



## OPERATING PROCEDURES -COVID 19

### SWIM ONTARIO

The Greater Ottawa Kingfish Swim Club (GO) will be returning to swim July 11, 2020 until August 31, 2020.

- GO will follow all of the [Swim Ontario](#), [Swim Canada](#), Health Canada, and [City of Ottawa Aquatics](#) COVID-19 guidelines for return to play.
- All GO Swimmers and staff MUST complete the [Swimming Canada/Swim Ontario Acknowledgement of Risk Form](#) and [COVID-19 Attestation form](#) prior to allowing any coach, swimmer, support staff, employee, or volunteer into a facility or to participate in any form of training.
- Any GO swimmer or family member who does not adhere to our guidelines, the City of Ottawa guidelines, the Swim Ontario guidelines, or the Swimming Canada guidelines will have their privileges suspended.

The following is information regarding the Greater Ottawa Kingfish Swim Clubs return to swim:

## GO Kingfish Facilities July/August:

- Sawmill Creek Community Center: 3380 D'Aoust Avenue Gloucester ON K1T 1R5 Phone (613) 521 4092
  - i. 6 lane Pool
  - ii. Indoors
  - iii. City of Ottawa Operated Pool
  - iv. Facility Plan on Page 9
- Bob MacQuarrie Recreation Complex (BMRC): 1490 Youville Drive Ottawa ON K1C2X8 Phone (613) 824 0814
  - i. 6 lane pool
  - ii. Indoors
  - iii. City of Ottawa Operated Pool
  - iv. Facility Plan on Page 10
- Crestview Swim Pool: 56 Field row Street Nepean ON K2G 2Y7 Phone: (613) 225 7250
  - i. 6 Lane pool
  - ii. Outdoors
  - iii. City of Ottawa Operated Pool
  - iv. Facility Plan on Page 11
- General Burns Pool: 107 Chesterton Drive Nepean Ontario K2E 5T6 Phone: (613) 225 7970
  - i. 6 Lane Pool
  - ii. Outdoors
  - iii. City of Ottawa Operated Pool
  - iv. Facility Plan on Page 12

## **GO Kingfish Attending a Scheduled practice:**

The GO Kingfish Swim Club will only allow swimmers attending practice who are:

- Swimming Canada registered (insurance purposes).
- All GO Swimmers and staff MUST Complete the [Swimming Canada/Swim Ontario Acknowledgement of Risk Form](#) and [COVID-19 Attestation form](#).
- Capable of independently adhering to strict 2-meter physical distancing guidelines.
- Experienced and competitive athletes only.
- Only athletes who can successfully complete a practice without any physical manipulation.
- Athletes who are turning 10 years of age during the calendar year and are not over 25 years of age.
- GO swimmers who are approved and given permission (confirmation from GO) to attend a designated/assigned practice.

## **GO Kingfish Schedules:**

- Athletes will be placed in groups based on configuration of pool.
- Athletes will not be allowed to mix or match practices. They must stay in their scheduled time slots that are assigned by GO.
- GO Staff goal/mandate is to have one coach assigned to each training group, unless necessitated.
- GO will limit number of different facilities used for each group.
- GO will allow a 10-15-minute break between groups for appropriate flow and facility rules to be followed.
- GO Swimmers will be assigned lanes/groups before they attend a practice. These will be distributed via email. They will not be able to change lanes/groups.
- Practice templates will be given verbally (social distancing) and/or distributed the night before a practice.
- GO Swimmers will always follow social distancing during practice.
- GO Swimmers are not allowed to set up a pool or rearrange any facility equipment (lane ropes).
- When training, athletes will train in double wide lanes of 1-4 swimmers. Swimmers will swim up one lane over the black line and down the other lane over the black line. Each will be designated a wall at which they can safely begin and end swims. This will also be the location at which they enter and exit the pool and place any equipment.

## GO Group Practice Templates: Swimming

Senior Track	Jason Allen		Group A		Group B	
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00-6:45am Sawmill		6:00-6:45am Sawmill			9:00-9:50am Crestview	9:00-9:50am Crestview
7:00-7:45am Sawmill		7:00-7:45am Sawmill			10:00-10:50am Crestview	10:00-10:50am Crestview
Senior/Youth Track	Tom Langridge	Alex Lorrain	Group A		Group B	
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	6:00-6:45am Sawmill			6:00-6:45am Sawmill	9:00-10:15 General Burns	
	7:00-7:45am Sawmill			7:00-7:45am Sawmill		9:00-10:15am General Burns
Youth	Simon St. Pierre					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	7:00-7:50pm Crestview		7:00-7:50pm Crestview	4:30-5:45 General Burns		
Gold	Audrey Rivest	Kristian Peshev	Group A		Group B	
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4:00-4:45pm BMRC				4:15-5:00pm BMRC		8:00-8:45 BMRC
5:00-5:45pm BMRC				5:15-6:00pm BMRC		9:00-9:45 BMRC

