

KELOWNA DOLPHINS ARTISTIC SWIMMING CLUB

COVID-19 SAFETY PLAN

September 16, 2020

1. OVERVIEW

This document serves as guidance for the Kelowna Dolphins Artistic Swimming Club athletes, coaches, parents and administrators on safe, gradual return to sport.

This document makes use of available guidelines and regulations published by provincial and federal health agencies along with BC Artistic Swimming's (BCAS) Return to Artistic Swimming Guidelines (Version 2, July 27, 2020). Given the rapidly changing environment, this is a living document that will be updated as other guidelines evolve.

The guidelines proposed in this document conform to BCAS, YMCA of Okanagan, as well as WorkSafe BC and BC Centre for Disease Control recommendations. It is expected that coaches and administrators affiliated with the Kelowna Dolphins will be familiar with the most up-to-date materials from BCAS and the YMCA of Okanagan.

This plan has been developed to coordinate and establish a safe and flexible plan for a gradual return to sport:

Phase 1: Outdoor Group Land Training & Virtual Competitions

Phase 2: In-Water Training

Phase 3: Competition or Modified Competition

Phase 4: The New Normal

This plan addresses Phases 1 and 2 only. We will not proceed with Steps 3 and 4 until we receive guidance from BCAS.

2. PLANNING AND RISK MANAGEMENT TEAM

This document and these guidelines have been prepared by members of the Dolphins Executive along with a parent volunteer.

We have designated the following people as our Club's COVID-19 Risk Manager and Safety Support Personnel:

- Risk Manager #1:
 - Name: Heather Gardiner
 - E-mail: hcgardiner@me.com
 - Cell #: 250-718-4376
 - Occupation: Club President, Documentation Specialist QHR Technologies
- Safety Support Personnel:
 - Name: Kathleen Martin Ginis Ph.D.
 - E-mail: kmartinginis@gmail.com
 - Cell #:250-863-7954
 - Occupation: University Professor (UBC Dept of Medicine; UBC School of Health & Exercise Sciences)
- Safety Support Personnel:
 - Name: Roxanne Pomeroy FCIP, CRM
 - E-mail: roxane.pomeroy@intact.net
 - Cell #:778-214-1696
 - Occupation: Manager, Intact Insurance
- Safety Support Personnel:
 - Name: Carmen Biletski
 - E-mail: carmbiletski@hotmail.com
 - Cell #:778-821-4728
 - Occupation: Parent Volunteer

During Phase 1 and 2, the Risk Manager or one of the Safety Support Personnel will be responsible for attending the Club's in-person training sessions to ensure the safety practices and procedures are in place at all times (see Section 4).

3. CONTEXTUAL INFORMATION

In typical years, the Kelowna Dolphins Artistic Swimming Club operates programs at the recreational and competitive (Provincial Stream) levels, for athletes of all ages.

For athletes to return to training after September 01, they must be registered in the Dolphins Swimming Club, and registered in the Provincial Stream or Masters Program for the 2020-2021 season. The recreational program will not operate until restrictions are removed by BCAS.

The team practices at two YMCA Okanagan pools: the H2O Centre and the Kelowna Family YMCA. This safety plan provides guidelines for each facility, tailored to the Return to Operations Plan for each facility.

4. GENERAL SAFETY PRACTICES

At each practice:

- Implementation of Daily Healthy Monitoring Questionnaire & Attestation for all individuals.
- Implementation of Daily Attendance log.
- Athletes' and coaches' temperatures will be taken prior to the start of each training session.
- Coaches will be provided with a COVID-19 safety kit. The kit must be brought to every in-person training session. The kit will include sanitizing spray, hand sanitizer, measuring tape, and mask.
- Athletes must have a mask and hand sanitizer in their bag at all times.
- Masks MUST be worn if physical distancing is not possible.
- Parents and spectators will be asked not to attend practices.
- No food is permitted during a training session.
- Water bottles are required at each training session and must be filled prior to arriving at the pool. (No water fountains are available to fill water bottles)
- All individuals will sanitize their hands upon arrival at training and prior to departing the training environment.
- Athletes are required to have their own individual equipment (e.g., flutterboards), which they will bring to and from practice.
- Athletes and coaches are required to wash/sanitize all attire and equipment after every training session.
- Once a training session is completed, athletes and coaches are expected to leave the training environment as soon as possible.

The Risk Manager/Safety Support Personnel will ensure the following equipment is at each training session:

- Sanitizing spray and paper towels
- Hand sanitizer
- Masks
- Cones/Pylons (to demarcate the club's training zone)

5. TRAINING GROUPS AND COHORTS

During outdoor dryland training, our provincial stream and master’s athletes will be training together in a maximum group size of 12 (including athletes, coaches, COVID risk manager). Training will be limited to one uninterrupted 2-hour in-person training session per day, per training group. Athletes will be required to maintain a minimum distance of 2 meters at all times. Athletes will use their individual exercise mats to demarcate their individual space. Athletes will keep their own personal equipment (e.g., bag, water bottle) in their own space.

