practice procedures.
- All VMSC coaches will read and review the Oak Bay Pool & Recreation Worksafe BC COVID-19 Safety Plan and the COVID-19 Operational Guidelines for Oak Bay Recreation Centres
- The VMSC Board of Directors will sign the COVID-19 Addendum to Facility Use Agreement/License on behalf of VMSC, and will submit a copy to Oak Bay to keep on record

- The VMSC Board of Directors will complete and sign the COVID-19 Contractors, licensees and lease holders working at an Oak Bay facility during COVID-19 Occupational Health and Safety Obligations document and will submit a copy to Oak Bay to keep on record.

Personal Hygiene and Protective Gear

- Coaches must have hand sanitizer, masks and/or face shields on deck at all-times. Protective gear should be worn when near athletes. VMSC will reimburse coaches for these items.

Coach Exposure

- Coaches must remain at home if exhibiting any signs of illness.
- Early communication is required if coaches are unable to attend workout so another coach can cover.

PART 2 - RETURN TO SWIMMING PLAN

FACILITY ACCESS AND USE

The Facility referenced within the document is Oak Bay Pool and is subject to change and revision as additional facilities become available. Throughout the fall swim season every club member, coach and swimmer alike, share an equal and heightened responsibility to keep both ourselves and facility staff/users safe, both in general terms and particularly with respect to COVID 19.

Athlete Arrival/ Drop Off:

- Athletes will arrive at the facility dressed and ready to swim (suit on), no more than 10 minutes before a scheduled meeting time. You must wear a mask and have your own training equipment including your water bottle with you. Equipment will not be provided. Snorkels are not permitted. There will be no access to the water fountains.
- Training equipment may not be stored at the pool. Swimmers are asked to not bring anything other than clothing, swimming equipment and water bottles into the pool.
- Athletes will arrive water ready as there will be limited access to the change rooms.
- Athletes will be screened for health concerns or symptoms of COVID-19 prior to entering the facility.
- Access to the pool will be through the side doors off the Recreation Centre's main entrance ramp. Swimmers are reminded to remain 2 metres apart and spread out around the arrival area.

Screening & Attendance:

- Once screened, coaches will invite athletes into the building.
- Coaches will take attendance each night and provide the list of names and telephone numbers to Oak Bay Recreation Centre at the end of each workout.

- Late arrivals will not be permitted to enter after the training group has entered the building.
- Athletes will respect social distancing. Athletes not abiding social distancing or pool protocols will be removed from the session entirely.

Proceed to the Pool Deck:

- Upon entry to the facility swimmers will pick-up a laundry basket to store their clothes and walk to the change rooms. All swimmers must have shower before entering the pool cleansing their hands with soap and water. There are 11 showers available. No more than 3 persons are permitted in each of the showering areas at one time.
- After showering athletes will walk through the change rooms following the traffic flow signs.
- Once on deck athletes can proceed to their designated lane placing their basket near by. Swim gear mesh bags may be placed at the pool deck edge for easy equipment access. No equipment will be shared.

Lane Density:

- Swimmers will swim four per lane. Lanes will be staggered (up/down). Appropriate distancing within each lane will be maintained between swims.

Gathering Points:

- There will be no group gathering once inside the building.

Congestion Points:

- Congestion points have been eliminated with a very clear flow pattern and limited numbers of people allowed into Oak Bay Pool at one time.

Washrooms

- Athletes can access washrooms following the traffic flow signs. No more than 3 people in the locker room at one time during workouts.

After Practice:

- Athletes will towel off and put clothes on over their swimsuits (deck changing is not permitted) and collect all personal gear.
- Laundry baskets are to be left on deck near the exit area prior to leaving.
- Athletes will exit the pool at the exit near the water slide.

Contact Tracing:

- Athletes must be registered and must stay in the lane they are assigned to.
- Attendance and Health Screenings will take place prior to each practice and will be kept on file for a minimum of 30 days in the event tracing is required.

PARTICIPANT SUPPORT

Illness Policy

- See Appendix D.

Personal Hygiene and Protective Gear

- Swimmers must provide their own protective gear (masks) for entering and exiting the building.
- Hand sanitizer will be available at hygiene stations.

