

# **HEALTH & SAFETY HANDBOOK**

**COVID19 EDITION  
RIVERBEND**

**PAUL SADLER SWIMLAND CANADA**

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# PURPOSE

Teaching children to swim is an essential service. Drowning is the number one cause of unintentional injury-related death for children ages 1 – 4 years, and a leading cause for deaths in Canada in young people up to 14 years of age.

It is important that we find a safe way to get the children in our community back in the water and learning to swim as soon as possible, within the appropriate guidelines.

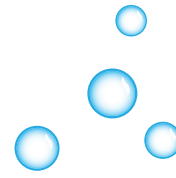
One of Swimland's five core values is safety. Our value statement for safety reads:

**“We believe that safety needs to be central to everything we do in order for our staff and community to enjoy all water environments together.”**

The health and safety of our students, their families, and our staff will always come first. As we return to swimming after this closure due to COVID-19, every decision, policy, and procedure will be made with the safety and best interests of all members of the Swimland community as the first priority.



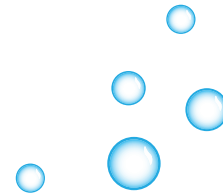
# WE APPRECIATE YOUR SUPPORT



We have been overwhelmed with the support shown by our Swimland families and staff over this difficult period. Your trust in us is not something we take lightly and has been at the forefront of our minds while working on our reopening plans.

We appreciate your ongoing support in ensuring your family follows all policies and procedures listed within this document during our return to swim lessons.

# MAKING SWIMLAND SAFE TO REOPEN



Our learn-to-swim classes will be re-introduced on a gradual and measured basis with public health and safety protocols in place that meet or exceed the associated public health guidelines.

Swimland will be adopting a four-phased approach to reopening. In the first two phases, we will operate at a reduced capacity of a maximum of 24 swimmers in the main pool (and a maximum of 12 swimmers in the small pool) at any one time and a maximum of four swimmers per teacher in any class. Each class of four students will be clearly designated by lane ropes to ensure distance.

Our Riverbend location operates out of a dedicated aquatic facility and we have exclusive access to it, which allows us to implement strategies like one-way traffic flow where families may enter and exit the facility with minimal touch points.

For swim classes where physical distancing would be difficult (especially lower levels) Alberta Health Guidelines recommend creating cohort groups. This helps mitigate the risk by limiting the number of individuals that come in close contact.<sup>1</sup>

In addition, we have implemented the use of personal protective equipment, extensive facility sanitization practices, staggered customer scheduling, comprehensive check-in procedures, and detailed emergency contact information. These procedures mean we can activate contact tracing if required.

It is important to note that chlorine is a very effective disinfectant and the swim school classroom is a pool which further reduces the risk of classroom transmission. As of May 24th 2020, the Centre of Disease and Control Prevention (CDC) stated that “there is no evidence that COVID-19 can be spread to humans through the pool water. Proper operation, maintenance, and disinfection (e.g., with chlorine and bromine) of pools, should inactivate the virus that causes COVID-19.”

<sup>1</sup> Alberta Health: Guidance for swimming pools and whirlpools

# COMMUNITY

**Community is another of our five core values. Our community value statement is:**

*“Unity is strength. When there is teamwork, collaboration, and support for all people in our communities, magic happens! As a respected leader in our community, we happily play our part in leaving our communities better than when we found them!”*

Our staff, our students, and our parents are responsible together for the health and safety of themselves and each other, for all of us to be as healthy as possible. We are counting on you to play your part.

It is important to remember we all share the same goal: the safe and quick return of our children’s lives to a sense of normality. Maintaining a healthy and safe environment for all in our Swimland community requires cooperation from our staff, students, and parents.





## **STAFF**

Our staff are responsible for ensuring everyone at Swimland adheres to our policies. They are also responsible to adhere to guidelines outside of Swimland to keep themselves healthy and safe.



## **STUDENTS**

Our students are responsible for following instruction from Swimland staff on site to ensure that we have a low risk environment for everyone.



## **PARENTS**

Our parents are responsible for making sure their family is following recommended hygiene habits, following Swimland policies, being patient and helpful with our staff as we return to the 'new' normal.

# REOPENING PLAN

## PROACTIVE PREVENTION OF EXPOSURE

The first step to limit spread is in preventing those with confirmed cases of COVID-19, or those who have a high probability of having been in contact with COVID-19, from entering the facility. We do this through our screening procedures. These include self-screening for symptoms, recent travel and the active screening we do as people enter the building.

