

## **COVIDSafe Plan**

### **Disclaimer**

Using these best practices within our COVIDSafe Plan no way guarantees that communicable diseases, including but not limited to COVID-19, will not be present in our facility, that people actively infected with communicable diseases will not be present in the facility, nor that a person or persons will not contract communicable diseases from persons or contact within our facility (ASCTA, Swim Australia, 2000).

However, planning and adhering to these practices minimises these risks to our best ability. This allows our swim school to become a relatively low risk environment for any infection to circulate. Control measures must be implemented to minimise the spread of COVID-19 and ensure the health and safety of staff and all participants. This is a requirement under Work Health and Safety laws.

There are numerous links in the Additional Resources for Reference and Consideration section that will assist us in keeping up to date with the latest information regarding COVID-19.

This position is current as on 9th November 2000

### **Brief Overview**

This document has been produced on the basis that the rules and regulations provided by Federal, State and Local governments will be continually updated and that our COVIDSafe Plan must reflect these ongoing changes.

Currently, ASCTA and Swim Australia recommend the “get in, swim, get out” philosophy to reduce time and exposure. They also state the importance of hygiene and the importance of maintaining social distancing throughout any swim school (ASCTA/Swim Australia, 2000)

One big advantage of our swim school compared to the bigger facilities is that we have more control over both our private aquatic environment and the actual swimming lessons. A specific example is our strategy of capping class sizes at three pupils per 20 minute class for every class.

### **COVID-19 and Swimming Pools**

According to scientific literature, there is no increased risk of contracting COVID-19 from swimming in chlorinated pools, and pool operators adhering to previously set guidelines will control risk from waterborne COVID-19. **(1)**

Further, the US based Centre for Disease Control and Prevention (CDC) suggests that there is no evidence that COVID-19 can be spread to people through water in pools, although individuals need to continue to protect themselves and others both in and out of the water through following appropriate social distancing measures and good hand hygiene practices.

We recognise that for all swim schools there will be stages of opening. Conditions that exist on day one may be different three months later.

One of the first things that we have done is appoint our COVID-19 officer, David Poulton. This is to ensure that we are following government and health department updates.

**<https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>**

### **Pre-Opening**

The COVID-19 liaison is responsible for staying up to date on community and state recommendations and any associated changes and to update our operations to reflect said changes. This shapes policies and expectations including any adjustments to our staffing. The following aspects are included:

1. Documentation and updates from Safe Work Australia and Federal/State Health departments

2. What to do if a confirmed COVID-19 infection has been detected or traced to our facility/staff/customer
3. Cleaning procedures
4. Policy on make up's if our facility needs to close for a "deep clean" resulting from a COVID-19 infection
5. Updated HR policies related to sick leave resulting from COVID-19 related illness/infection
6. Communication with staff and customers related to reopening and the 'new normal'
7. Reference to the Safe Work Australia resource kit for posters, templates etc.
8. Consideration to change our policies and waivers to include infectious diseases
9. Adapting this plan to assess and report the risks on an ongoing basis
10. Staff training:
  - a. All staff must complete the DHHS COVID-19 infectious online training prior to any work
  - b. Staff to be updated with changes to operation policy and procedures such as class sizes, teaching methods, PPE, cleaning protocols, health questionnaires, reporting, entry and exits, social distancing, etc.
  - c. Ensure all staff are on the same page and have consistent understandings of the policies
    1. Calculation of the size in each area to comply with the 4 square metre rule (the Berendale School pool facility the pool area is 80 square metres = 20 people can be in the pool subject to social distancing and group limits. The surrounding pool deck and equipment deck concourse is 116 square metres = 30 people can be present at once).
    2. Request our families to be specifically surveyed on COVID-19 and swimming lessons before opening to gauge customer sentiment before reopening
    3. Before recommencing lessons, encourage all families to download the Australian Government's COVID tracing app to assist in tracing cases and notifying impacted individuals

