



# BC Aquasonics COVID-19 Safety Plan

A safe return to the water

Version 8 – December 4<sup>th</sup> 2020

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## RISK ASSESSMENT

We have assessed the risks in the following Training Environments:

- **City Centre Aquatic Complex (CCAC)**
- **Surrey Sport & Leisure Complex (SSLC)**
- **Bear Creek (BC)**
- **Centennial Outdoor Pool (COP)**
- **Poirier Sport & Leisure Complex (PSLC)**
- **Westhill Sports Box (WH)**

## COVID-19 SAFETY MANAGER

We have designated the following person as our Club's COVID-19 Risk Manager:

Name: Cynthia Springate  
Email: cynthia.springate@shaw.ca  
Cell: 778-388-9577

## COVID-19 Safety Support Personnel:

We have designated the following people as COVID-19 Safety Support Personnel (individuals trained to support the on-site delivery of the safety protocols outlined herein such as monitoring the health of participants, physical distancing, cleaning, use of PPE, etc.)

Name:	Email:	Role:
Tanya Magee	tanya.magee11@yahoo.com	Lead Coach
Suzanna Goddard	registrar@bcaquasonics.com	Facilities Coordinator
Anthea Cranston	<a href="mailto:antcranny@hotmail.com">antcranny@hotmail.com</a>	Safety Support
Madhu Lalsinghani	<a href="mailto:info@charminghomes.ca">info@charminghomes.ca</a>	Safety Support

*\*At least one parent per training group will be trained on the procedures by the COVID Risk Manager and added as a COVID-19 Safety Support Personnel*

This plan must be submitted to BCAS as part of the Club Reopening Requirements, posted publicly and submitted to facilities or public health authorities as requested.

## General Safety Protocols at our Club

- Implementation of Daily Healthy Monitoring Questionnaire & Attestation for all individuals.
- Implementation of Daily Attendance log. Information collected will include:
  - the first and last names and telephone number (or email address) for each individual who participates in or attends practices or events for contact tracing purposes
  - The contact tracing information must be kept for 30 days after each event.
- Self monitoring of temperature for all Athletes and Coaches
- All individuals must always maintain a minimum physical distance of 3 meters from each

other

- Coaches will be provided with a COVID-19 safety kit to be with them at every training session.
- Individuals should practice proper “hand hygiene” techniques. Use hand sanitizer upon arrival and prior to departing the training environment. Bring and frequently use personal hand sanitizers
- Proper respiratory etiquette should be followed - Cough and sneeze into your elbow or shoulder. No spitting
- Avoid touching your face; including eyes, nose or mouth. Hands must be washed or sanitized if you do touch your face
- Athletes must have a mask and hand sanitizer in their bag at all times.
- Masks MUST be worn for all indoor activities by both athletes and coaches
  - o Athletes may remove masks before entering water
    - Note: An athlete or coach may remove the mask to drink water, eat or take a break as long as they remove themselves from the group at a distance of no less than 5m
- Parents and spectators are asked to refrain from attending practices (does not apply to Risk Manager or Safety Support Personnel)
- No food is permitted during any training session that is 2 hours or less in length
- Water bottles are required at every training session and must be filled prior to arriving at the pool. Water fountains will not be available for refills.
- Athletes are required to have their own individual equipment, kept in a training bag that travels to and from practice
- Athletes and coaches are required to wash/sanitize all attire and equipment after every training session
- Athletes and coaches are expected to leave promptly, once the training session has ended

## OUR TRAINING GROUPS & COHORTS

*Identify how your training groups will be established and who is to be included (individuals do not need to be identified)*

- BC Aquasonics Coaching staff from the 2019-2020 season will meet to determine appropriate training groups for the 2020-2021 season
- Each training group will have the following
  - o 1 coach
  - o 1 Safety Support Personnel
  - o Maximum 10 athletes

\*Note for Land training sessions: If the coach or safety support personnel does not have a current Standard 1<sup>st</sup> Aid Certificate, an additional volunteer with this training will be added to the group as needed. The maximum number must not exceed 12 people in the training environment
- A Cohort can consist of a maximum of 50 people – this includes athletes, coaches, safety support personnel and any volunteers that are in the training environment
- Athletes with similar ability level will be placed in training groups with the understanding that these training groups will likely form teams as the season progresses and restrictions begin to change
- New registrants in to the competitive stream at BC Aquasonics must:
  - o Show proof of passing Swim Kids 6 (Red Cross Swimming Lessons) or,

- Have previous experience in a competitive aquatic sport environment and/or,
- Proof of a swim evaluation from a certified lifeguard (within the last 6 months) and/or,
- An equivalent combination of aquatic literacy

Step 1: Assess the Risks in your Training Environment

City Centre Aquatic Complex  
(CCAC)

Surrey Sport & Leisure Complex (SSLC)

Bear Creek (BC)

Centennial Outdoor Pool (COP)

Poirier Sport & Leisure Complex  
(PSLC)

Westhill Sports Box (WH)

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together individuals are and the longer they are close to each other, the greater the risk.

\*Follow facility directional maps\*

We have identified areas where people gather.

- CCAC
  - Lobby
  - Entrance on to Pool Deck
  - Storage Room
  - Change Rooms/Bathrooms
  - Check – in station
- SSLC
  - Lobby
  - Entrance on to Pool Deck
  - Showers
  - Exit area through change rooms
  - Check – In Station
- BC
  - Walkway in to facility
  - Shower room
  - Changerooms
- COP
  - Entrance
  - Change Room / Bathrooms
  - Check – in Station
- PSLC
  - Entrance
  - Check – in Station
  - Entrance on to Pool Deck
  - Exit area
- WH
  - Parking lot
  - Park Entrance
  - Washrooms
  - Check – in Station