- All listed pools are 6 lanes
- 10-12 swimmers per training period
- When training, athletes will train in double wide lanes of 1-4 swimmers.
- Swimmers will swim up one lane over the black line and down the other lane over the black line.
- Each Swimmer will be designated a wall at which they can safely begin and end swims. This will also be the location at which they enter and exit the pool and place any training equipment.

## Prior to Attending a Scheduled Practice:

Criteria that must be met by an athlete/coach and anyone residing in their household to be eligible to attend practice:

- Must review all Swim Ontario and Swimming Canada Guidelines and respective forms.
- Cannot have had contact with anyone who has tested positive for COVID-19 in the last 14 days.
- Cannot have had a temperature over 38 degrees, a severe cough or difficulty breathing in the last 14 days.
- Cannot have traveled outside of Canada in the last 14 days.
- Any athlete or staff member experiencing any symptoms of a fever, recent cough, unusual fatigue, headache, lost sense of smell or taste, or has had any exposure to someone who has any symptoms should remain at home and seek medical treatment and follow our “Positive Test Procedure” protocol.
- If any athlete or staff member has a fever or symptoms of illnesses, they may not attend practice until 14 days after the fever or symptoms has ceased unless they are tested negative at a covid-19 treatment center.
- Each swimmer and coach will submit the City of Ottawa Public COVID-19 health chart prior to every practice attended. If you answer yes to any question, you will not be able to attend practice and must contact your physician immediately and follow our “Positive Test Procedure” protocol.
- Any athlete or coach who leaves a practice due to possible COVID-19 symptom’s must contact their physician immediately and follow our “Positive Test Procedure” protocol.
- GO will keep these records on file for 14 days after the last scheduled training session. These records will be provided to Swim Ontario/Swimming Canada if an athlete/coach tests positive for COVID-19.

**STOP COVID-19**  
Please complete the following questions before beginning your work today.

Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Do you have any of the following new or worsening symptoms?**

Yes <input type="checkbox"/> No <input type="checkbox"/>	 Fever/Chills	Yes <input type="checkbox"/> No <input type="checkbox"/>	 Cough	Yes <input type="checkbox"/> No <input type="checkbox"/>	 Difficulty breathing/ Shortness of breath	Yes <input type="checkbox"/> No <input type="checkbox"/>	 Sore throat/ Difficulty swallowing
Yes <input type="checkbox"/> No <input type="checkbox"/>	 Runny nose (unrelated to seasonal allergies)	Yes <input type="checkbox"/> No <input type="checkbox"/>	 Loss of taste or smell	Yes <input type="checkbox"/> No <input type="checkbox"/>	 Not feeling well, headache, unexplained tiredness and muscle aches	Yes <input type="checkbox"/> No <input type="checkbox"/>	 Nausea, vomiting, diarrhea, abdominal pain

In the last 14 days, have you had close physical contact with a person who:  
Yes  was sick with a respiratory illness (had a new or worsening cough, fever or difficulty breathing)?  
No  has returned from travel outside of Canada in the last 14 days?  
No  was a confirmed or probable case of COVID-19?

In the last 14 days, have you travelled outside of Canada?  
Yes   
No

If you answered **YES** to any of these questions, **please return home and self-isolate**.  
Visit [OttawaPublicHealth.ca/COVIDCentre](https://ottawapublichealth.ca/COVIDCentre) for more information about getting tested.  
If you are feeling unwell, contact your health care provider or call **Telehealth Ontario** at 1-866-797-0000 to speak to a registered nurse.