## **Entering the Facility - Parking Lot, Front Door & Entry Area**

For Customers and Visitors

1. Signage in the parking lot to inform parents of what to do
2. Signage must be clear, simple and have traction. The detail comes in the communication to parents before they arrive
3. Minimise touchpoints on entering/exiting the facility by keeping all doors completely open; this also helps to circulate fresh air
4. Mandate sanitisation of hands prior to entry
5. Display signage that clearly states key message - not to enter facility with even minor cold-like symptoms (endless make-ups will be provided, so customers know they will get their money's worth)
6. Display a maximum capacity sign that is able to be amended over time
7. Current COVID-19 related government restrictions as they apply to everyone are:
  - a. Any swimmer/caregiver that has travelled overseas must self-isolate for 14 days and not attend swimming
  - b. Any swimmer/caregiver that has been in contact with a confirmed case of COVID-19 must self-isolate for 14 days
  - c. Any swimmer/caregiver with symptoms or signs of COVID-19 MUST NOT attend a Babies to KIDS Swim School until full recovery has taken place. And get tested for COVID-19
8. Symptoms of COVID-19 can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick very quickly. People with coronavirus may experience symptoms such as: • Fever • Coughing • Sore throat • Shortness of breath • Loss of taste or smell • Temperature above 37.5 °C • Fatigue • Unusual muscle aches and pains • Diarrhea
9. Use signage and barriers to direct inbound one-way traffic to one side of the pool for the incoming class and outbound one-way traffic to the other side of the pool for the outgoing class.
10. Exit one class of swimmers before allowing the next class to enter
11. Only allow one parent or guardian per child into the building
12. Ask families to wait in their cars until just before the lesson start time to enter.
13. Require swimmers to arrive in their swimsuits
14. Make sure any surface markings have non-slip coating
15. Have arrows to guide people on maintaining safe distances and how to get into the pool
16. Include signage about proper hand washing/sanitising technique near all toilets and hand washing stations

## **Swim Teachers**

1. Staff to arrive for their shift in uniform
2. Staff are to bring minimal personal items
3. If possible, only keys, a towel and water bottle
4. Staff to leave additional personal items in vehicles or at home
5. Current COVID-19 related government restrictions as they apply to everyone are anyone who has; a) returned from overseas in the past 14 days, b) been in contact with a confirmed case of COVID-19 in the past 14 days, c) displays any symptoms or signs of COVID-19 MUST NOT attend Babies to KIDS Swim School until full recovery has taken place
6. Symptoms of COVID-19 can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick very quickly. People with coronavirus may experience symptoms such as: • Fever - Temperature above 37.5 °C • Coughing • Sore throat • Shortness of breath • Loss of taste or smell • Fatigue • Unusual muscle aches and pains • Diarrhoea
7. If the answer to any of these questions is yes, it is required the staff member go for a test and provide a copy of the result before return to work
8. Notify David that you will not be able to work. This will lead to a better sense of safety for those at the swim school. It will cut down on those who could carry the virus. It is not absolute. It is a further layer of protection
9. Install a hand sanitising station at the front door for all staff entering the facility to use
10. Staff clock in/out for shifts via their mobile phones
11. Management to staff communication to be done remotely as much as possible
12. Staff will have access to their own PPE which they will be responsible for cleaning and storing. This will be a reusable triple-layered protective mask with a water-repellent outer provided by Babies to KIDS Swim School

## **Customer Service Staff**

1. The customer service officer will greet incoming students/ caregivers at the front door and direct families to enter with the appropriate measures after the previous class has exited via the back door
2. Caregivers must wear face masks unless entering the water
3. Ensure that all caregivers register and complete contact information/ health declaration each lesson though scanning the Visitance QR code. This is to ensure that accurate records are maintained of who is present in the facility at what day/times in the event of contact tracing
4. Staff will have access to their own PPE which they will be responsible for cleaning and storing.
5. Staff to bring minimal personal items, keys, pen, own laptop
6. Staff to sanitise their hands every 20 minutes
7. Contactless payments for clients by bank transfer only