- We have identified situations and processes where individuals are close to one another or members of the public.
  - CCAC
    - Walking down to our training location
    - Changerooms/Bathrooms
    - Hot tubs
  - SSLC
    - Walking to training location
    - Waiting for change room
  - BC
    - Walking in to training environment
    - Changerooms/bathrooms
  - COP
    - Entrance
  - PSLC
    - Facility Entrance
    - Entrance to training environment
  - WH
    - Parking lot
    - Walking to our training location
    - General public using fields before or during practice time
    - Washrooms
- We have identified the equipment that may be shared by individuals.
  - WH
    - Washrooms
  - All Pools
    - Equipment (i.e. Flutter boards, pull buoys, etc.)
    - Training Bottles
    - Club Sound System
    - Changeroom benches
- We have identified surfaces that people touch often.
  - WH
    - Entry gate to the field (If rented field has a gate)
    - Washroom surfaces
  - All Pools:
    - Entry door to the pool
    - Storage room door
    - All changerroom surfaces
    - Cage lock
    - Club Sounds system
    - Pool ladders

## Step 2: Implement Protocols to Reduce the Risk

Select and implement protocols to minimize the risks of transmission. Look to follow for information, input, and guidance:

- viaSport sector guidelines and BC Artistic Swimming Return to Sport Plan. You may need to identify and implement additional protocols if the posted protocols do not address all the risks to your members.
- Orders, guidance, and notices issued by the Provincial Health Officer and relevant to the sport

sector and aquatics.

- Municipality or facility guidelines.

**First level protection (elimination): Limit the number of people and ensure physical distance whenever possible.**

- We have established maximum group numbers for our program that meets facility requirements.
  - o Aquatic Facilities:
    - 10 athletes & 2 adults (Coach, COVID Safety Personnel, etc.)
  - o WH
    - Facility size will allow for 24 people while maintaining physical distancing
    - 2 X [10 athletes & 2 adults (Coach, COVID Safety Personnel, etc.)]
- We have established and posted occupancy limits for common areas such as meeting rooms, change rooms, washrooms, and elevators (if applicable).
  - o Club cage – limit one coach at a time (no athletes allowed)
  - o Pool Occupancy standard:
    - CCAC 50 (Including 3 lifeguards, athletes, coaches and volunteers)
    - SSLC 40 for 8 X 25m pool, 10 for 4 X 12.5m
    - BC 50 (including all lifeguards, athletes, coaches, volunteers)
    - COP 35
    - PSLC 50 (Including 3 lifeguards, athletes, coaches and volunteers)
    - WH
      - Not applicable as it is a rented field in a City facility
      - City permit placed on folding table at check-in station in case of public dispute re: rental space

	Training Type	BCAS	BCAQ	City of Coquitlam	City of Surrey	Township of Langley	City of Port Moody	City of Port Coquitlam
Training Group Size	Outdoor – On Land	12 (athletes/coach/C-19 Personnel) *	WH - 24	50 (including 3 lifeguards, athletes, coaches & volunteers)	TBD	TBD	50	n/a
Training Group Size	Indoor – On Land	NOT CURRENTLY PERMITTED	NOT CURRENTLY PERMITTED	NOT CURRENTLY PERMITTED	NOT CURRENTLY PERMITTED	NOT CURRENTLY PERMITTED	n/a	n/a
Training Group Size	Outdoor – In Water	12 (athletes/coach/C-19 Personnel)*	12 (athletes/coach/C-19 Personnel) *	TBD	TBD	TBD	n/a	35
Training Group Size	Indoor – In Water	Case-by-Case Basis	12 (athletes/coach/C-19 Personnel)*	NOT CURRENTLY PERMITTED	NOT CURRENTLY PERMITTED	NOT CURRENTLY PERMITTED	n/a	n/a
Lap Swimming	Max Lane Capacity	6 (Double Wide)	6 (Double Wide)	TBD	TBD	TBD	n/a	

\*There can be more than one training group in a training environment (that forms the Training Cohort up to 50 people)

- We have implemented measures to keep participants and others at least 3 metres apart,

whenever possible.

**Measures in place:** List your control measures for maintaining physical distance in your training environment. If this information is in another document, identify that document here.

○ **CCAC**

- Arrive no earlier than 10 minutes prior to booking time (If you are early, wait in your vehicle until saidtime)
- Enter facility through the Emergency Doors by the Dive Tank (closest to parking lot), removing outdoor shoes before entering the facility
- Exit facility through the Emergency Exit by the Dive tank (closest to Town Centre Blvd)
- Emergency doors will remain closed during practice
- If required, use only washrooms in the Universal Change Room (on pool deck or in the lobby). The City will place limits on number of people allowed in the change room at any given time
- Ensure coaches and athletes stay in Club Zones and avoid Public Zones. The barrier between the Public and Club Zone will be the bulkhead dividing the pools
- When requiring lifeguard assistance, speak with the lifeguard stationed at the Club Zone

○ **Bear Creek**

- Arrive no earlier than 10 minutes prior to booking time
- Enter facility through breezeway (after check-in)
- Sanitize hands upon arrival
- Store bags at designated number spot around the pool
- No shower or changeroom access
- Follow pool signage
- Exit facility through breezeway

○ **COP**

- Arrive no earlier than 10 minutes prior to booking time (If you are early, wait in your vehicle until saidtime)
- Enter facility through the Front Doors on Chester Street, Port Coquitlam
- Sanitize hands upon arrival
- Store bags under covered area
- All swimmers must shower before entering the pool
- Follow signage and floor markings provided by pool staff
- Exit facility through the Rear doors by shallow pool

➤ **SSLC**

- Must arrive 15 minutes prior to practice start time (if you are early, wait in your vehicle until said time). No late comers will be given access to the building.
- Drop off location and BCAQ Check In Station is on the North side of the facility by 84 Ave (identified location is on the map)
- After check in and screening, coaches will escort swimmers to the Club Entrance (Located at the back of the building). Walk 3m apart and meet with City Staff greeter for daily Safety Information
- No late comers will be given access to the building.
- Hand sanitizer stations will be located at the entrance of the facility. You will be required to use the sanitizer prior to entering.
- Follow signage and floor markings provided by pool staff
- Athletes will place their limited personal belongings in the designated location
- No food or drink other than water is permitted on the pool deck