Indoor, in-water training cohort size will depend on the available pool space.

Maximum Training-Group Size at Each Training Site

	BCAS Guidelines	H2O Guidelines	Kelowna Family YMCA Guidelines	Kelowna Dolphins
Outdoor – Dryland	12 (athletes/coaches)	n/a	n/a	12 (athletes/coaches)
Indoor – Dryland	NOT CURRENTLY PERMITTED			NOT CURRENTLY PERMITTED
Indoor – In Water	12	22	15	12
Maximum Lane Capacity	3 per lane using Single Lane Protocol		n/a	3 per lane

6. TRAINING IN THE WATER

The YMCA has implemented measures at both of our training facilities to minimize the potential for COVID-19 to spread in the pool area (e.g., signage to direct traffic flow around the pool area, posting of physical distancing reminders, closing of water fountains; see Appendix B). In addition to these facility-level procedures, the Dolphins Swimming Club will implement the following protocols at each practice:

A - ARRIVING AT THE POOL:

- Daily health checks must be completed online prior to each in-person training session.
- The COVID-19 Risk Manager or designated safety personnel record attendance.
- Athletes are to arrive no earlier than 15 mins before their scheduled practice.
- Athletes must arrive with their bathing suits on under their clothes.
- The risk manager or safety personnel will use a measuring tape to ensure athlete areas are 2 meters apart.
- Athletes will set up their yoga mats in a designated corner of the pool area, 2 meters apart, for their land warm-up.
- Athletes will be required to clean their equipment and yoga mats with sanitizing spray prior to the start of each training session.
- Athletes and coaches will wash and/or sanitize their hands before the start of each training session.
- Athletes will be required to clean their equipment and yoga mats with sanitizing spray after they have completed their dry land warm-up.
- In a single file line, coaches will direct the athletes to their individual space on the pool deck where they will set up their equipment needed for the training session. This will be their personal zone for each training session (i.e., where they enter and exit the pool, take water breaks, etc. with at least 2m between athletes).
- The COVID-19 Risk Manager or Safety Personnel will place cones around the perimeter of the training zone and personal zones to prevent other facility patrons from walking through these spaces. The Risk Manager or Safety Personnel will be responsible for keeping others out of this space during training.
- Athletes will enter and exit the pool at their designated zones.
- Athletes will refrain from crossing another athlete's zone.
- Only one swim bag, mesh equipment bag and yoga mat will be permitted on the pool deck.

B – PROGRAM DELIVERY:

- Training sessions will be a maximum of 2 hours of in-person training per day per training group.
- Coaches are required to use sanitizing spray to clean facility equipment (e.g., chairs) and club equipment (e.g., microphones) before and after each training session, or after each use should equipment be shared by two coaches.
- Athletes will be required to clean their mats and equipment with sanitizing spray before leaving the pool area.
- Athletes will remain in their training space at all times.
- Should an athlete or coach need to use the washroom during a training session, they must wash and/or sanitize their hands before returning to the land or pool session.

C – LEAVING THE FACILITY:

- Yoga mats and equipment must be sanitized before leaving the facility.
- Athletes must leave the facility as quickly as possible, at the end of the practice.
- When leaving the facility, athletes will follow the YMCA's rules for using the change-room.
- Coaches MUST sanitize all touch points (ie. Sound system, locks etc.)

D – MANAGING COVID-19:

- All participants must complete the daily health monitoring questionnaire.
- Anyone with symptoms of COVID-19 must stay home.
- Anyone with symptoms will NOT be allowed to enter the training environment.
- Any coach or athlete who develops symptoms of COVID-19 during a training session must report to the COVID-19 Risk Manager immediately who will ensure the individual is transported home in a private vehicle (i.e., not public transportation).
- Facility cleaning will be completed regularly as per the YMCA Okanagan Aquatics Return to Operations Plan.
- Should any athlete, family member, or coach suspect they have contracted COVID-19 they MUST report their illness to the COVID-19 Risk Manager immediately.
- If any member reports a diagnosis of COVID-19, everyone in the training group must self-isolate for 14 days.
- Should anyone in the training group test positive for COVID-19, return to sport is undetermined at this time.

These protocols are now detailed in the Club Illness Policy (Appendix A).