## **Physical Considerations for Lobby and Surrounding Seating**

1. Caregivers/ students must maintain at least 1.5 m social distancing with staff and caregivers
2. All shared items removed from the pool office desk, eg pens, flyers etc.
3. Markers denoting 1.5 m social distancing to be placed on the floor starting inside the front door and a sign at the door instructing caregivers to wait outside until called in by customer service
4. No eating or drinking allowed by participants. Inform parents not to use outside drinking fountains
5. Signage and markers on surrounding benches that direct family units to sit together at least 1.5 m apart from other family units
6. If weather conditions permit, encourage remote viewing of lessons
7. Eliminate lost and found, especially for clothing items. Do not allow shaking of towels or clothing items

## **Customer Flow**

1. Only have one caregiver accompany each student to their swim lessons and request students to arrive dressed for lessons
2. Ask caregivers to arrive within five minutes of the scheduled class time. If they arrive early ask them to wait in their car until 5 minutes prior to their class
3. Incoming participants to sit on opposite pool side benches as to the outgoing participants
4. Direct one-way traffic on the pool deck to avoid families from crossing each other's path. Staggering 10 min gaps between classes will also minimise traffic
5. No interaction between teacher and caregivers not entering the pool. Communication is to take place remotely
6. Change rooms only used for toilet use, no use of showers
7. Exit through rear pool door only, entry through front pool door only
8. Benches, baby change tables and other common touch points to be sanitised between each class. Customers should see these measures and be educated on them. Encourage customers to also wipe down their own areas - good hygiene is everyone's responsibility

### **The Teaching Environment**

1. Swim teachers to sanitise their hands before and after every shift
2. Teachers to wear their individual PPE for entire shift- face shield to cover the eyes, nose and mouth. Training given to instruct how to put the shield on and off, how to clean and store shields. Staff to be responsible to take their own shield home with them
3. Teachers to maintain 1.5 m/ 4 sqm social distancing from all participants unless duty of care requirements take place, such as assisting beginner swimmers
4. All toys and equipment, apart from the safety platforms, not to be used until further notice
5. No loan of goggles.
6. Ensure that Victorian Department of Health and Human Service standards are adhered to as a minimum with maintaining pool chemistry/ hygiene. Pool water to be tested prior to each shift and at a minimum of every 4 hours
7. Maintain social distancing of at least 1.5 m/ 4 sqm protocol between each caregiver/ child combination and teachers for parent and me classes
8. Assign teachers their own area for their whole shift
9. Each class to have a maximum of 3 students per 20 minute class to further reinforce social distancing and to keep in line with our "get in, swim, get out" policy
10. Place children from the same household in the same class
11. Reassign high risk teachers (i.e. pre-existing medical condition) to teach out of the water or perform other duties
12. No high fives or any social contact
13. Teachers only to make contact with students for reasons of safety, not stroke correction, in moments of swimmer struggle to prevent aquatic incidents
14. Staggering class times by 10 minutes to minimise participants congregating in groups, so that classes to run on the half hour for 20 minutes each with 10 minutes break in between
15. Teacher to use a demonstration doll instead of an infant/ toddler
16. Lesson plans to be adjusted so that the teacher is not faced directly to the student but to the side maintaining social distance of 1.5 m
17. Breath control skills to be performed with the students blowing to the side

### **Caregivers**

1. If parents are on the pool deck make sure social distancing is maintained and limit their poolside duration
2. Parents must wear mask if they come on poolside
3. Swimwear dryers, hair blow dryers and hand dryers are not to be available
4. Switch to paper towels with enough rubbish bins that are emptied often
5. Provide disinfectant in each change room with signage to encourage cleaning after each use
6. Clean every surface every 30 min
7. Signage created to explain and support all social distancing efforts in the facility. The goal is to explain the why behind what we are doing
8. For baby changing, encourage parents to bring their own changing mats
9. Encourage customers to wear appropriate clothing to and from the pool to avoid having to change (i.e. dressing gown, deck parker, beanie, ugg boots)