- No dryland training is permitted at this time. Brief “pre-session activation” only. Distance must be maintained.
- Each Club will have an identified washroom for use. Coaches are to notify facility staff to assist in escorting swimmers to their washroom. Athletes must wait at the Emergency lobby door on pool deck (shallow end). Washrooms are in a dry location – athletes must be dry to access washrooms.
- Exit by the same door used for entering facility. The facility host will escort training groups to the appropriate door.
- It is highly encouraged for all athletes to use the washroom prior to attending training.
- **PSLC**
  - **Arrive 15 minutes prior to booking time (if you are early, wait in your vehicle until said time)**
  - **Enter and Exit facility through main Pool Entrance**
  - **Store training bags on storage bench**
  - **If required, use only washrooms in the Universal Change Room (on pool deck). The City will place limits on number of people allowed in the change room at any given time**
  - **All first aid and rescues will be performed by City lifeguards**
  - **When pool rental allows for 2 training cohorts to practice consecutively, the following protocol will occur:**
    - **Cohort 1 will train 12:00-1:25pm. Exit pool promptly, collect all belongings. Cohort 1 coaches will disinfect any touchpoints and sound equipment. All Cohort 1 members will wear face mask and Exit building while maintaining 3m distance between members as soon as possible. Remove face mask after you enter your vehicle.**
    - **Cohort 2 will wait by check in station, 3m apart until ALL members of Cohort 1 exit the building. Cohort 1 coach will communicate to Cohort 2 coach when they are ready to train. Wearing face masks, Cohort 2 members will enter the facility using the automatic doors. Turn right and head to training environment. Training will commence 1:35pm – 3:00pm.**
- **WH**
  - **Arrive no earlier than 15 minutes prior to booking time and leave no later than 10 minutes after bookingtime**

#### How to Physical Distance:

- Follow facility directional maps (posted at facilities and shared on our website)
- Swimmers reminded each day before entering Daily Training Environment (DTE)
- Staggered Training Groups start times and end times
- Set area for individual bags
- Water bottle placement at athlete rest area 3m apart
- Coach areas established – vary per facility

This section may only apply to facility owners and operators

- We have installed barriers where workers cannot keep physically distant from others.

**Measures in place:** List how barriers or partitions will be used in your environment (if appropriate). If this information is in another document, identify that document here.

- Foldable table barrier or cones to designate check in zone at check-in point:
  - o CCAC – Outside Emergency Doors by dive tank (closest to parking lot)
  - o SSLC – Swim Club parking near 84 Ave (Closest to Ice Arenas)
  - o BC – outside breezeway
  - o COP – Outside facility entrance
  - o PSLC – Outside facility entrance
  - o Westhill: Outside the Sports Box entrance

**Third level protection (administrative): Rules and guidelines**

- We have identified rules and guidelines for how participants, coaches, volunteers, spectators should conduct themselves.
  - o Safety Plan posted on website and distributed to all members. . Each coach will be required to have a copy at each training session (on their electronic device or a hard copy)
  - o Training Environment Checklist will be provided to each coach & athlete/family to follow daily

**Measures in place:** List the rules and guidelines that everyone is required to follow. This could include things like using one-way doors or walkways, no sharing of equipment, and wiping down equipment after use. If this information is in another document, identify that document here.

- Implementation of Daily Healthy Monitoring Questionnaire & Attestation for all individuals
- Implementation of Daily Attendance log
- Parents and spectators will not be allowed to attend training sessions
- Individuals will sanitize their hands upon arrival and prior to departing the training environment
- The use of sound equipment is limited to one coach at a time (set schedule TBD) and will be sanitized before and after each use
  - o 1st person on the schedule takes the system out of the storage- sanitize locks before and after
  - o Last person on the schedule puts it away – sanitize locks before and after

**Fourth level protection: Using masks**

- We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- We understand the limitations of masks to protect the wearer from respiratory droplets.
- We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained individuals on the proper use of masks (if applicable).
- Measures in place:** Who will wear masks? What tasks will require the use of masks? If this information is in another document, identify that document here.

- Masks **MUST** be worn when entering and exiting the training location (including during check-in procedures), by coaches during indoor pool training, by both athletes and coaches during indoor land training & any other time that physical distancing cannot occur (i.e. going to the washroom, need assistance from pool staff, transitioning to new training location, etc.)
- Masks may be removed right before athletes enter the pool following proper mask removal procedures outlined in BCAS's Return to Sport Guidelines
- Complete hand hygiene before and after using masks
- Coaches may opt to remove their masks for outdoor training if they are able to maintain **5m**\* physical distance from their athletes, other coaches and any facility staff/public
  - \*Rationale: when coaches need to speak loudly to their athletes, it is considered to be a form of exertion and that increased distance is recommended

## Reduce the risk of surface transmission through effective cleaning and hygiene practices

- We have reviewed the information on cleaning and disinfecting surfaces.
- Our sport facility has enough handwashing stations on site for our participants. Handwashing locations are visible and easily accessed.
- We have communicated good hygiene protocols for all common areas and surfaces.
- Coaches, managers, the COVID-19 Risk Manager, and facility staff have adequate training and materials.

### See Appendix 6

- We have removed unnecessary equipment and materials to simplify the cleaning process.
  - Aquatic Facilities
    - There will not be use of any equipment in our lockers aside from our music equipment which we have outlined the protocols for cleaning above.
  - WH
    - **BCAQ participants will bring their own equipment and leave with it**

**Cleaning protocols:** Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g., which surfaces, tools, equipment, etc.). If this information is in another document, identify that document here.

- Coaches will be responsible for cleaning the sound system, cage & lock
- COVID Risk Manager and Designates will be responsible for sanitizing the check-in table & equipment associated with the check-in procedure.
- Athletes will be required to wash/sanitize their personal training equipment and clothing after practice

## Step 3: Develop Policies

Develop the necessary policies to manage your sport.

BCAQ has made changes to the following documents:

- Adopt BCAS's Release of Liability, Waiver of Claims and Indemnity Agreement (Appendix 7A)
- Adopt BCAS's Consent for Emergency Medical Treatment (Appendix 7B)
- Updated Illness Policy
- Code of Conduct

Our policies ensure that participants showing symptoms of COVID-19 are to follow the direction of the Health Authorities.

- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- Our policy addresses individuals who may start to feel symptoms while participating. It includes the following:
  - Sick participants should report to the COVID-19 Risk Manager (or another designated individual), even with mild symptoms.
  - Sick participants should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the participant to go straight home. [Consult the BC COVID-19 Self-Assessment Tool or call 8-1-1 for further guidance related to testing and self-isolation].
  - If the participant is severely ill (e.g., difficulty breathing, chest pain), call 911. Clean and disinfect any surfaces that the sick participant touched.