## ACTIVE PREVENTION OF SPREAD

Our three stages of reopening, along with policies such as reduced capacity, social distancing, staff face coverings, and time limitations within change areas, will further help reduce the risk of spread.

To limit the spread of germs through surface and skin contact, we have modified our facility to encourage one-way foot traffic throughout the facility. This will minimize social contact and associated touch points.

We have upgraded and enhanced the complete surface disinfection policies we had in place prior to our closure. As we reopen, our response levels will include not only limiting the areas and surfaces our families are exposed to, but the frequent disinfection of those surfaces they do touch. You will also notice the closure of certain areas, such as parts of the changing rooms. We are requiring all students to arrive fully dressed in swimsuits for their program, so they do not require change rooms to change.

# RISK MANAGEMENT STAGES OF REOPENING

Our Swimland team is working closely with our swim school industry peers across the globe to create a customized and comprehensive set of policies and procedures with three stages of reopening.

With safety as the priority, each part of our “learn to swim” program will be introduced according to the stages outlined below. Each stage has different amounts of precaution and risk management, from orange—the most controlled—to yellow, and then to green, our ‘new normal’ level.

We will announce our dates for each stage as we learn more. While our goal is to return to the ‘new normal’ as soon as possible, we cannot put the children we serve at unnecessary risk, nor conduct lessons that do not meet the quality you expect from us.

**ORANGE  
STAGE**

*(most controlled)*



**YELLOW  
STAGE**



**GREEN  
STAGE**

*(new normal)*



# FACILITY OPERATING GUIDELINES

Below you will see the guidelines for each stage for each member of the Swimland community.

	ORANGE STAGE	YELLOW STAGE	GREEN STAGE
<b>Staff</b>	<ul style="list-style-type: none"> <li>• Must stay home if they or anyone in their household shows any symptoms</li> <li>• Must stay home 14 days if they or anyone in their household travels out of the country</li> <li>• Daily screening including temperature checks prior to shift</li> <li>• Appropriate PPE provided but not mandatory</li> <li>• Must sanitize hands before beginning their shift</li> </ul>	<ul style="list-style-type: none"> <li>• Must stay home if they show any symptoms</li> <li>• Must stay home if anyone in their household has travelled to known 'hotspots'</li> </ul>	<ul style="list-style-type: none"> <li>• Must stay home if temperature is over 38 degrees</li> <li>• Good hygiene habits at home</li> </ul>
<b>Family</b>	<ul style="list-style-type: none"> <li>• No students with symptoms allowed</li> <li>• If anyone in student's household has symptoms, the student does not attend</li> <li>• Must stay home 14 days if they or anyone in their household travels out of the country</li> <li>• Maximum of one parent allowed in the facility per family</li> <li>• All administrative or billing is done online or by phone</li> <li>• Come to classes prepared with bathing suit underneath</li> <li>• 'Wrap and Go' policy</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum of one parent allowed per child</li> <li>• Social distancing enforced</li> <li>• No students with symptoms allowed</li> <li>• Must stay home 14 days if they or anyone in their household travels to known hotspots</li> <li>• Front desk open for administration</li> </ul>	<ul style="list-style-type: none"> <li>• Family members must stay home if showing signs of illness</li> <li>• Good hygiene habits at home</li> </ul>
<b>Class</b>	<ul style="list-style-type: none"> <li>• Pool capacity reduced to a maximum of 24</li> <li>• Student teacher ratio reduced to a maximum of 4:1</li> <li>• Classes shortened slightly to facilitate one way traffic flow</li> <li>• Class curriculum altered to minimize contact and facilitate distancing protocols where possible</li> <li>• All equipment is cleaned between classes</li> <li>• No movement between pools</li> <li>• Limited hands on contact with students as necessary</li> <li>• Parented classes allowed with modified curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Limited movement between pools</li> <li>• Social distancing will be reduced while in the water to support water safety protocols</li> </ul>	<ul style="list-style-type: none"> <li>• Normal physical contact allowed</li> </ul>
<b>Facility</b>	<ul style="list-style-type: none"> <li>• Facility capacity reduced</li> <li>• One-way traffic flow</li> <li>• Hand sanitizing stations in place</li> <li>• Signage indicating protocols</li> <li>• Touch points such as faucets and doors to be minimized</li> <li>• Limited access to showers, toilets and change rooms prior to classes</li> <li>• Complete facility disinfection between shifts</li> <li>• Complete disinfection of bathrooms each hour</li> </ul>	<ul style="list-style-type: none"> <li>• Hand sanitizing stations in place</li> <li>• Complete facility disinfection twice daily</li> <li>• Complete disinfection of bathrooms between shifts</li> </ul>	<ul style="list-style-type: none"> <li>• Complete facility disinfection daily</li> <li>• Complete bathroom disinfection daily</li> </ul>

# RISK MANAGEMENT STAGES OF REOPENING

With safety as the priority, each program will also be introduced in phases.