Forms & Questionnaires

- All swimmers must sign the VMSC Participation Agreement (Appendix A). This will be done as a part of the registration for the season.
- All members must review the VMSC Club Illness Policy (Appendix C), and review the VMSC Outbreak Plan (Appendix D)
- All swimmers must sign the Swim BC Acknowledgement and Assumption of Risk Form. This form is completed and submitted online, via the Swim BC website and confirmation sent to the VMSC office
- All swimmers must orally complete VMSC Wellness Questionnaire, prior to every training session (Appendix B)

Communication

- The VMSC Return to Swimming Policy will be emailed out to all members, and will be available for review on the VMSC Website
- Swimmers will be provided with an education document prior to participating in in-person activities. Signing the Participation Agreement (Appendix A) will acknowledge the document has been read and is understood.
- Club communications will be sent on an ongoing basis.

C. CLUB PROGRAMMING

Registration:

- Athletes will sign-up for their assigned training group and time.
- Times are not interchangeable. Athletes must attend the sessions they are registered for.
- Coaches will assign lanes. Lanes are not interchangeable. Athletes must remain with their assigned lane.
- To start, a maximum of 4 swimmers will be permitted lane.

Pre-Workout:

- Workout plans will be circulated electronically to athletes at least 12 hours prior to practice so they arrive at the pool familiar with the practice plan.

Club Focus

- Training will be focused on technique and fitness. The program within our designated facilities and not outside our club community.

D. EMERGENCY RESPONSE STRATEGY

First Aid

All VMSC coaches will be familiar with Facility First Aid processes and procedures.

All VMSC coaches and members will follow the VMSC Outbreak Plan (Appendix D), as required.

Appendix

A. VMSC Participation Agreement

B. VMSC Wellness Questionnaire

C. VMSC Club Illness Policy

D. VMSC Outbreak Plan

Swim BC Acknowledgement and Assumption of Risk Form (We will need to confirm this has been signed)

A. VMSC Participation Agreement

Application- all athletes, coaches, members, volunteers, participants and family members of participants while in attendance at Club activities.

All Participants of Victoria Masters Swim Club agree to abide by the following points when entering club facilities and/or participating in club activities under the COVID-19 Response plan and Return to Sport protocols.

- I agree to symptom screening checks and will let my club know if I have experienced any of the symptoms in the last 14 days.
- I agree to stay home if feeling sick and remain home for 14 days if experiencing COVID-19 symptoms.
- I agree to sanitize my hands upon entering and exiting the facility, with soap or sanitizer.
- I agree to continue to follow social distancing protocols of staying at least 2 meters away from others.
- I agree to not share any equipment during practice times
- I agree to abide by all of my clubs COVID-19 Policies and Guidelines
- I understand that if I do not abide by the aforementioned policies/ guidelines, that I may be asked to leave the club for up to 14 days to help protect myself and others around me.
- I acknowledge that continued abuse of the policies and/or guidelines may result in suspension of my club membership temporarily.
- I acknowledge that there are risks associated with entering club facilities and/or participating in club activities, and that the measures taken by the club and participants, including those set out above and under the COVID-19 Response Plan and Return to Sport Protocols, will not entirely eliminate those risks.

Name:

Guardian Name (if applicable):

Date:

Signature of Participant:

Signature of Parent / Guardian (if applicable):

B. VMSC Wellness Questionnaire

Name: _____

Date: _____

As a participant in a group activity I have a responsibility to report if I am not feeling well. I understand that if I have any of the following symptoms, I should report it to my coach and the club COVID Representative and not participate in swimming activities until I have been assessed by a healthcare professional.

COMMON SYMPTOMS OF COVID19:

- Fever
- Sore throat
- Loss of appetite
- Chills
- Loss of sense of smell or taste
- Nausea and vomiting
- Cough
- Headache
- Muscle aches
- Shortness of breath
- Fatigue
- Runny Nose
- Diarrhea

If you have any of these symptoms it is recommended that you call 811 and arrange for COVID19 testing. Your initial contact with a medical office should be by phone, PLEASE DO NOT walk into a health care provider with any of these symptoms. You should also self isolate at home for 10 days and should not return to activity until you are symptom free.

C. VMSC Club Illness Policy

In this policy “member” includes a contractor, employee, volunteer, participant or guardian.

