



## INTRODUCTION

On May 6, 2020 the Government of BC announced BC's [Restart Plan: Next Steps to Move Through the Pandemic](#).

The goals outlined within this plan are to:

- Protect lives by suppressing transmission as low as possible for our at-risk populations;
- Ensure our health system has capacity to provide quality care to non-COVID-19 and COVID-19 patients alike;
- Alleviate the physical, social and mental health challenges that come with restricting social interaction;
- Rebuild a resilient economy and provide supports for people to safely return to work; and,
- Strengthen the social fabric of our families and communities.

### Phase Two

On **May 19**, the BC Government announced the province had moved to Phase Two, the beginning of the BC Restart Plan. In Phase Two some easing of restrictions enable certain businesses and activities to open and operate within the orders of the Provincial Health Officer (PHO). Under enhanced protocols, Recreation and Sport are permitted to “restart”. This is not a return to normal, but rather to a “new normal” which will require Swim BC members to modify their behavior, stay informed, apply protective measures and follow public health advice. Restarting is not mandatory – each club must assess and decide for itself whether and when it is appropriate to restart club operations.

Prior to restarting, every Swim BC club must have an explicit plan for the measures they will implement and maintain over the coming 12 to 18 months. These plans must be in compliance with orders from the PHO and guidance from Swim BC and must be made available to your club's membership whether by posting on the club's bulletin board, website and if necessary, on a clearly visible wall within your training facility.

The Government of BC tasked major stakeholders in industry sectors to create sector-specific guidance documents. viaSport has been asked by the Ministry of Tourism, Arts and Culture to develop a Return to Sport Guidelines document to support Swim BC and the entire provincial amateur sport sector. Swim BC's Return to Swimming document is based on these guidelines, Swimming Canada's resource document and other stakeholder resources. Prior to restarting, Swim BC member clubs should use these Return to Swimming Guidelines to develop a specific Return to Swimming Plan and work towards careful and gradual restarting.

### Phase Three

On **August 24**, the BC Government Ministry of Tourism, Arts and Culture announced a successful BC Centre for Disease Control (BCCDC) review of the viaSport Return to Sport Guidelines for Phase 3. The revised guidelines contain recommendations for how different types of sports can progressively add activities back again while continuing to adhere to current public health recommendations. The new guidance addresses (physical) contact activities, cohorts, competitions, high-performance training environments and travel.

**The information in this document is current to August 24, 2020.**

Swim BC acknowledges and thanks the following organizations for their contributions to this document:

- viaSport
- Province of BC: Provincial Health Office and Ministry of Tourism, Arts and Culture
- WorkSafeBC
- BC Recreation and Parks Association

## PURPOSE

The purpose of this document is to support the Swim BC membership to develop their own explicit plans to guide the cautious, step-by-step safe return to competitive swimming in BC during this pandemic. This document is



intended to provide information on a number of topics including links to additional information and resources that can support decision-making and communication with your club's board, coaches, members and facility partners.

The PHO's direction is that this document covers three key points:

1. A detailed process on opening your club safely
2. Measures designed to keep your members, coaching staff, volunteers and the public safe and to avoid further outbreaks
3. An Outbreak Plan in the event that a case or outbreak should occur.

In this process, one size does not fit all. Each club has unique issues which need to be factored into their own Return to Swimming Plan. Modifications and changes to standard practice protocols will be required, and these modifications will need to be practical and tailored to your unique facility and participant needs. While there can be some flexibility in how your club develops your respective Return to Swimming Plan and delivers return to swimming activities in communities, all swimming and swimming related training activities in BC must operate within current provincial health restrictions to promote the safety of our communities. Every club's Return to Swimming Plan must include clear measures to ensure:

- no swimmer or coach with symptoms comes to any swim club specific or related activity;
- swimmers are able to participate in a secure environment where physical distancing, personal hygiene and safe social interactions are enforced;
- coaches having displayed related symptoms are able to be off sick or work at home to enable self-isolation for ten days (at minimum);
- coaches have fewer workplace contacts (shorter times, fewer people) through such measures as staggered shifts, smaller training groups, occupancy limits, virtual staff meetings and working from home where the nature of the work permits;
- higher frequency of cleaning of 'high touch' areas of facilities and equipment, availability of hand sanitizer and encouraging good hygiene.

Your plan must be based on an assessment of the risks present in your club's operation. This should involve consultation with your coaching staff, volunteers and swimmers. Your club must train and adequately supervise employees and volunteers to ensure they implement the measures appropriately. Communications including signage and reminders should be used.

Risks must be re-assessed, and plans updated as needed, should circumstances change or guidance is updated.

***Club comfort / acceptance of risk:***

***If developing your plan is too much, perhaps it's not the appropriate time to return to training.***

## GOVERNANCE

The Emergency Program Act (EPA) authorizes provincial and local levels of government to declare states of emergency and make decisions about community safety. The Ministry of Tourism, Arts and Culture works closely with viaSport BC to provide direction and oversight to the development and delivery of amateur sport in BC viaSport is a non-profit society that acts as an agent for the Ministry to enable the growth, governance, and stewardship of amateur sport in BC viaSport works closely with provincial and national sport partner organizations to align approaches, develop standards and policies, and follow the guidance of health officers to support the safety of sport participants, volunteers, coaches, suppliers, staff, and others within the eco-system. Swim BC is an independent non-profit society that works with viaSport and Swimming Canada to align and set policies and practices for our membership. Swim BC is overseen by a Board of Directors that approves policies and is



responsible for the oversight of the organization. Members of Swim BC are required to follow and implement such policies. During this pandemic, the adherence to, and implementation of these return to swim policies and practices for all members of Swim BC, including clubs and individual members, will help promote the safety of our communities. These proactive measures can help preserve community health.

## ORGANIZATIONAL ROLES

**viaSport** – is a non-profit organization which acts as an agent for the Ministry of Tourism, Arts and Culture to enable the growth, governance, and stewardship of amateur sport in BC. As mentioned above, they've been tasked by government to develop the sport sector reopening strategy for review by the Provincial Health Officer.

**BCRPA** – a non-profit organization working in a similar way as viaSport, representing the larger Parks and Recreation sector in BC, inclusive of public recreation facilities. They've been tasked by the BC government to develop the recreation sector reopening strategy to the Provincial Health Officer.

**Lifesaving BC** – a non-profit organization committed to the prevention of drowning and aquatic-related injury through water safety education; and a leader in offering expertise and guidance to ensure safe operation of water-related settings. Lifesaving BC has been assigned the responsibility to provide content and direction to the BCRPA for the reopening strategy of aquatic facilities.