- Only our higher levels will be reintroduced in Phase 1
- Phase 2 will see our lower levels resume and all programs will be operating at Orange level
- Phase 3 will see us operate at Yellow stage of restrictions and finally
- Phase 4 will see us operate all programs at Green level

Given the current public recommendations and the coordination with local and provincial officials, Swimland has outlined the tentative phases of reopening below.

We will announce our dates for each phase as we learn more.

Phases				
	Phase 1	Phase 2	Phase 3	Phase 4
Graduate classes Level 10+	ORANGE STAGE	ORANGE STAGE	YELLOW STAGE	GREEN STAGE
Proficiency Freestyle Evo Fundamental Level 4+	ORANGE STAGE	ORANGE STAGE	YELLOW STAGE	GREEN STAGE
Independence Level 0 - 3	PAUSED	ORANGE STAGE	YELLOW STAGE	GREEN STAGE
Swordy Tots Parented Classes	PAUSED	ORANGE STAGE <small>*Weekday AM's only</small>	YELLOW STAGE	GREEN STAGE

# OPEN TO CHANGE

We've all experienced the daily/weekly changes in our lives as we learn more about COVID-19.

As such, Swimland's plans must be adaptable, within regulations, and most importantly effective. To be all those things we must be courageous and flexible enough to constantly evaluate and adjust our responses accordingly. Swimland will modify this handbook as needed to fulfill our purpose.

We fully understand and appreciate that everyone's situation is unique. Our team has worked hard to find a way forward for the 'greater good for the greater number'. As a team we will continue doing everything we can to meet and exceed provincial and federal guidelines, while also minimizing interruption of 'normal life' as much as possible.

We understand that certain solutions or policies may not be the most appropriate for every family. While we will try our best to create the best environment for everyone, we respect that from time to time families may have to make the difficult decision to delay their return, for now, until a certain policy is changed.

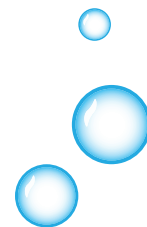


## **We believe in the power of fun.**

Fun is one of our five core values. We pride ourselves in creating an environment where students, staff and parents can escape from the challenges of the 'outside' world and enjoy some fun.

Our team are so excited about getting back 'on stage' and bringing joy to your families' lives.