## Step 4: Develop Communication Plans and Training

You must ensure that everyone participating in the sport activity knows how to keep themselves safe

while participating:

- We have a communication and training plan to ensure everyone is trained in policies and procedures.
- All participants have received the policies for staying home when sick.
- We have published the occupancy limits and effective hygiene practices required by the facility.
- We have published information indicating who is restricted from participating, including athletes, coaches, volunteers, parents, and spectators with symptoms.
- Coaches or safety volunteers have been trained on monitoring participants to ensure policies and procedures are being followed.

### **Step 5: Monitor and Update your Plans as Necessary**

Things may change as your training progresses. If you identify a new area of concern, or if it seems like something is not working, take steps to update your policies and procedures.

- We have a plan in place to monitor risks. We make changes to our policies and procedures, as necessary.
- Individuals know who to go to with health and safety concerns.
- When resolving safety issues, we will involve designated health and safety representatives.

### **Step 6: Assess and Address Risk from Resuming Operations**

If your training environment has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your programming.

- We have a training plan for new staff, coaches, and volunteers.
- We have a training plan for staff, coaches, volunteers taking on new roles or responsibilities.
- We have a training plan around changes to our programming.
- We have identified a safe process for cleaning or removing things from use.

## **Be advised that personal information must not be included in the COVID-19 Safety 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 [www.oipc.bc.ca/about/legislation/](http://www.oipc.bc.ca/about/legislation/) for more information.

# APPENDICES



## Appendix 1 – The Daily Training Environment

What does it look like for me?

Every coach and athlete will perform a walk through on the 1<sup>st</sup> day at every training facility to ensure that all members understand BCAQ's updated training protocols. This will include where to meet, what to do, and how to safely enter, train, and leave the facility.

### Athletes

1. Complete the "Before You Leave Home" Athlete Checklist
2. Meet at designated check point
  - a. CCAC – Emergency Door by Dive Tank (parking lot side)
  - b. SSLC – Rear parking lot by Ice Rink (closest to 84 Ave)
  - c. Centennial Outdoor Pool – Facility Entrance
  - d. Outdoor Surrey
  - e. PSLC – Swimming Pool Main Entrance
  - f. Westhill Sports Box – Sports Box Entrance
3. Submit Daily Health Questionnaire and attestation
4. Follow directional arrows to your training location as per the Facility and Club standards
5. **Get in:** Prepare to train and put all belongings that you do not need in your bag.
6. **Train:** Follow your coaches' guidelines carefully
7. **Get out:** Exit the water, sanitize your equipment & hands. Collect all your belongings and exit the facility at the designated area

### Coaches

1. Complete the "Before You Leave Home" Coach Checklist
2. Meet at designated check point
  - a. CCAC – Emergency Door by Dive Tank (parking lot side)
  - b. SSLC - Rear parking lot by Ice Rink (closest to 84 Ave)
  - c. Centennial Outdoor Pool – Facility Entrance
  - d. Outdoor Surrey
  - e. PSLC – Swimming Pool Main Entrance
  - f. Westhill Sports Box – Sports Box Entrance
3. Submit daily health questionnaire and attestation
4. Follow directional arrows to your training location as per the Facility and Club standards
5. Set up your training area:
  - a. Sanitize and set up the sound system if it is your designated turn to do so
  - b. Set up athlete area
  - c. Inform COVID Risk Manager or Safety Support Personnel that you are ready for the athletes to enter the training environment
6. Direct athletes to their entry point and begin training
7. Program Delivery:
  - a. Lap swimming must adhere to the diagrams below which can be done with lane ropes **or** using the measuring tapes to set the space
  - b. Individual Skills training must adhere to the standards set out in the diagram below
    - i. While coaching younger swimmers, coaches must set out designated wall

space to rest during technical skills training, as needed

- c. All team meetings will continue to be held using an online platform.
8. Direct athletes to exit the pool, sanitize their equipment and hands and follow directional arrows to designated exit door & pick-up location
9. Sanitize your equipment & hands
10. Exit the facility immediately