**Swim BC** – a non-profit provincial sport organization (PSO) responsible for the governance of competitive swimming in BC. Swim BC has been mandated by the Provincial Health Officer through the BC Ministry of Tourism, Arts and Culture and viaSport to develop a Return to Sport Plan for our membership. The Swim BC plan and our members plans are required to be completed before swim clubs return to operations.

**Swim BC Member Clubs** – registered Class "A" members of Swim BC, mandated by membership to register swimmers, coaches and officials for the purposes of progressing the sport of swimming in British Columbia. Registered Class "A" members are mandated to develop a Return to Swimming Plan intended to safeguard the participation of their membership and facilitate an aligned relationship with their facility administration.

## PRINCIPLES

The following five principles from BC's Restart Plan have been used to guide this document.



## Five Principles For Every Situation

Personal Hygiene:	Stay Home if You Are Sick:	Environmental Hygiene:	Safe Social Interactions:	Physical Modifications:
<ul style="list-style-type: none"><li>• Frequent handwashing</li><li>• Cough into your sleeve</li><li>• Wear a non-medical mask</li><li>• No handshaking</li></ul>	<ul style="list-style-type: none"><li>• Routine daily screening</li><li>• Anyone with any symptoms must stay away from others</li><li>• Returning travellers must self-isolate</li></ul>	<ul style="list-style-type: none"><li>• More frequent cleaning</li><li>• Enhance surface sanitation in high touch areas</li><li>• Touch-less technology</li></ul>	<ul style="list-style-type: none"><li>• Meet with small numbers of people</li><li>• Maintain distance between you and people</li><li>• Size of room: the bigger the better</li><li>• Outdoor over indoor</li></ul>	<ul style="list-style-type: none"><li>• Spacing within rooms or in transit</li><li>• Room design</li><li>• Plexiglass barriers</li><li>• Movement of people within spaces</li></ul>

### RETURN TO SWIMMING

Swimming, like all sport and physical activity plays an important role in the physical, psychological and emotional well-being of citizens in British Columbia. For this and other economic and social reasons we are all eager to resume our club activities. However, the health and safety of all participants and citizens for British Columbia must remain the number one priority.

For the purposes of this document “swimming” is defined as organized sport specific activities and supplemental support activities that involve members active together in a structured way, facilitated by a Swim BC registered club and endorsed by Swim BC.

“Recreation” as defined by the Canadian Parks and Recreation Association is the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.” Physical activities would include those undertaken as leisure, fitness training and sports-related activities that are done at the discretion of the individual, either self-led or facilitated by recreation leaders and are not included within the context of this document.

As with all other activities, Return to Swimming will require a gradual, thoughtful, phased approach. The provincial government plans to lift restrictions in phases, while closely monitoring population health patterns to minimize risk to British Columbians. At the time of the release of this plan, we are in Phase Two with Phase Three following sometime between June and September. Swim BC clubs will need to be mindful of the phase that the province is in and avoid moving too quickly to introduce high “congregate” activities prematurely.

In the short-term modifications will need to be made to most swim club activities in order to ensure that they meet provincial guidelines and are consistent with the limits inherent in Phase Two, and subsequently Phase Three of the Restart Plan.

Please recognize that resuming swim club activities may not be linear. Increasing restrictions may be required in response to fluctuating numbers of COVID-19 cases in the province. Swim clubs will need to be flexible to accommodate and respond to changes in community transmission and the changes in advice from the Provincial Health Officer.

***A note about “Phases”, “Stages” and “Steps”***



In the various documents developed by agencies and organizations involved in reopening sport, different terms are used to describe the gradual approach to reopening sport. For the purposes of this document, to alleviate confusion and to align with the BC PHO, Swim BC will reference only the Province of BC Phases as represented in the “BC Restart Plan”.

## COVID-19 AND TRANSMISSION

COVID-19 is transmitted via liquid droplets when a person coughs or sneezes and potentially when they are talking in very close proximity to another person. The virus in these droplets can enter the body of another person when that person breathes in the droplets or when the droplets touch the eyes, nose or throat of that person. This requires you to be in close contact – less than the so-called physical distancing of two metres. This is referred to as ‘droplet’ transmission and is believed to be the primary way COVID-19 is transmitted.

COVID-19 can also be transmitted through droplets in the environment if someone touches a contaminated area and then touches their face without cleaning their hands. The virus does not enter the body through the skin, it enters through the eyes, nose or mouth when the person touches their face. Unfortunately, human beings touch their faces very often throughout the day, much more than they realize. This is why regular handwashing and cleaning of high-touch surfaces is so important.

For COVID-19 there are some emerging indications that there are people who can shed COVID-19 virus 24 to 48 hours prior to symptom onset, but at present, it is not known whether this is a significant risk for transmission.

Droplet transmission is much more likely when in close contact in an indoor setting. Transmission is less likely in an outdoor setting, where there is more space for people to keep physically distanced. However, in the context of swimming, even swimming in an outdoor pool does not reduce the proximal nature of lane density and training patterns.

It is well established that children are important drivers of influenza virus transmission in the community; for the COVID-19 virus, initial data indicates that children are less affected than adults and that clinical rates in the 0-19 age group are low. Further preliminary data from household transmission studies in China suggest that children are infected from adults, rather than vice versa. This is an important consideration but is an area in which the evidentiary base will continue to develop. (*“Key Steps to Safely Operating Your Business or Organization and Reducing COVID-19 Transmission”, BC Government*)

## SYMPTOMS OF COVID-19

The symptoms of COVID-19 are similar to other respiratory illnesses, including the flu and common cold. These symptoms include fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite.

People infected with COVID-19 may experience little or no symptoms, with illness ranging from mild to severe.

Some people are more vulnerable to developing severe illness or complications from COVID-19, including older people, those with compromised immune systems or chronic health conditions.

[BC COVID-19 Self-Assessment Tool](#)

## RISK MANAGEMENT



When determining whether or not your club is ready to resume swimming activities, it is important to note that at the time of publishing this document the Swim BC Insurance Policy does not have an endorsement exclusion for COVID-19, inclusive of Directors and Officers liability Insurance. This will change when we renew our insurance policy, December 1, 2020. All insurance policies suitable for Swim BC membership will contain a contagious disease endorsement exclusion by that time.

***Role of the Board:***

The Boards of Directors of Swim BC Member Clubs are responsible for the oversight of risk. A board may delegate much of the work involved in managing risk (i.e. development of a Return to Swimming Plan) but cannot delegate its fiduciary responsibility.