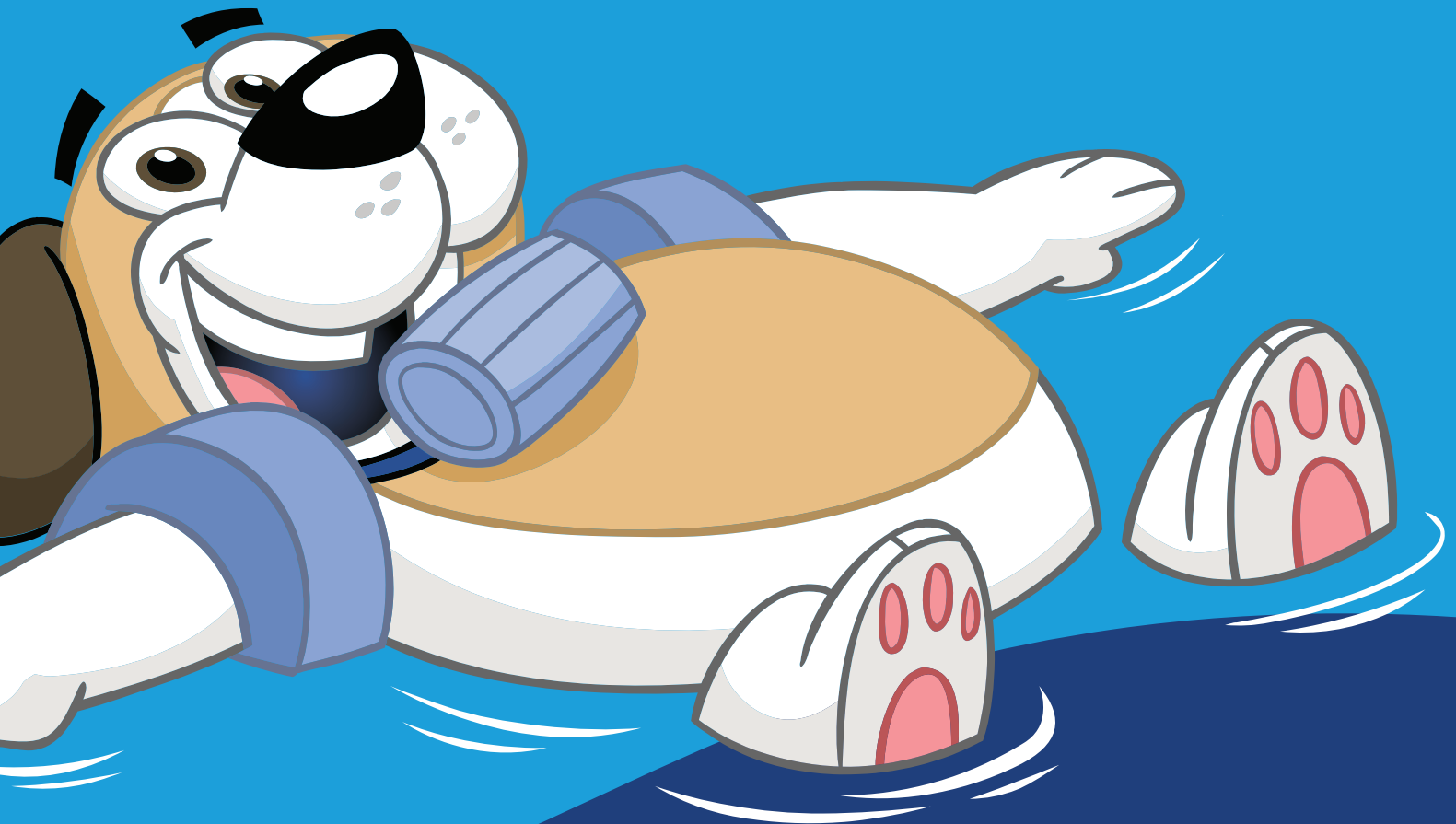
We ask that—after being safe—having fun be the approach our parents use during Swimland's reopening. Be patient with the changes, and be patient with the little inconveniences, for these will eventually pass. A smile can brighten up ALL of our lives and we're counting on you to play your part.



# CONCLUSION

While we cannot be open to the public and also prevent 100% of all germs from spreading, we are confident in the policies and procedures we have put in place that meet or exceed all government and health authority recommendations and guidelines.

We are excited to reopen and get back to doing what we do best: teaching children to swim. We greatly appreciate your commitment to our program and look forward to seeing you back in the pool.



# RESOURCES

**Alberta Health:** Pool standards, July 2014, <https://open.alberta.ca/publications/9781460137215>

**Alberta Health:** Guidance for swimming pools and whirlpools

**Biron's Health Handbook,** Biron's Youth Sports Centers Houston Texas

**CDC:** Frequently Asked Questions [https://www.cdc.gov/coronavirus/2019-ncov/faq.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fphp%2Fwater.html#COVID-19-and-Water](https://www.cdc.gov/coronavirus/2019-ncov/faq.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fphp%2Fwater.html#COVID-19-and-Water)

**CDC:** Interim Guidance for Administrators of US K-12 Schools and Child Care Programs Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19) <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

**CDC:** Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

**CDC:** Supplemental Guidance for Child Care Programs that Remain Open <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

**EPA:** List N: Disinfectants for Use Against SARS-CoV-2 <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

**Government of Alberta:** Alberta's Relaunch strategy <https://www.alberta.ca/alberta-relaunch-strategy.aspx#stage2>

**Government of Alberta:** Health Guidelines for Child Care. 2020.

**Government of Alberta:** Reopening Plan for Child Care. 2020.

**Government of Alberta:** Workplace guidance for business owners: <https://www.alberta.ca/assets/documents/covid-19-workplace-guidance-for-business-owners.pdf>

**J.W. Tang, Y. Li, I. Eames, P.K.S. Chan, G.L. Ridgway, et. al.** Factors involved in the aerosol transmission of infection and control of ventilation in healthcare premises. <https://doi.org/10.1016/j.jhin.2006.05.022>

**Park SY, Kim YM, Yi S, Lee S, Na BJ, Kim CB, et al.** Coronavirus disease outbreak in call center, South Korea. Emerg Infect Dis. 2020 Aug. <https://doi.org/10.3201/eid2608.201274>

**Vancouver Coastal Health:** COVID guidelines for Swimming Pools