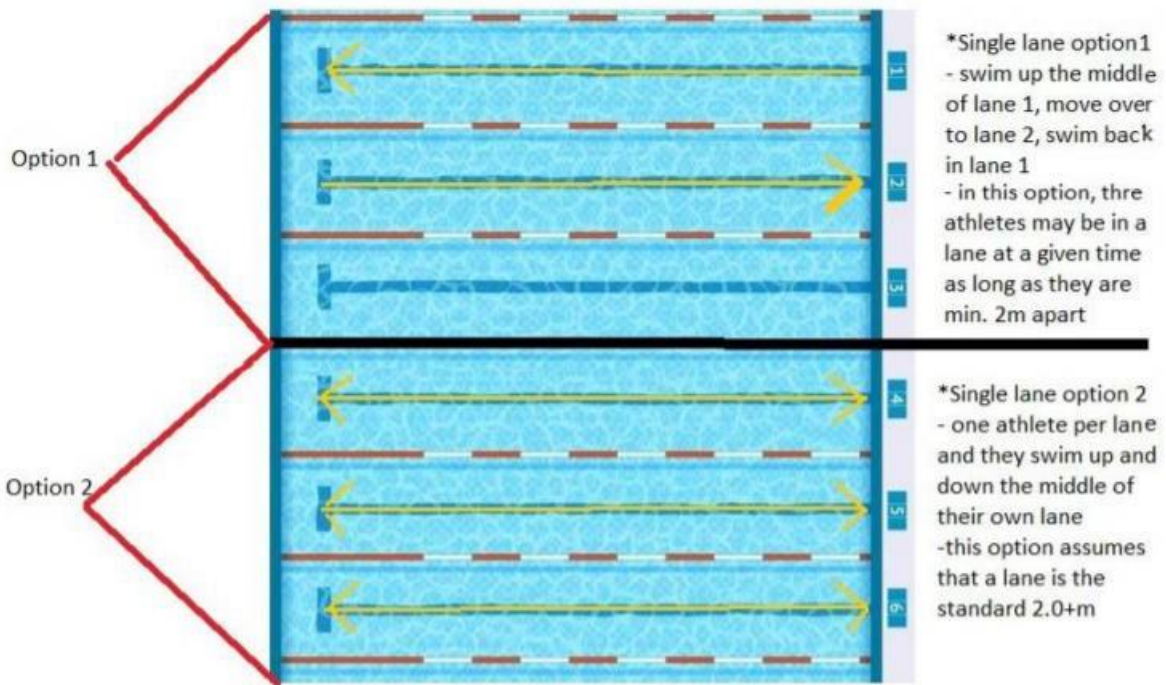
#### Parents

1. Help your athlete with packing the appropriate equipment in their training bag. Complete the ***Daily Health Monitoring Questionnaire & Attestation*** no earlier than 1 hour prior to your departure for training.
2. Review the “Before You Leave Home” Athlete Checklist with your athlete
3. Drop off your athlete at the designated check-in location (be sure to know where that is for each facility)
4. Wait in the car until the “OK” to train is given to your athlete
5. Leave the drop-off location. You may wait in your vehicle until training ends or leave the location and return to the designated pick-up area when practice ends. Please do not be late for pick-up.
6. Once your athlete enters your vehicle, leave the training location so that the next training group can begin their training session

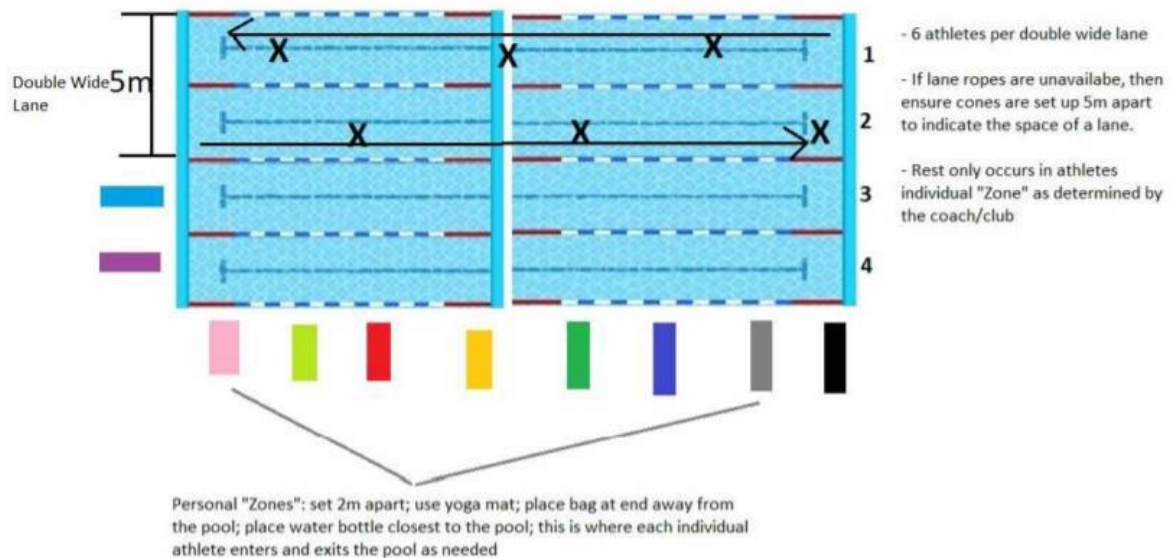


## Appendix 2 – Training Guideline Diagrams for Coaches

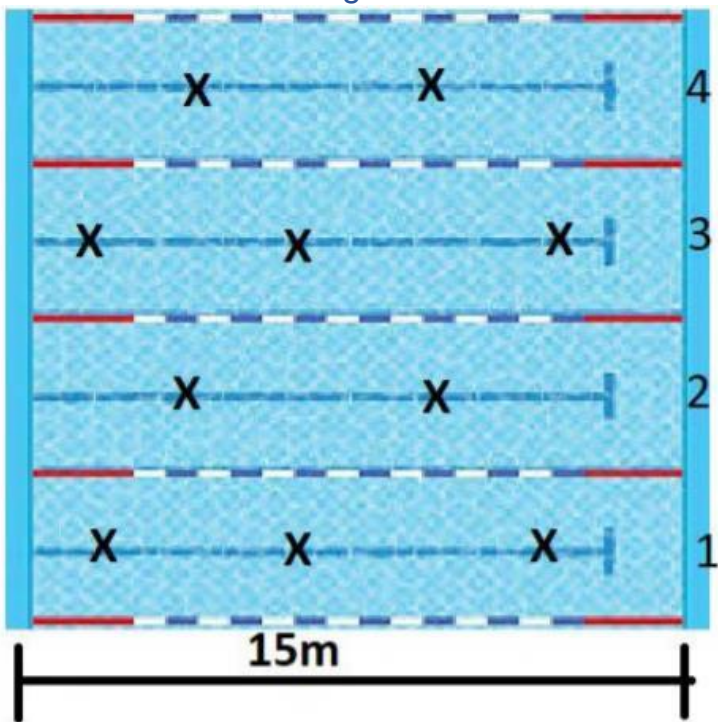
### Lap Swimming 1



### Lap Swimming 2



## Technical Skills Training



## Appendix 3 – Athlete Checklist

(adapted from BC Artistic Swimming resource)

### Before You Leave Home:

- Complete your *Daily Health Monitoring Questionnaire & Attestation* – **within 3 hours** prior to your departure for training
- Check email from Coach re: daily equipment needs & training plan (if needed)
- Pack only the **essential** items in your clean training bag & remove any items that are not needed
- Fill-up your water bottle(s) – The use of the facility’s water fountains will not be allowed
- Eat a snack to sustain you for your training time – no food allowed during training that is 2 hours or less
- Use the washroom at home to avoid unnecessary trips to the public washrooms during training
- Wash your hands with soap and water
- Arrive at pool sessions with your swim suit under your clothes. Avoid using the changerooms at the facility
- Must have** items in your training bag:
  - A **clean** disposable or reusable Mask (properly stored in a clean bag/container)
  - Personal hand sanitizer & cleaning spray/wipes

### Upon Arrival at Your Training Location:

- Meet at designated check-in location for attendance & to submit your *Daily Health Monitoring Questionnaire & Attestation*
- Sanitize your hands at check-in
- Follow physical distancing guidelines at all times unless specified by your coach
- Keep all training equipment to yourself – **no sharing of any equipment** (including water bottles)
- Follow all directional signage at the Facility
- HAVE FUN!