***A note about Directors and Officers Liability and COVID-19 for Club Boards:***

Directors and Officers of a Swim BC registered club are responsible for the representations made to your stakeholders, whether they are financial, operational, strategic or social. This includes how you handle crises. Members, employees, stakeholders and authorities could point to your alleged negligence, omissions and misstatement in handling the COVID-19 pandemic should there be a sentiment that your actions were inadequate. This would be where our D & O Liability policy would most likely come into play in some capacity. (source: “BFL CANADA Update on Insurance Policy”).

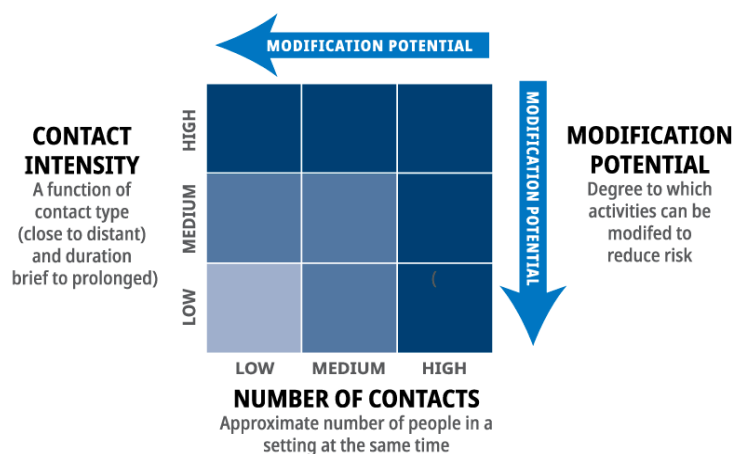
**Risk Mitigation:**

- Your Return to Swimming Plan must be focused towards assessing the risks and taking all necessary precautions to mitigate the risk of an individual being exposed to or infected with the virus.
- Appointment of a Club Safety or COVID-19 Officer is an important early step. This individual will be responsible to stay abreast of news related to COVID-19, new government regulations, Swim BC bulletins, assisting in the development of the Club’s plan and education and enforcement.
- Your Return to Swimming Plan should also be based on a risk assessment presented by nuances specific to your facility – deck capacity; pool equipment (lane lines, back stroke flags, starting blocks, high touch frequency areas, etc.); facility access and exit points; washrooms; water fountains; and participant risk profile (mature swimmers vs. younger). Establishing measures to be taken in addressing this risk assessment and analysis must be part of your plan.
- Your plan must be made available to all staff, volunteers, participants and other stakeholders (facility management) via your website and/or posted, if the option is available, in your facility (club bulletin board).
- Staff, volunteers and participants should be trained on your plan (age and role appropriate). See the video posted [here](#) as an example of a club based education tool.
- Your plan must be consistent with the guidelines and directive set by government, WorkSafeBC and health authorities.
- The implementation of your plan should be monitored and updated as necessary when circumstances, Swim BC or provincial health guidance changes. Board members are ultimately liable for the decisions and work of the club; therefore, you should understand and be comfortable with the level of risk the organization is taking on.
- Club Board of Directors are required to adopt by formal motion your Return to Swimming Plan before implementation begins. You will also be required to sign and submit a “*Return to Swimming Plan Declaration*” (Appendix B) to Swim BC prior to resumption of club training activities (other than virtual training programs).
- All participants must sign a participant agreement acknowledging their acceptance of COVID-19 specific risks (Appendix G)

BC health officials outline that the risk of transmission is subject to two variables that we need to modify to reduce transmission risk:



- Contact intensity – how close you are to someone and for how long
- Number of contacts – how many people are in the same setting at the same time



Modifying from high to low risk can be based on a range of controls. Different actions have differing levels of protection and whenever possible use the action that offers the most protection. The following are listed from highest level of protection to lowest:

- Physical distancing measures – to reduce density of people (number and duration of contacts)
- Engineering controls – physical barriers, increased ventilation, traffic flow
- Administrative controls – rules and guidelines
- Non-medical masks (and other PPE)

### PHASE THREE

Risk management is still the key to determining whether or not your club is ready to include new or enhanced activities. All guidance pertaining to personal hygiene, cleaning protocols, symptom screening and other risk mitigation practices still apply in Phase 3. It is also still imperative that clubs consult and collaborate with their municipal and facility partners before resuming and adding activities, as their readiness to reopen will affect your ability to return.

Below is an overall guide to number of contacts and contact intensity for each Return to Swimming phase:

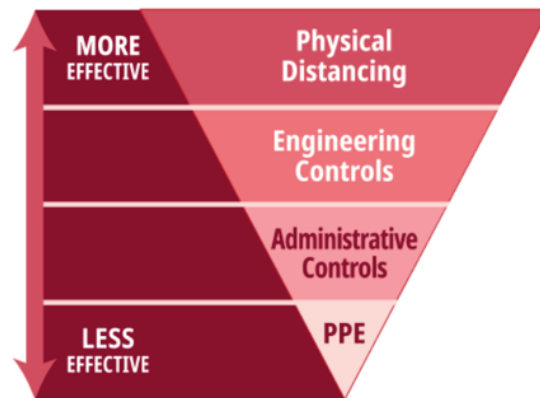
BCCDC Restart Phase	Sport Phase	Number of Contacts	Contact Intensity
Phase 2	Transition Measures	Low	Low
<b>Phase 3</b>	<b>Progressively Loosen</b>	<b>Low – Medium</b>	<b>Low – Medium</b>
Phase 4	New Normal	High	High



## Hierarchy of Controls For COVID-19

The hierarchy of controls is a framework for reducing transmission hazards. The most effective controls are at the top of the pyramid.

Source: Koehler, K, Rule A. Can a mask protect me? Putting homemade masks in the hierarchy of controls. [Internet] 2020 April 2. Johns Hopkins Education and Research Center for Occupational Safety and Health.



This document outlines how these strategies can be applied within the swim club environment across four key areas:

1. Employer Return to Work Plan
2. Facility Access and Use
3. Participants
4. Programming

### EMPLOYER RETURN TO WORK SAFETY PLAN

As all employers in BC are required, swim clubs must develop a COVID-19 Safety Plan that outlines the policies, guidelines and procedures they have put in place to reduce the risk of COVID-19 transmission in the workplace. WorkSafeBC has outlined a six-step guide to developing a workplace safety plan. You do not need a formal plan in place to begin operation, but you are expected to develop it while protecting the safety of club employees.

Employers are not required to submit a plan to WorkSafeBC for approval, but in accordance with the order of the provincial health officer, this plan must be posted at the 'worksite'. At the time of publication, Swim BC was anticipating the release of WorkSafeBC guidelines for the sport and recreation sector. Pending release of these guidelines this document refers the reader to the [WorkSafeBC COVID-19 Safety Plan](#) checklist for reference and assistance in the development of the club's "Safety Plan".