Adapted with permission from Toronto Public Health. 11/06/2020

OttawaPublicHealth.ca/Coronavirus

## Go Family Protocol at Facilities:

- Swimmers will follow final distributed facility approved protocols to enter and exit all facilities. These will be emailed prior to your first scheduled practice and review on a virtual platform.
- Athletes must arrive and depart in their swimsuit.
- Athletes will not be able to change or shower at the facility.
- Athletes shall shower prior to leaving for practice and upon returning home from practice.
- Athletes will only be permitted to line up outside the facility to enter 5 minutes before their scheduled practice time. Masks shall be worn into and out of the facility to help protect facility workers. Coaches will help with the flow and social distancing requirements.
- If athletes arrive early, they shall wait in their car until the appropriate time to enter the facility.
- Athletes must leave the facility immediately at the completion of any practice.
- Parents/spectators will not be allowed in the facility at any time and are expected to practice social distancing while waiting for their athlete.
- GO will ensure that the appropriate number of coaches are present during each practice to comply with our rules and to ensure monitoring and management of athlete flow.
- Athletes shall bring their own water bottle (already filled). Water fountains will not be accessible.
- Athletes will not need equipment, other than suit, goggles, and swim cap to start practices
- Any equipment brought to the pool with the swimmer, must leave with the swimmer and sanitized at home afterwards.
- There will be no sharing of equipment or water bottles.
- Sunscreen shall be applied at home prior to attending an outdoor facility
- Coaches will not be able to touch any swimmer's equipment and/or any other personal items.
- Coaches will review all procedures with athletes/families, via virtual platforms, prior to the first practice and then again at the first practice for each facility.
- Preparation Areas will also follow the 2-meter social distancing meter rule.
- Preparation Areas will have markings/guidelines at each facility that GO Kingfish swimmers must follow.

## GO Staff Protocols:

- Only GO staff will lead a training session.
- GO Staff must be registered with Swimming Canada, Canadian Swim Coaches Association, and Swim Ontario.
- Only Swimming Canada approved/registered athletes will be allowed on site for training.
- Coaches will have a list of swimmers (10-12) that are allowed on premises for each designated training period.
- All persons must maintain 2-meter distance and/or facility guidelines as determined by Ontario Provincial Health (OPH)/City of Ottawa.
- GO will pay for one City of Ottawa Facility Head lifeguard Guard and one extra City of Ottawa lifeguard at each training session offered.
- All GO Coaches have completed a COVID 19 Lifeguarding Society webinar and are current with all Swim Ontario, Swimming Canada, and City of Ottawa rules and regulations with return to play.
- GO Coaches will complete any new facility orientation prior to their first pool booking, including any new COVID-19 procedures.
- GO coaches will learn any new Lifesaving Society rescue procedures due to COVID-19.
- Prior to the club's first training session, coaches will share their training plan with the pool supervisor to ensure best practice guidelines are followed.
- GO will keep a record of health screenings for all members for tracking purposes until 14 days after their last training for summer session.
- GO Staff will keep attendance logs for each training session for tracking purposes.
- Coaches are not permitted to share equipment of any kind, touch any athlete's equipment in any way, and must wear a mask when social distancing cannot be enforced.
- Coaches will have use of Personal Protective Equipment (PPE)
- Coaches are not permitted to use instructional tools if social distancing cannot be maintained.
- GO Staff are to use Masks during training sessions indoors.
- Coaches will review all procedures together, through virtual platforms, prior to the first practice.
- Coaches will meet weekly, via virtual platforms, to review all protocol and garner feedback that will be shared with our facilities.
- GO Staff will be added when necessitated to follow COVID-19 guidelines associated to Swim Ontario, Swimming Canada, OHP, Health Canada, and the City of Ottawa.

## **Personal Protective Equipment and Facilities:**

- GO coaches will wear masks. They can remove masks if they can readily follow social distancing rules and regulations.
- GO will pay for one City of Ottawa Facility Head lifeguard Guard and one extra City of Ottawa lifeguard at each training session offered.
- GO will provide coaches medically approved masks, gloves, face shields and hand sanitizer at each practice.
- GO athletes and staff will wear masks entering and exiting the facility.
- All persons will use hand-sanitizer at a designated “Station” upon arrival and departing a facility.
- GO will follow all City of Ottawa facility rules and regulations regarding sanitation procedures at each facility used.
- Each City of Ottawa facility will be responsible for any sanitation via City of Ottawa guidelines and regulations via their respective pool managers.

## **Positive Test Procedure**

Should someone test positive for COVID-19 within the membership, the following measures will take place:

- The individual will let the GO staff know immediately
- The individual is removed from the training group immediately
- The City of Ottawa facility will be notified immediately; proceed to follow City of Ottawa guidelines.
- The athlete will not be permitted to return until cleared by a physician and a letter presented to the GO Board of Directors.
- All members of that training group will be notified, and The City of Ottawa COVID-19 recommended guidelines will be put into effect and followed by GO.
- Training Group Swimmers and Coach must go into 14-day isolation and/or cleared by their physician and/or provide a negative COVID-19 test.
- Swim Ontario/Swimming Canada will be notified of a COVID-19 positive test within 24 hours of occurrence/notifications. All attendance logs and City of Ottawa Public COVID-19 health chart forms will be made available.