### After Training is Complete:

- Clean/sanitize personal equipment used during training before leaving the facility (e.g. yoga mat, water bottle, goggles, etc.)
- Sanitize hands
- Leave the facility immediately after training
- Upon returning home, thoroughly wash water bottle(s) with warm water & soap
- Upon returning home, thoroughly wash clothing & sanitize equipment (i.e. yoga mat)
- Rehydrate & refuel from your FUN session!

## Appendix 4 – Coach Training Environment Checklist

(Adapted from the Alberta Artistic Swimming & BC Artistic Swimming Return to Artistic Swimming Staff/Coach Checklist)

The following check list is intended to help coaches and club personnel to create a safe training environment for themselves and all participants. Please adapt the list to your respective facility requirements and Club's Safety Plan.

### Before you leave your house:

- Complete the Daily Health Monitoring Questionnaire & Attestation
- Pack COVID-19 Safety Kit in your coaching bag
- Email lesson plan/workout & required training equipment to the athletes **within 3 hours** of the start of the session, if needed\*

\*Depending on athlete level/ability to understand coach plans

### Upon arrival at the training location:

- Check-in at designated area to submit the Daily Health Monitoring Questionnaire & Attestation
- Set up training area as needed (ex. Athlete zones, coach zones, sound system, etc.)
- Respect physical distancing guidelines.
- Sanitize hands. Ensure all participants sanitize their hands before entering the training environment.
- Take attendance - include all coaches and swimmers. Support the COVID-19 Risk Manager's efforts to maintain accurate attendance logs.
- DO NOT share water bottles.
- DO NOT share personal coaching items (e.g., lesson plans, music, stopwatches)
- Avoid the use of shared equipment or limit its use to one person (e.g., sound system, pylons, cones, microphone, etc.)
- Sanitize all shared equipment between sessions (even if use was restricted to one person).
- Consider wearing a mask at all times.
- Wear PPE when dealing with an injured athlete.

### After the training session is complete:

- Ensure all participants exit the facility without loitering, gathering, or breaching physical distancing measures.
- Sanitize ALL shared equipment between training groups and at the end of the day.
- Remove established traffic flow signs, entrances and exits, as appropriate.
- Sanitize hands, between groups and at the end of the day.
- Respect physical distancing guidelines.
- Once home, remove clothing and all equipment that was in the training environment and wash thoroughly.

## Appendix 5 – Emergency Action Plan

### 1. City Centre Aquatic Complex

Emergency Phone numbers: 9-1-1 for all emergencies  
Cell Phone Number of Coach: *[Insert by Coach of Training Group]*  
Phone Number of Pool: 604-927-6999  
Address of Pool Facility: City Centre Aquatic Complex  
1210 Pinetree Way, Coquitlam, BC  
(Corner of Pinetree Way & Guildford Way)  
Address of nearest hospital: Eagle Ridge Hospital  
475 Guildford Way, Port Moody, BC  
First Aid Kit location: Lifeguard Station on pool deck  
Charge person (1<sup>st</sup> option): Lifeguard  
Charge person (2<sup>nd</sup> option): *[Insert Name of Coach]*  
Responsibilities:

- Put on appropriate PPE: face mask, gloves, face shield, etc.
- Clear the risk of further harm to the injured person by securing the area and shelter the injured person from the elements until a lifeguard arrives
- Designate who is in charge of other athletes
- Assess ABCs and wait by the injured person until EMS arrives and relieves you

Call Person (1<sup>st</sup> option): Lifeguard  
Call Person (2<sup>nd</sup> option): Lead Coach: Tanya Magee

Responsibilities:

- Call for emergency help
- Provide necessary information to dispatch
- Clear any traffic from the entrance to pool space and wait by the entrance to direct EMS when they arrive
- Call emergency contact person for injured party (See Personal Health Forms)

Directions to Eagle Ridge Hospital from City Centre Aquatic Complex:

1. Head South on Pinetree Way
2. Take the 1<sup>st</sup> Right to Guildford Way
3. Drive 2.2 km. Destination will be on Right: 475 Guildford Way, Port Moody, BC

## 2. Westhill Sport Box

Emergency Phone numbers: 9-1-1 for all emergencies  
Cell Phone Number of Coach: [Coach of Training Group]  
Phone Number of Pool: n/a  
Address of Pool Facility: Westhill Sports Box  
200 Westhill Place  
Port Moody, B.C.  
V3H 1V2  
Address of nearest hospital: Eagle Ridge Hospital  
475 Guildford Way, Port Moody, BC  
First Aid Kit location: With Coaches Belongings  
Charge person (1<sup>st</sup> option): [Insert Name of Coach] or [Insert Name of Person with Standard  
First Aid Certification]  
Charge person (2<sup>nd</sup> option): [Insert Name of Coach of additional training group] or [Insert  
Name of Safety Support Personnel]

### Responsibilities:

- Put on appropriate PPE: face mask, gloves, face shield, etc.
- Clear the risk of further harm to the injured person by securing the area and shelter the injured person from the elements until EMS arrives
- Designate who is in charge of other athletes
- Assess ABCs and wait by the injured person until EMS arrives and relieves you

Call Person (1<sup>st</sup> option): COVID Risk Manager or Safety Support Personnel

Call Person (2<sup>nd</sup> option): Lead Coach: Tanya Magee

### Responsibilities:

- Call for emergency help
- Provide necessary information to dispatch
- Clear any traffic between entrance and injured individual. Wait by the entrance to direct EMS when they arrive
- Call emergency contact person for injured party (See Personal Health Forms)

### Directions to Eagle Ridge Hospital from Westhill Sports Box:

1. Head South towards Glenayre Dr.
2. Turn right on Glenayre Dr.
3. Turn left onto Mt. Royal Dr.
4. Turn left onto Clarke Rd.
5. Slight left onto loco Rd.
6. Turn right onto Guildford Way E.
7. Turn left on Carlsen Pl. – arrive at 475 Guildford Way: Eagle Ridge Hospital