Specific to the typical swim club, the workplace usually involves a scenario where two or more employers (club and facility) are working at the same time. WorkSafeBC indicates that it is the owner (likely the municipality / recreation department) who is responsible for coordinating health and safety at that workplace. Where other workplaces are involved (i.e., home office or club office), safety plans must be in place to accommodate those scenarios. It is the employer's responsibility to ensure Safety Plans are in place for all necessary scenarios.

*About contractors* – please note that a person you contract might be an employee or independent operator; it depends on how your contractual relationship is described. Understanding who is responsible to WorkSafeBC is important to establish, and then determination as to who is responsible for developing the WorkSafeBC Safety Plan.

Workers and employers with questions or concerns about workplace exposure to the COVID-19 virus can call WorkSafeBC's Prevention Information Line at 604.276.3100 in the Lower Mainland or toll-free within BC at 1.888.621.SAFE. You'll be able to speak to a prevention officer to get answers to your questions, and if required, a prevention officer will be assigned to assess the health and safety risk at your workplace.





## FACILITY ACCESS AND USE

Public health officials have indicated that the use of outdoor facilities are generally safer as there is greater ventilation and ability to physically distance. This does not limit indoor sports from reopening, but it does increase the risk factor and therefore adds further consideration related to facility operations.

The Provincial Health Officer has banned gatherings of 50 or more. This ban is expected to remain in force until the end of the state of emergency. The ban applies to events which could result in people gathering closely together, but where the space is large enough to allow appropriate distancing between people, recreation facility guidelines state it is acceptable to have more than 50 people in attendance. Indoors, it is generally recommended that facilities should have a minimum of 5m<sup>2</sup> of “unencumbered floor space” per person. “Unencumbered floor space” means total floor space minus the amount of space taken by built-in fittings, counters, closets etc. Please refer to your facility operator for further guidance on capacity.

BC Recreation and Parks Association Guidelines outlines that user groups rented municipal facilities are required to have a COVID-19 Safety Plan that clearly demonstrates how activities will be provided to align with the directives of the PHO, local authorities and other relevant regulators (i.e. WorkSafe BC).

To mitigate risks related to the facility access the following controls should be considered in consultation with the facility operators – in the case of aquatic facilities, most of these measures will be put in place by the facility administration, they are included here for your reference and understanding:

1. Restricted Access
  - a. Limit access to those that are essential to the approved activities
  - b. Parents and spectators may be allowed but would need to be factored into the maximum group size and must adhere to physical distancing guidelines.
2. Points of Access
  - a. Where appropriate, consider designated drop-off and pick-up spaces
  - b. Determine the number of access points and consider closing some in order to monitor how many people are entering the facility
  - c. Choose doors with an automatic function or prop doors to reduce contact with door handles
  - d. Consider how to manage the flow of people and put signage, directional limitations in place (e.g. all individuals must use one door for entry and a different door for exit, arrows or other directional instructions on the floor)
3. Pre-registration
  - a. Drop-in activities should be prohibited
  - b. Individuals should pre-register online or over the phone
4. Arrival and Departure
  - a. Set a time in which it is appropriate for participants to arrive in advance of their scheduled activity (example – participants should not arrive sooner than 20 minutes before a scheduled start time, and there should be sufficient space for physical distancing while lining up or waiting to begin)
  - b. At the end of their scheduled program/time slot participants must immediately leave the facility
  - c. Staggered start times to account for individuals moving in and out of the facility.
5. Consider restricting or limiting use of different spaces within the facility in order to maintain physical distancing and proper cleaning protocols, including but not limited to:
  - a. Equipment storage areas
  - b. Changerooms and washrooms



- c. Spectator seating areas
- d. Water fountains: closed except for bottle filling stations

## PHASE THREE

### CONTACT ACTIVITIES

**Purpose:** to introduce swimming activities that may involve instances of contact in a safe way

In order to align with health guidance, this content defines contact as both close proximity (within two metres) or physical contact.

viaSport represents levels of COVID-19 transmission risk with respect to contact activities as follows, from lowest to highest risk:

- Skill-building drills or training at home, alone or with family members
- Group or team-based drills that maintain physical distancing
- Group or team-based drills that require close contact
- Non-contact competitive activities between teams
- Group or team-based activities that include physical contact
- Competitive activities that include physical contact between teams

### In Phase 3:

- Close physical proximity should still be minimized as much as possible
- For the purposes of swimming where standard training activities generally involve interaction between participants at a distance of less than two metres, it is recommended that:
  - Modification of the training session be adopted to keep participants at a safe distance;
  - The number and duration of contacts between different participants is limited (when physical distancing is not possible);
  - Physical distancing when not participating in the sport activities is maintained (e.g. – pre and post training set and workout)
- Any introduction of activities involving either close proximity or physical contact should be done within a sport cohort (next section).

### SPORT COHORTS

**Purpose:** Establishing cohorts will limit the number of people that each individual will come into contact with, reducing the risk of transmission and ensuring quicker contact tracing by health authorities if an outbreak occurs.

A cohort is a group of participants who primarily interact with each other within the sport environment over an extended period of time.

### In Phase 3:

- All guidance related to personal hygiene, cleaning protocols and symptom-screening still apply.
- Cohorts should be used for activities in which it is not possible to maintain two metres physical



distancing at all times. When in a cohort, while individuals do not need to maintain physical distancing during sport specific activities, minimized contact is still advised.

- At least two metres distancing should be maintained between all participants when out of the pool (e.g. on the deck, between training sets, pre and post workout).
- Cohorts should be made up of individuals of similar age and skill level.
- As per the viaSport Phase 3 Return to Sport Guideline content update, swimming is considered a “Group A” sport. As such, the maximum individuals within a cohort is 100. Your club’s cohort(s) should not exceed this number
  - With clubs larger than 100 active members, you will have to specifically determine two cohorts.
  - For clubs larger than 200 active members, you will have to specifically determine three cohorts.
- Swim BC recommends structuring your club into “sub-cohorts” aligned with standard training groups where possible. We suggest you consider these groups or “sub-cohorts” for the purposes of maintaining accurate attendance records for the purposes of contact tracing – these ‘sub-cohorts’ are part of the larger cohort of 100 individuals. We also feel it will be easier to define your user access to your municipal and facility partners in this manner.
- When members of the cohort are gathering for time-trials or club activities, gatherings may not exceed 50 individuals – this might include the other users of your facility that may be sharing the facility at that time (this does not include regular training times) but not in all instances (see Facility Access and Use)
- Coaches may be counted outside the total cohort number if they are able to maintain physical distancing at all times.
- As much as possible, cohorts should not mix with each other.
- Cohorts or sub-cohorts should remain together for an extended period of time. If you are looking to change an individual from cohort to cohort, or sub-cohort, a two-week break between activities is recommended.
- Parents and spectators are not included in the cohort limit. They should continue to maintain physical distancing at all time and are subject to maximum capacity of the facility where play is occurring.