7. EDUCATION AND COMMUNICATION PLANS

EDUCATION AND TRAINING PLANS:

- Coaches, athletes, COVID-19 Risk Manager and Club Executive members are required to complete Mandatory BCAS online training before practices resume.
- The head coach and Risk Manager will hold an online training session with all coaches to ensure they have received, read and understand the guidelines and plans.
- The head coach and Risk Manager will hold an online meeting with all athletes and parents.
- A detailed e-mail will be sent prior to the first land practice and prior to the first pool practice, detailing the policies and procedures for those first practices.
- At the first practices, the head coach and Risk Manager will be teaching the athletes the new policies and procedures.

COMMUNICATION PLAN:

- All information regarding COVID-19 policy and procedures will be e-mailed to each family and will be posted on the club website.
- Should an athlete or coach test positive for COVID-19, the Risk Manager will report the infection to BCAS.

UPDATING:

This document is a live, working document and will be updated as new guidelines and information become available. Any changes will be demarcated in **RED** and sent to members in a timely manner.

APPENDIX A

KELOWNA DOLPHINS ARTISTIC SWIMMING CLUB COVID-19 ILLNESS POLICY:

(Adapted from viaSport's BC Return to Sport Guidelines)

Definitions:

"Individual" refers to and includes an employee, coach, volunteer, athlete, participant, or parent/spectator. *"Training environment"* refers to any in-person group training activities or events that take place either indoors or outdoors.

1. Disclosure
Inform an individual in a position of authority (e.g. coach, team manager, COVID-19 Risk Manager) immediately if you feel any symptoms of COVID-19 such as fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuff or runny nose, loss of sense of smell, headache, muscle aches, fatigues, and/or loss of appetite.
2. Assessment
 - a. Individuals must conduct self-assessments on an ongoing basis and prior to joining or participating in any training environment to consider if they are experiencing any symptoms or signs of COVID-19. If individuals are unsure, they are directed to administer the [BC COVID-19 Self-Assessment Tool](#).
 - b. The Club's COVID-19 Risk Manager or safety personnel, who have been trained by the COVID-19 Risk Manager, will complete a Daily Wellness Check with all participants, including checking their body temperature prior to individuals entering the training environment.
 - c. The COVID-19 Risk Manager, safety personnel, and coaches will visually monitor athletes and other participants 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 training event.
3. If an individual is feeling sick with COVID-19 symptoms
 - a. They should remain at home and contact Health Link BC at 8-1-1.
 - b. If they feel sick and/or are showing symptoms during training activities, they should be sent home immediately and direct them to contact 8-1-1 or a doctor for further guidance.
 - c. No individual may join or participate in a training activity, event, or training environment if they are symptomatic.
4. If an individual tests positive for COVID-19
 - a. The individual will not be permitted to return to training or any artistic swimming activities until they are free of the COVID-19 virus.
 - b. Any individual who is in the same training group or has participated in a training activity or event with the infected individual will also be removed from the training environment for at least 14 days to ensure the infection does not spread further.

- c. Close off, clean and disinfect any surfaces that could have potentially been infected/touched by the infected individual.
- 5. If an individual has been tested and is waiting for COVID-19 test results
 - a. As with the confirmed case, the individual must be removed from the training environment.
 - b. Public Health agencies/authorities advise that any person who has even mild symptoms to stay home and call their Regional Health Authority.
 - c. Other individuals who may have been exposed will be informed and removed from the training environment for at least 14 days or until the diagnosis of COVID-19 is ruled out by health authorities.
 - d. Close off, clean and disinfect any surfaces that could have potentially been infected/touched by the infected individual.
- 6. If an individual has been in contact with someone who is confirmed to have COVID-19
 - a. Individuals must advise the COVID-19 Risk Manager, coach, or manager if they reasonably believe they have been exposed to COVID-19.
 - b. Once the contact is confirmed, the individual will be removed from the training environment for at least 14 days or as otherwise directed by public health authorities. Individuals who may have come in close contact with the individual will also be removed from the training environment for at least 14 days.
 - c. Close off, clean and disinfect any surfaces that could have potentially been infected/touched by the infected individual.
- 7. Conditions Requiring Quarantine or Self-Isolation
 - a. An individual who has travelled outside of Canada or the province within the last 14 days is not permitted to enter the training environment and must quarantine and self-isolate.
 - b. An individual with any 2 symptoms of COVID-19 is not permitted to enter any part of the training environment and must quarantine and self-isolate. An individual with any one of fever, vomiting or diarrhea is not permitted to enter any part of the training environment.
 - c. An individual from a household with someone showing symptoms of COVID-19 is not permitted to enter any part of the training environment and must quarantine and self-isolate.
 - d. An individual who is in quarantine or self-isolating as a result of contact with an infected person or in families who are self-isolating, is not permitted to enter any part of the training environment.