### 3. Centennial Outdoor Pool – Port Coquitlam

Emergency Phone numbers: 9-1-1 for all emergencies  
Cell Phone Number of Coach: *[Insert by Coach of Training Group]*  
Phone Number of Pool: 604-927-5411  
Address of Pool Facility: Centennial Outdoor Pool  
3050 Chester St, Port Coquitlam, BC  
Address of nearest hospital: Eagle Ridge Hospital  
475 Guildford Way, Port Moody, BC  
First Aid Kit location: Lifeguard Station on pool deck  
Charge person (1<sup>st</sup> option): Lifeguard  
Charge person (2<sup>nd</sup> option): *[Insert Name of Coach]*

#### Responsibilities:

- Put on appropriate PPE: face mask, gloves, face shield, etc.
- Clear the risk of further harm to the injured person by securing the area and shelter the injured person from the elements until a lifeguard arrives
- Designate who is in charge of other athletes
- Assess ABCs and wait by the injured person until EMS arrives and relieves you

Call Person (1<sup>st</sup> option): Lifeguard  
Call Person (2<sup>nd</sup> option): Lead Coach: Tanya Magee

#### Responsibilities:

- Call for emergency help
- Provide necessary information to dispatch
- Clear any traffic from the entrance to pool space and wait by the entrance to direct EMS when they arrive
- Call emergency contact person for injured party (See Personal Health Forms)

#### Directions to Eagle Ridge Hospital from Centennial Outdoor Pool:

1. Take Coquitlam Ave to Lougheed Hwy / BC-7W
2. Continue on Lougheed Hwy / BC-7W to Coquitlam
3. Turn Right onto Falcon Dr
4. Turn left onto Guildford Way W
5. Your destination will be on the right: 475 Guildford Way, Port Moody, BC

#### 4. Surrey Sport and Leisure Complex

Emergency Phone numbers: 9-1-1 for all emergencies  
Cell Phone Number of Coach: *[Insert by Coach of Training Group]*  
Phone Number of Pool: 604-501-5950  
Address of Pool Facility: Surrey Sport and Leisure Complex  
16555 Fraser Hwy  
#100, Surrey, BC  
V4N 0E9  
Address of nearest hospital: Surrey Memorial Hospital  
13750 96 Ave, Surrey, BC V3V 1Z2  
First Aid Kit location: Lifeguard Station on pool deck  
Charge person (1<sup>st</sup> option): Lifeguard  
Charge person (2<sup>nd</sup> option): *[Insert Name of Coach]*

#### Responsibilities:

- Put on appropriate PPE: face mask, gloves, face shield, etc.
- Clear the risk of further harm to the injured person by securing the area and shelter the injured person from the elements until a lifeguard arrives
- Designate who is in charge of other athletes
- Assess ABCs and wait by the injured person until EMS arrives and relieves you

Call Person (1<sup>st</sup> option): Lifeguard  
Call Person (2<sup>nd</sup> option): Lead Coach: Tanya Magee

#### Responsibilities:

- Call for emergency help
- Provide necessary information to dispatch
- Clear any traffic from the entrance to pool space and wait by the entrance to direct EMS when they arrive
- Call emergency contact person for injured party (See Personal Health Forms)

#### Directions to Surrey Memorial Hospital from Surrey Sport and Leisure Complex:

1. Turn right on to Fraser Highway
2. Turn left on to 96<sup>th</sup> Avenue
3. Turn left on 137a Street
4. Turn Left – 19m
5. Destination will be on left



## 5. Poirier Sport & Leisure Complex

Emergency Phone numbers: 9-1-1 for all emergencies  
Cell Phone Number of Coach: *[Insert by Coach of Training Group]*  
Phone Number of Pool: 604-927-6999  
Address of Pool Facility: Poirier Sport & Leisure Complex  
633 Poirier St, Coquitlam, BC  
Address of nearest hospital: Eagle Ridge Hospital  
475 Guildford Way, Port Moody, BC  
First Aid Kit location: Lifeguard Station on pool deck  
Charge person (1<sup>st</sup> option): Lifeguard  
Charge person (2<sup>nd</sup> option): *[Insert Name of Coach]*

### Responsibilities:

- Put on appropriate PPE: face mask, gloves, face shield, etc.
- Clear the risk of further harm to the injured person by securing the area and shelter the injured person from the elements until a lifeguard arrives
- Designate who is in charge of other athletes
- Assess ABCs and wait by the injured person until EMS arrives and relieves you

Call Person (1<sup>st</sup> option): Lifeguard  
Call Person (2<sup>nd</sup> option): Lead Coach: Tanya Magee

### Responsibilities:

- Call for emergency help
- Provide necessary information to dispatch
- Clear any traffic from the entrance to pool space and wait by the entrance to direct EMS when they arrive
- Call emergency contact person for injured party (See Personal Health Forms)

### Directions to Eagle Ridge Hospital from Poirier Sport & Leisure Complex:

1. Turn Right onto Poirier St
2. Turn Right onto Como Lake Ave
3. Slight Left toward Thermal Dr
4. Continue onto Thermal Dr
5. Continue onto Moray St
6. Turn right onto Barnet Hwy/St Johns St / BC-7A
7. Slight Left onto Ioco Rd
8. Turn Right onto Guildford Way E
9. Turn Left at Carlsen Pl

## 6. Bear Creek Outdoor Pool

Emergency Phone numbers: 9-1-1 for all emergencies  
Cell Phone Number of Coach: **[Insert by Coach of Training Group]**  
Phone Number of Pool: 604-501-5154  
Address of Pool Facility: Bear Creek Outdoor Pool  
13820 88 Ave  
Surrey, BC  
V3W 3L1  
Address of nearest hospital: Surrey Memorial Hospital  
13750 96 Ave, Surrey, BC V3V 1Z2  
First Aid Kit location: Lifeguard Station on pool deck  
Charge person (1<sup>st</sup> option): Lifeguard  
Charge person (2<sup>nd</sup> option): **[Insert Name of Coach]**