### LANE DENSITY

In the previous version Swim BC Return to Swimming Guidelines (June 30, 2020) physical distancing was required to be practiced in the pool while undertaking training activities. This meant small numbers of participants per lane and often the practice of swimming in double lane circles. Within the cohort model, this is no longer required. Clubs can now envision a reasonable lane density based on the following formulas to address lane density and cohort behaviour as described above. These formulas are based on the BCCDC recommendations of maintaining individual densities of  $5\text{m}^2$ :

- **25m pool with 1.5m width lane:**  $[25\text{m} \times 1.5\text{m} = 37.5\text{m}^2 / 5\text{m}^2 = 7.5]$  or **7-8 swimmers per lane**
- **25m pool with 2.0m width lane:**  $[25\text{m} \times 2.0\text{m} = 50\text{m}^2 / 5\text{m}^2 = 10]$  or **10 swimmers per lane**
- **25m pool with 2.5m width lane:**  $[25\text{m} \times 2.5\text{m} = 62.5\text{m}^2 / 5\text{m}^2 = 12.5]$  or **12 swimmers per lane**
- **50m pool with 1.5m width lane:**  $[50\text{m} \times 1.5\text{m} = 75\text{m}^2 / 5\text{m}^2 = 15]$  or **15 swimmers per lane**
- **50m pool with 2.0m width lane:**  $[50\text{m} \times 2.0\text{m} = 100\text{m}^2 / 5\text{m}^2 = 20]$  or **20 swimmers per lane**
- **50m pool with 2.5m width lane:**  $[50\text{m} \times 2.5\text{m} = 125\text{m}^2 / 5\text{m}^2 = 25]$  or **25 swimmers per lane**

These formulae are intended to represent what may be possible. In all cases, the maximum number of swimmers you may have in a single workout scenario is 50. Please note that in larger facilities where the footprint permits more than 50 individuals in a gathering, your club’s numbers are counted separately from other user groups numbers – ie/ you may have 50 in your training session; public swim may have 50; lessons may have 50. Be judicious with this information and understand that many facilities are proceeding in a very



conservative fashion. Educate, cooperate, negotiate with your facility or municipal council to assist their understanding of these interpretations.

To reiterate – within their cohort, BCCDC permits swimmers to be within 2.0m and where necessary (ie/ at the end of pools) be in physical contact.

Clubs must work with their facility to educate and negotiate to successfully move your program into Phase 3 (or begin the Return to Swimming process for those programs who have not completed their plan).

Please understand that each facility will have an interpretation not necessarily aligned with the viaSport Return to Sport Guidelines and the Swim BC Return to Swimming Guidelines. You will need to work patiently to educate these facilities and, in some cases, the municipal council that directs facility operations. **The viaSport Return to Sport Guidelines have been reviewed by the BC Centre for Disease Control** – this is important information to support your negotiations.

## PARTICIPANTS

When planning for delivery of training activities, clubs must consider who their participants are, the size of the group, expectations of participants and the communication and enforcement of those expectations.

### HEALTH OF SWIMMERS

Similar to expectations of coaching staff, the following should be in place to protect the health of your swimmers.

1. Develop and implement an Illness Policy that outlines procedures for swimmers that may be experiencing symptoms (Appendix D);
2. Conduct daily symptom screenings for swimmers by having them answer a wellness questionnaire or complete a [self-assessment](#);
3. Maintain a strict 'zero' tolerance stance for 'training while sick' – ensure that swimmers do not participate if they are symptomatic;
4. Implement enhanced hygiene protocols:
  - a. Frequent and proper handwashing
  - b. Avoid touching eyes, nose and mouth
  - c. Cough in your sleeve

### REMINDERS TO SWIMMERS

Consider including in your plan the following reminders to all swimmers:

You should not participate or come to the facility if:

- You don't feel well or are displaying symptoms of COVID-19;
- Someone in your household has COVID-19 or is showing symptoms of COVID-19;
- You have travelled outside of Canada within the last 14 days;
- Someone in your household has travelled outside of Canada in the last 14 days.

Consider your own risk – if you are at a higher risk of experiencing serious illness from COVID-19, consider limiting or avoiding participation in swimming activities for the time being. Masters swimmers and older adults in coaching roles will need to assess their risk of participation, particular consideration must be made to any underlying medical conditions.

### PARTICIPANT GROUPS

Clubs may need to make additional considerations for different population/swimmer groups as you are determining which programming to reopen.



Clubs should look at how you can support higher-risk populations, where possible. Individuals must be made aware of risks of participation but the decision to participate must be left to the individual. The exception is if the individual is displaying signs and symptoms of COVID-19.

Vulnerable populations may include:

- Older adults;
- Those with underlying medical conditions and/or compromised immune systems;
- Individuals that experience barriers such as communications, transportation, economic.

Possible examples may include:

- **Dedicated training times:** specifying programming times for those that are most vulnerable (as grocery stores are currently doing);
- **Program modifications:** offer low risk programming;
- **Physical assistance:** dedicated caregivers necessary to support an individual's participation should be considered within the individual's household or inner circle and may assist the participant with activities as required;
- **Communication:** ensure information is easily accessible to participants by translating signage and communications into key languages and formats (for those with visual/hearing impairments).

## CLUB PROGRAMMING

Your club's Return to Swimming Plan should include the following procedures, specific to your facilities or location. Working with the facility administration to define these procedures is imperative. These procedures must be clearly stated and provided to all members involved. A training session to review the plan's procedures is required prior to the onset of activities.