Inform an individual in a position of authority (coach, club COVID Representative) immediately if, you feel any symptoms of COVID-19 such as fever, chills, cough, shortness of breath, runny nose, sore throat, loss of sense of smell or taste, headache, fatigue, diarrhea, loss of appetite, nausea and vomiting, muscle aches.

Assessment:

- Members must respond to a pre-training oral questionnaire before their practice/ activity to attest that they are not feeling any of the COVID 19 symptoms.
- Coaches will visually monitor team members to assess any early warning signs as to the status of their health and to touch base on how they are regarding their personal safety throughout the practice/ activity.
- If members are unsure, please have them use the [BC COVID-19 Self-Assessment Tool](#) BC Support App self-assessment tool.

If a member is feeling sick with COVID-19 symptoms:

- They should remain at home and contact Health Link BC at 8-1-1.
- If they feel sick and/or are showing symptoms while at practice they should be sent home immediately and have them contact 8-1-1 or a doctor for further guidance.
- NO member may participate in a practice/activity if they are symptomatic.

If a member tests positive for COVID-19:

- The member will not be permitted to return to practice until they are free of the COVID-19 virus.
- Any member who worked / practiced closely with the infected member will also be removed from club activity for at least 14 days.
- Ensure work / practice area is closed off, cleaned and disinfected immediately and any surfaces that could have potentially be infected/ touched.

If a member has been tested and is waiting for the results of a COVID-19 test:

- As with the confirmed case, the member must be removed from the work / practice area.
- The BCCDC advises that any person who has even mild symptoms to stay home and call 8-1-1.

If a member has come in to contact with someone who is confirmed to have COVID-19:

- Members must advise their coach or a board member if they reasonably believe they have been exposed to COVID-19.
- Once the contact is confirmed, the member will be removed from the workplace/ practice for at least 14 days or as otherwise directed by public health authorities. Members who may have come into close contact with the member will also be removed from the workplace/activity area for at least 14 days.

- The workspace/ activity area will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.

D. VMSC Outbreak Plan

Roles and Responsibilities

- Club COVID Representative: Communicates with Facility administration and VMSC Safety Advisors when a potential outbreak is identified. Has authority to modify, restrict, postpone or cancel activities when indicated.
- Club COVID Representative: Stays abreast of news related to COVID-19, new government regulations, Swim BC bulletins; assists in development of the VMSC Return to Swimming plan, and provides education and enforcement as indicated.
- Coaching Staff: Informs Club COVID Representative if a swimmer reports symptoms of COVID-19.

Actions

- In the event that any swimmer or coach reports they are suspected or confirmed to have COVID-19, the Club COVID Representative will immediately notify facility administration and the VMSC Board of Directors
- If a club member, coach, or family member/household occupant contracts COVID-19 symptoms, the Club COVID Representative, in communication with the VMSC Board of Directors, will implement the VMSC Illness Policy and advise individuals to 2 :
 - Use the BC COVID-19 Self-Assessment Tool to determine if further assessment or testing is needed;
 - Self-isolate;
 - Monitor symptoms daily, report respiratory illness and not return to activity for at least 10 days following the onset of COVID-19 symptoms;
 - Return to swimming / work if the individual or family member/household occupant is tested for COVID-19 and is negative;
 - Return to swimming / work if the individual or family member/household occupant is not tested, and 14 days have passed since they became ill and they are symptom free.
- In the event any swimmer or coach has had to leave a practice, as a result of COVID-19 symptoms, the Club COVID Representative will notify the facility administration and VMSC Board of Directors immediately to permit proper facility cleaning protocols to be followed.
- In the event any swimmer or coach has a positive COVID-19 result, the Club COVID Representative and/or the VMSC Board of Directors will immediately report and discuss the suspected outbreak with the Island Health Medical Health Officer (or delegate).
- Should a medical health officer contact VMSC, the Club COVID Representative and/or the VMSC Board of Directors will cooperate in the contact tracing, including ensuring attendance sheets are available.

Non-medical information about COVID-19 is available 7:30am-8pm, 7 days a week at 1-888-COVID19 (1-888-268-4319). The BC Centre for Disease Control (BCCDC) is the source of truth

for province-wide information, including symptoms of COVID-19 and current COVID-19 case counts.