### Responsibilities:

- Put on appropriate PPE: face mask, gloves, face shield, etc.
- Clear the risk of further harm to the injured person by securing the area and shelter the injured person from the elements until a lifeguard arrives
- Designate who is in charge of other athletes
- Assess ABCs and wait by the injured person until EMS arrives and relieves you

Call Person (1<sup>st</sup> option): Lifeguard  
Call Person (2<sup>nd</sup> option): Lead Coach: Tanya Magee

### Responsibilities:

- Call for emergency help
- Provide necessary information to dispatch
- Clear any traffic from the entrance to pool space and wait by the entrance to direct EMS when they arrive
- Call emergency contact person for injured party (See Personal Health Forms)

### Directions to Surrey Memorial Hospital from Bear Creek Outdoor Pool:

1. Take 88 Ave W to King George Blvd / BC-99A N
2. Turn Right onto King George Blvd / BC-99A N
3. Continue on 94A Ave to your destination

**\*\*\*As new facilities are added to our training, we will update here\*\*\***

## Appendix 6 – Protocols for managing individuals with symptoms of COVID-19

**The Coach** is informed a symptomatic athlete in their training group. They must implement the following protocols:

- Stop the training immediately and inform the COVID Risk Manager
- Once the symptomatic person is removed, training can only resume
  - i. at the approval of the COVID Risk Manager and,
  - ii. social distancing was maintained 100% of the time during training
  - iii. training area and surfaces the symptomatic person touched have been disinfected

**The COVID-19 Risk Manager** or an individual trained and designated by the COVID-19 Risk Manager **MUST** implement the following protocols if an individual presents with COVID-19 symptoms while in a training environment:

- Immediately remove individuals who feel unwell from further training.
- Immediately separate (isolate) individuals with COVID-19 symptoms (for example, fever, cough, or shortness of breath).
- Immediately notify the individual's emergency contact and direct them to pick up the individual at a designated location. Advise the emergency contact of the safe transport procedures outlined in Appendix 6.
- Immediately notify facility staff while maintaining confidentiality in accordance with privacy laws.
- Notify training group and cohort members of possible exposure to COVID-19 in the instance that an individual with symptoms of COVID-19, even if mild, attended training.
- **Report any suspected cases of COVID-19** to BCAS and the Club Executive.
- Modify, restrict, postpone, or cancel training activities due to an evolving COVID-19-related outbreak or emergency within the Club or facility.
- Ensure precautions are taken by other participants and facility visitors until the facility staff can complete a thorough cleaning of surfaces and equipment that were exposed to the 'sick' person.

### Protocols for managing confirmed case and an outbreak of COVID-19

An outbreak is two or more cases; a case is a single case of COVID-19. If any coach, staff, or athlete tests positive for COVID-19, the following steps **MUST** be taken:

- Training for the training group or training cohort is suspended and all group members are placed in self-isolation.
- Contact the Regional Health Authority to obtain further management recommendations which may include further testing and contact tracing.
- Report any confirmed cases of COVID-19 to BCAS and the Club Executive while maintaining confidentiality. Provide updates as appropriate.

## Appendix 7 – Safe Transport of Individual with Suspected COVID-19

(Directly from [BCAS RTS Guidelines Appendix 12](#))

The following recommendations will support the development of, or updates to, the Club's Emergency Action Plan (EAP) in relation to the safe transport of individuals with suspected COVID-19.

- Verify facility protocols for managing suspected cases of COVID-19, including procedures and locations for isolating individuals with symptoms or suspected COVID-19.
- Align the Club's EAP with the facility's safety measures.
- Ensure the daily attendance log includes the parent/guardian's contact information for quick reference as needed (This is important as non-participants, including parents, will not be allowed in most facilities until physically distancing and capacity limitations are loosened).
- As the first point of contact with participants, the COVID-19 Risk Manager or person conducting Daily Health Assessments are encouraged to wear Personal Protective Equipment (PPE) including a face mask and gloves.

Upon recognizing that an individual is suspected to have COVID-19 or is experiencing symptoms of COVID19:

- DO NOT transport the individual who is experiencing symptoms or is suspected to have COVID-19 in your personal vehicle or ask anyone from outside their family to do so.
- Immediately isolate the individual who is experiencing symptoms or is suspected of having COVID-19 and provide them with a mask and gloves.
- If the individual is having difficulty breathing or chest pain, call 9-1-1 and activate the EAP as appropriate.
- Contact the individual's parent/guardian to have them pick up the individual immediately at a designated exit point.
- Provide PPE to the parent/guardian, if necessary.
- Direct the parent/guardian to:
  - Return home directly and to contact Health Link BC at 8-1-1 for further instruction or to use the BC COVID-19 Self-Assessment Tool to determine if further interventions, assessment, or testing are required.
  - Seek medical attention if symptoms worsen.
  - Encourage the patient to avoid creating touch points as much as possible.
  - Create as much separation in the vehicle as possible between the individual and others and open all windows for ventilation.
  - Turn off air conditioning or other electric ventilation to prevent the possible aerosolized particles from circulating in the air vents.
  - All parties should wear a mask and perform proper hand hygiene during transport and upon arriving at the destination.
  - Clean the vehicle's surfaces as well as any surfaces (e.g., door, door handles, buttons, seat belt, etc.) or communication equipment (e.g., cell phone, tablet, or computer) used by the individual.
- Clean all surfaces touched by the individual or notify facility staff of the need to do so. Keep the potentially infected area clear of other individuals until the thorough cleaning is complete.

## Appendix 8 – Training Requirements Before Participation in BCAQ Training Activities

The following must be completed before being permitted to any in-person activities with BCAQ for the 2020-2021 Season:

### Coaches Requirements:

- BCAS Return to Sport Guideline & associated test
- Water Safety Training
- Club Safety Plan Webinar
- Club in-person simulation training

### Athlete Requirements:

- BCAS Return to Sport Guideline & associated test
- Virtual meeting outlining guidelines and expectation with their coach
- 1<sup>st</sup> training session at each facility will begin with training of the facility protocols

### Parent/Guardian Requirements:

- BCAS Return to Sport Guideline & associated test
- Review of BCAQ Safety Plan & sign appropriate waivers and forms

### COVID Risk Manager & Designate Requirements:

- Watch recording of BCAS RTS Guideline presentations
- Review of BCAQ Safety Plan