### For all training activities:

- ✓ Ensure your Return to Swimming Plan has been approved by the club's Board of Directors – once the Board has approved, forward minutes to Swim BC (see below);
- ✓ Ensure all documents (participant agreement, Swim BC club declaration) have been completed and either received or submitted:
  - Club Declaration and approved Board minutes (submit to Swim BC);
  - Club Participant Agreements (club keeps on file);
  - SNC / Swim BC Assumption of Risk form (online).
- ✓ Club Return to Swimming Plan has been circulated, posted and an education session has been conducted;
- ✓ Pre-registration prior to any training session is recommended;
- ✓ Pre-circulation of workout content is recommended;
- ✓ Designate participant parking area or parent drop-off zone is defined;
- ✓ Parent spectators as per facility plan or outdoor venue amenities;
- ✓ Schedule your arrival no earlier than 10 minutes prior to the scheduled start of your activity;
- ✓ A pre-training oral questionnaire is to be completed for each participant (including coach):
  - Do you have any of the following symptoms: fever, chills, cough, shortness of breath, sore throat and/or painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue or loss of appetite?
  - Have you been in contact with someone diagnosed with COVID-19?
  - If any participant answers yes to any of the above, they must depart the training session.
- ✓ Detailed attendance to be recorded by coach for every training session and retained on file;
- ✓ Review personal hygiene habits: cough or sneeze into elbow, no spitting or nasal clearing, avoid touching gates, fences, benches, doors;
- ✓ Use personal equipment only, no sharing. Assign club owned equipment to individuals or limit use;



- ✓ Avoid water fountains, bring personal water bottle;
- ✓ Only coaches should touch or handle facility and club equipment (lane ropes, backstroke flags, backstroke ledges, pace clocks, etc.);
- ✓ Begin return to training with mature athletes to ensure systems and procedures are well established, coaches are clear on all processes, facility procedures are well understood and are in partnership with the club;

#### **Additional considerations for pool training activities:**

##### **Arrival:**

- ✓ Designate participant parking area or parent drop-off zone. Parent spectators managed as per facility plan;
- ✓ Enter facility only through pre-described access point (in consultation with facility plan);
- ✓ Participants to be met upon entry by coach and assisted with directions to pre-determined deck space:
  - Participants are to be in suits, no changeroom access permitted.
  - Only essential gear and personal items (towel, swim bag etc.) are to be brought to the pool and placed in a pre-designated area.
  - Minimize clothing worn to the training session.
- ✓ Wash hands or use hand sanitizer upon entry;
- ✓ Consider providing directional signage on the pool deck to manage traffic flow – to be developed with facility administration.

##### **Pre-session activation:**

- ✓ Limit on-deck activation to simple activities and maintain physical distancing during Phase 3;
- ✓ Assign specific locations on the deck for each participant defined by grid or X (duct tape, etc.);
- ✓ Coaches to consider PPE if physical distancing may be challenged.

##### **Training:**

- ✓ Goggles are to be worn by all participants;
- ✓ Personal training equipment (pull buoy, paddles, bands, etc.) only - DO NOT SHARE;
- ✓ Ensure lane density is clearly established in concert with facility plan / tolerances;
- ✓ Reinforce personal hygiene habits.

##### **Departure:**

- ✓ Participants must immediately leave facility upon completion of workout – change and shower at home;
- ✓ For multiple training sessions, stagger start times to account for individuals moving in and out of the facility. Consult with facility administration to sequence timing of club programs with public programs.

#### **Additional considerations for dryland activities utilizing outdoor / indoor facilities:**

- ✓ When planning dryland activities, maintain cohort or sub-cohort assignments while striving to manage physical distancing;
- ✓ Investigate and ensure any booking procedures that may be in place with the municipality for use of fields, etc. are adhered to;
- ✓ Plan and communicate a clear process to safely access public areas while ensuring COVID-19 measures are applied;
- ✓ For indoor facilities (gymnasia, etc.) review and employ procedures utilized in the pool training activity section above.

#### **Additional considerations for open water training activities:**

The key resource document for Open Water Training is Swim BC's "Open Water Training Guidelines"



- Goggles are to be worn by all participants;
- Personal training equipment only – DO NOT SHARE.

## COMPETITION

While viaSport guidelines address and permit a phased in and adapted re-introduction to competition, the swimming solution for this step is more complicated, primarily given the numbers required to make traditional competition viable.

Swim BC is undertaking a comprehensive assessment of unique competitive models and technologies. As this work is ongoing, we will be addressing a return to competition in a future version of the Return to Swimming Guidelines.

## EMERGENCY RESPONSE

### FIRST AID

Outside of the swimming pool environment and where lifeguarding and first aid attendants are not present (dryland training), all persons attending to the injured individual must first put on a mask and gloves. Coaches are advised to have this level of PPE available to them when conducting outdoor land-based training.

WorkSafeBC's [protocols for occupational first aid attendants](#) on safely treating individuals may prove to be a valuable resource.

Red Cross Canada's [protocols for an unresponsive person during COVID-19](#) provides additional resources.

### OUTBREAK PLAN

Clubs must attend to the inclusion of an Outbreak Plan in your Return to Swimming Plan. Early detection of symptoms will facilitate the immediate implementation of effective control measure.

An Outbreak Plan should:

1. Identify of roles and responsibilities of coaching staff and volunteers should an outbreak occur. Who in the club has the authority to modify, restrict, postpone or cancel activities?
2. Notify facility administration if any swimmer or coaching staff member reports they are suspected or confirmed to have COVID-19;
3. Implement the Illness Policy and advise individuals to:
  - Self-isolate;
  - Monitor symptoms daily, report respiratory illness and not return to activity for at least 14 days following the onset of COVID-19 symptoms;
  - Use the COVID-19 self-assessment tool ([BC COVID-19 Self-Assessment Tool](#)) to determine if further assessment or testing is needed.
4. In the event of a suspected case or outbreak of influenza-like-illness, immediately report and discuss the suspected outbreak with the Medical Health Officer (or delegate) at your local health authority. Implement your illness Policy and enhanced measures.
5. Should a medical health officer contact your club, cooperate in the contact tracing – ensure attendance sheets are available.



## DISCLAIMER

The Swim BC Return to Swimming Guidelines are intended to be used for the purposes set out in this document. While Swim BC aims to provide relevant and timely information, the known information about COVID-19 and the recommended health and safety measures can rapidly change. No guarantee can be given as to the accuracy or completeness of any information provided in the Swim BC Return to Swimming Guidelines.

It is important to note that the Swim BC Return to Swimming Guidelines is not a legal document and is to be used as a guide only, nor it is a substitute for actual legislation or orders of the Public Health Officer. In the event of an ambiguity or conflict between the Swim BC Return to Swimming Guidelines and the Public Health Act, regulations or orders thereunder, the Act, regulations and orders prevail. Swim BC member clubs should comply with the requirements of the provincial and local government and health officials in terms of public gatherings and events when determining when it is safe to return to activities. Nothing in this document is intended to provide legal advice. Do not rely on this document or treat it as legal advice.

This document contains links to third party websites. Links are provided for convenience only, Swim BC does not endorse the information contained in linked websites nor guarantee its accuracy, timeliness or fitness for a particular purpose. The information in the aforementioned links may be updated from time to time. Swim BC does not monitor those sites nor is responsible for updates. Check regularly for updates to the Swim BC Return to Swimming Guidelines.