## Additional Resources for Reference and Consideration

Safe Work Australia:

- COVID-19 Information for workplaces <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

- Resource Kit: <https://www.safeworkaustralia.gov.au/collection/covid-19-resource-kit>

Health Department:

- Environmental cleaning and disinfection principles for COVID-19 <https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf>

- COVID-19 infection control training <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

- COVIDSafe app <https://www.health.gov.au/resources/%20apps-and-tools/covidsafe-app>

- Australian Health Protection Principal Committee AHPPC <https://www.health.gov.au/committees-and-groups/australian-health-protection-principal-committee-ahppc>

- The AHPPC recommended special provisions for vulnerable people in the workplace <https://www.health.gov.au/news/australian-health-protection-principal-committee-ahppc-advice-to-national-cabinet-on-30-march-2020>

- What to do if a staff member or customer becomes sick [https://www.health.gov.au/sites/default/files/documents/2020/03/covid-19-national-health-plan-primary-care-central-patient-covid-19-triage-hotline\\_2.pdf](https://www.health.gov.au/sites/default/files/documents/2020/03/covid-19-national-health-plan-primary-care-central-patient-covid-19-triage-hotline_2.pdf)

State Government:

- VIC State Government COVID-19 website <https://www.dhhs.vic.gov.au/coronavirus>

- Royal Life Saving Society:

- Guidelines for Safe Pool Operations – COVID-19 [https://www.guidelines.royallifesaving.com.au/post/national-aquatic-industry-safety-committee-endorses-new-covid-19-guidelines?utm\\_campaign=d1ce5ec5-48f8-4b16-99c4-5fd70dc9c1db&utm\\_source=so&utm\\_medium=mail&cid=1c88ba49-872b-4dea-9ee8-5ef078c8cb1b&fbclid=IwAR2KpceX0F8pk7OImdmaizG4QtGvWLW3cWQ1Z6pQtpIq751M5IIn\\_vDxOg](https://www.guidelines.royallifesaving.com.au/post/national-aquatic-industry-safety-committee-endorses-new-covid-19-guidelines?utm_campaign=d1ce5ec5-48f8-4b16-99c4-5fd70dc9c1db&utm_source=so&utm_medium=mail&cid=1c88ba49-872b-4dea-9ee8-5ef078c8cb1b&fbclid=IwAR2KpceX0F8pk7OImdmaizG4QtGvWLW3cWQ1Z6pQtpIq751M5IIn_vDxOg)

- Case for Re-Opening Aquatic Centres and Swim Schools <https://www.royallifesaving.com.au/about/news-and-events/news-items/covid-19-pandemic-and-the-case-for-re-opening-aquatic-centres-and-swim-schools>

- Advice for Aquatic Industry and Swim Schools <https://www.royallifesaving.com.au/about/news-and-events/news-items/royal-life-saving-ceo-note-on-covid-19-advice-for-aquatic-industry-and-swim-schools>

Australian Institute of Sport / Swimming Australia:

- AIS Framework for Rebooting Sport Summary [https://www.ais.gov.au/\\_data/assets/pdf\\_file/0006/730374/35845\\_AIS-Framework-for-Rebooting-Sport-Summary.pdf](https://www.ais.gov.au/_data/assets/pdf_file/0006/730374/35845_AIS-Framework-for-Rebooting-Sport-Summary.pdf)

- Swimming Australia National Guidelines for Restarting Club [https://issuu.com/swimming.australia/docs/national\\_guidelines\\_for\\_restarting\\_club\\_environment?fr=sYTY0ZTEzOTQzNzA&fbclid=IwAR0wSm5DHAXayK9HXK5LxklgRatVE2ojFKO2ouNfls\\_kSYu3qGuKo2ERqos](https://issuu.com/swimming.australia/docs/national_guidelines_for_restarting_club_environment?fr=sYTY0ZTEzOTQzNzA&fbclid=IwAR0wSm5DHAXayK9HXK5LxklgRatVE2ojFKO2ouNfls_kSYu3qGuKo2ERqos)