Anyone using the Swim BC Return to Swimming Guidelines does so at his or her own risk. Swim BC shall not be responsible for any loss or damage of any kind arising directly or indirectly from the use of the Swim BC Return to Swimming Guidelines including, without limitation, reliance on the completeness or accuracy of the information provided.

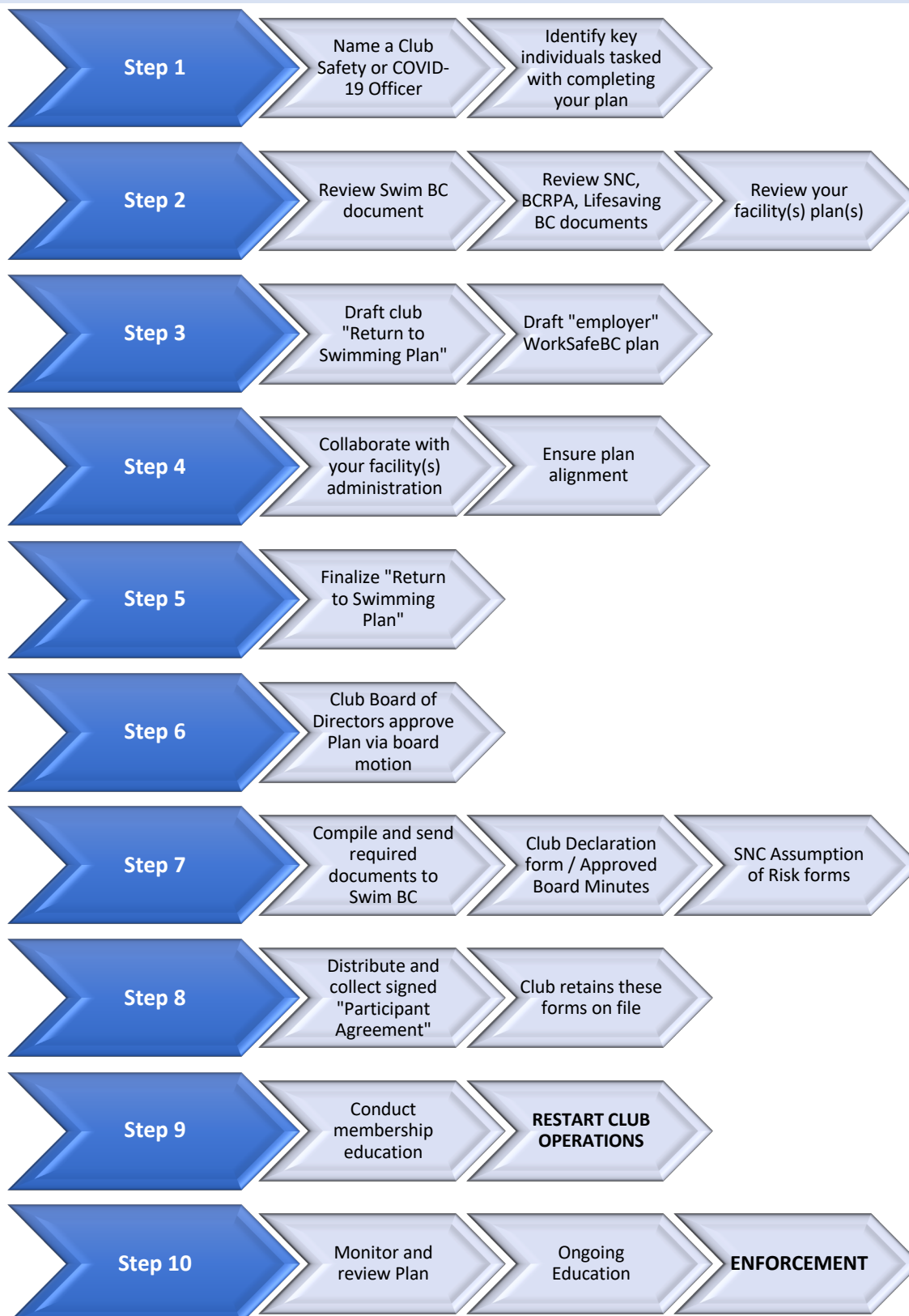
### **Be advised that personal information must not be included in your club's Return to Swimming Plan**

Personal information is any recorded information that uniquely identifies a person, such as name, address, telephone number, age, sex, race, religion, sexual orientation, disability, fingerprints, or blood type. It includes information about a person's health care, educational, financial, criminal or employment history. Visit <https://www.oipc.bc.ca/about/legislation/> for more information.





## APPENDIX "A" - DEVELOPMENT STEPS FOR A RETURN TO SWIMMING





## **APPENDIX “B” – CLUB DECLARATION FORM**

(next page)

*Return to Swim BC when complete*



## CLUB DECLARATION FORM

### RETURN TO SWIMMING PLAN

The Government of BC has tasked major stakeholders in industry sectors to create sector-specific guidance documents. The Ministry of Tourism, Arts and Culture has requested viaSport develop Return to Sport Guidelines to support Swim BC and the provincial amateur sport sector. Swim BC's Return to Swimming Guidelines are based on these guidelines, Swimming Canada's resource document and other stakeholder resources. Prior to restarting, Swim BC member clubs should use these Return to Swimming Guidelines to develop their required Return to Swimming Plan and to assist their work towards a careful and gradual restart of club activities.

In the process of developing a club's Return to Swimming Plan, one size does not fit all. Each club has unique issues which need to be factored into their Return to Swimming Plan. Modifications and changes to standard practice protocols will be required, and these modifications will need to be practical and tailored to your unique facility and participant needs.

While there can be some flexibility in a club's Return to Swimming Plan, all swimming and swimming related training activities in B.C. must operate within current provincial health restrictions to promote the safety of our communities. Every club's Return to Swimming Plan must include clear policies to ensure:

- no swimmer or coach with symptoms comes to any swim club specific or related activity;
- swimmers are able to participate in a secure environment where physical distancing, personal hygiene and safe social interactions are enforced;
- coaches having displayed related symptoms are able to be off sick or work at home to enable self-isolation for ten days (at minimum);
- coaches have fewer workplace contacts (shorter times, fewer people), through such measures as staggered shifts, smaller training groups, occupancy limits, virtual staff meetings and working from home where the nature of the work permits;
- higher frequency of cleaning of 'high touch' areas of facilities and equipment, availability of hand sanitizer and encouraging good hygiene;
- Assessments of risks is present in your club's operation.

***I hereby declare that the <<name of club>> \_\_\_\_\_ has developed a Return to Swimming Plan utilizing the Swim BC Return to Swimming Guidelines and other appropriate agency guidelines, and have informed and educated our Club's participants in the application of said plan. It is further declared that the Club will enforce the Club's Plan as appropriate ensuring participant compliance at all times.***

**Club Presidents Name:** \_\_\_\_\_

**Club President's Signature:** \_\_\_\_\_

**Date (mmm / dd / yyyy):** \_\_\_\_\_

Please forward to Swim BC upon completion ([sam.thoms@swimbc.ca](mailto:sam.thoms@swimbc.ca))



## APPENDIX C – “RETURN TO SWIMMING PLAN” CHECKLIST

### PLAN 1 - EMPLOYER PLAN

1. Reference the [WorkSafeBC](#) resources to guide you
2. Cover all work areas (Club Office, Pool(s), Dryland, working from home)
3. Integrate with your facility's plan where appropriate
4. Revise or establish employee Sick Day Policy

### PLAN 2 - RETURN TO SWIMMING PLAN

#### A. FACILITY ACCESS AND USE

1. Obtain facility plan or if not available, meet with facility administration
2. Calculate / determine lane density opportunities and strategies to maintain physical distancing
3. Determine and understand facility gathering limits
4. Determine and understand facility congestion points (deck, entry / exits, pool entry, etc.) – address these points with specific strategies to accommodate physical distancing

#### B. PARTICIPANT SUPPORT

1. Health of swimmer's protocols
  - a) Illness Policy;
  - b) Self-Assessments;
  - c) Pre-training oral questionnaire;
  - d) Zero Tolerance for ill participants;
  - e) Personal Hygiene stations, location and use;
  - f) Personal Hygiene self-supported – personal or club supplied hand sanitizer where no hand washing station is provided
  - g) Coach PPE – where and when
  - h) Completion of required forms (club, Swim BC and Swimming Canada);
2. Communication
  - a) Plan education process for all swimmers;
  - b) Ongoing reminders and risks;
3. Participant Group considerations
  - a) Maturity of swimmers
  - b) Ability to understand Return to Swim policies

#### C. CLUB PROGRAMMING

1. Describe Training procedures and participant expectations for all training scenarios
2. Describe pool training procedures
  - a) Arrival strategies
  - b) Pre-session activation procedure
  - c) Training mechanics and procedures – explicit detail as to how physical distancing will be maintained
  - d) Departure strategies
3. Describe dryland training procedures
  - a) Arrival strategies
  - b) Pre-session activation procedure
  - c) Training mechanics and procedures
  - d) Departure strategies
4. Describe open water training procedures
  - a) Arrival strategies



- b) Pre-session activation procedure
- c) Training mechanics and procedures
- d) Departure strategies

D. EMERGENCY RESPONSE STRATEGY

- 1. First Aid
  - a) requirements for dryland or Open Water
  - b) Required equipment (PPE)
- 2. Outbreak Plan
  - a) In writing
  - b) All staff and required volunteers fully conversant



## **APPENDIX “D” - CLUB ILLNESS POLICY TEMPLATE**

(next page)



## ILLNESS POLICY

(club name)

In this policy “club member” includes an employee, volunteer, participant or parent/ spectator.

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

See BCCDC website for a full list of symptoms: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>

2. **Assessment:**
  - a. Club members must review the self-assessment signage located throughout the facility before each training session to attest that they are not feeling any of the COVID 19 symptoms.
  - b. If Club Members are unsure please have them use the BC COVID-19 self-assessment tool <https://bc.thrive.health/covid19/en>
  - c. Coaches may visually monitor club members to assess any early warning signs as to the status of their health and to touch bases on how they are regarding their personal safety throughout the practice session.
3. **If a member 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 while at practice they should be sent home immediately and have them contact 8-1-1 or a doctor for further guidance.
  - c. NO member may participate in a practice/activity if they are symptomatic.
4. **If a member tests positive for COVID-19:**
  - a. Follow direction of health officials.
5. **Quarantine or Self-Isolate conditions:**
  - a. You have travelled outside of Canada or the province within the last 14 days.
  - b. You have come into close contact with someone who has tested positive for COVID-10.
  - c. You have been advised to do so by health officials.



## **APPENDIX E – CLUB PARTICIPATION AGREEMENT**

(next page)





## Participation Agreement

(club name)

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

All Participants of <<name of 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 RTP protocol.

- ☐ 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 sanitize the equipment I use throughout my practice with approved cleaning products provided by the club (shared and personal equipment).
- ☐ 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 temporary suspension of my club membership.
- ☐ 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: \_\_\_\_\_

Parent or Guardian Name: \_\_\_\_\_

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

Signature of Participant (if over 18 years of age): \_\_\_\_\_

Signature of Parent / Guardian (if participant is a minor): \_\_\_\_\_

*(retain completed form in club files)*



## APPENDIX F – CLUB MEMBER COMMUNICATION TEMPLATE

<<DAY, MONTH, YEAR>>

Dear <<PARTICIPANT, COACH, PARENT>>:

As British Columbia public health authorities develop guidelines to lift some restrictions on gathering in a responsible way, <<NAME OF CLUB>> has been working with Swim BC to understand the recommendations our Chief Provincial Health Officer and how they best apply within our sport and club environment.

The attached **“Return to Swimming Plan”** has been developed for our club in order to ensure that:

- health and safety of all individuals is a priority;
- activities are in alignment with provincial health recommendations;
- modifications to activities are in place in order to reduce the risks to each of our swimmers;
- our sport is united and aligned on a plan to reopen throughout the province.

While we do hope things will return to normal in the not too distant future, currently this **“Return to Swimming Plan”** will be the new normal until we are advised otherwise by public health authorities.

**If you choose to participate, you must follow these rules:**

- If you don't feel well or are displaying symptoms of COVID-19, you must stay home;
- If you have traveled outside of Canada, you are not permitted at a practice until you have self-isolated for a minimum of 14 days;
- If you live in a household with someone who has COVID-19 or is showing symptoms of COVID-19, you must stay home;
- Wear your suit to practice (no changing at the pool);
- Wash your hands before participating;
- Bring your own equipment, water bottle and hand sanitizer;
- Comply with physical distancing measures when out of the pool;
- Avoid physical contact with others, including shaking hands, high fives, etc.;
- Leave the facility as quickly as possible after you finish.

Our **“Return to Swimming Plan”** is based on current public health guidance. While we are all doing our best to minimize the risk of exposure to COVID-19, while the virus circulates in our communities it is impossible to completely eliminate the risk. Each participant must make their own decision as to whether it is in their best interest to resume participation at this time. You must take into account your own circumstances and make the decision that is right for you.

Should you choose to join us, we require your full cooperation with our **“Return to Swimming Plan”**.

Sincerely,

<<Club President>>

<<Head Coach>>