



Club Safety Plan

October 2020

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Vancouver Masters Synchro



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Overview

This document is Vancouver Masters Synchro Club's response to the global COVID-19 pandemic that cut short the 2019-2020 synchro season. As we prepare to restart our 2020-2021 season, this document outlines our explicit plan for the measures we will implement and maintain until there is a COVID-19 vaccine.

Assessing the Risks in our Training Environment

Vancouver Masters Synchro (“VMS”) practices at two city of Vancouver pools, Britannia Community Pool and Templeton Park Pool. Our previous practices were typically scheduled as 30-60 minutes of ‘dryland’ time and then 60-120 minute practice times in the water. Our club consisted of 2-3 competitive teams, recreational lesson sets, a development team, and solo and duets (who may or may not participate on another team as well). Teams trained along staggered times to maximize pool space and practice time.

The COVID-19 risks of our ‘pre-pandemic’ structure of practices are:

- Dry land practice - people are inside, land-drilling routines in pattern (closer than 2m), fitness exercises may be done with heavy exertion in small groups, stretching is often done in partners
- We have identified risks associated with athletes arriving and leaving the pool environment
- Wet practice - teams swim in pattern (closer than 2m apart), routines require highlights/lifts to be executed with swimmers touching each other
- Shared equipment - the club owns training equipment that swimmers and teams shared
- Shared equipment - the club would use the training equipment (kickboards, pullbuoys, etc) from the facilities where we swim
- Shared equipment - the club offers coaches microphone and soundsystem. Multiple coaches interact with this system over a practice.
- Changerooms - the change rooms and shower areas are shared amongst 3-4 teams at a time after a practice.
- Interactions with the public - our dry land and some swim time overlapped with public swim so we would have interactions with public swimmers

The following safety plan outlines how we will eliminate or mitigate the identified risks.

COVID-19 Safety Manager

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

Name: **Rhonda Vanderfluit**

Email: **vms.covid19@gmail.com**

Cell: **604-785-5369**

COVID-19 Safety Support Personnel:

We have designated the following people as COVID-19 Safety Support Personnel (individuals trained to support the on-side delivery of the safety protocols outlined herein such as monitoring the health of participants, physical distancing, cleaning, use of PPE). Each training group will have a COVID-19 training group liaison (training groups for September-December 2020 not yet determined).

Name	Email	Role
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Erin Connors	vmstreasurer@gmail.com	COVID-19 training group liaison

General Safety Practices in our Club

We are taking steps to minimize the risks of transmission through various methods.

First level protection (Elimination):

We have established maximum group numbers for our program. Vancouver Parks Board facilities require no more than 18 swimmers in the pool at one time (6 swimmers per double lane).

We have implemented measures to keep participants and others at least 2 metres apart whenever possible.

- No swimming in close routine pattern
- Lane swimming spaced out and swimmers start from either end to avoid congregating at one end
- Only training technical routines and skills (no touching of other swimmers, no highlights etc.)
- No dryland training - swimmers will only come to in-person practice for wet training
- Coaches will not touch swimmers for corrections and will remain 2 m away from the team at all times.
- Family and spectators are asked to refrain from attending practices

Second level protection (Physical Barriers and Partitions):

Vancouver Parks Board has implemented some changes to their facility that will include barriers and partitions and traffic flow through the facility (i.e. separate entrances and exits) but Vancouver Masters Synchro will not provide any additional barriers or partitions.

As VMS is currently an all-female club, we will utilize all changing facilities (four changerooms) at the pool. Our training groups have staggered start times and Templeton has individual changing stalls in their facilities to provide a physical barrier between swimmers. There will be no more than 3 swimmers in a changing facility at one time.

Third level protection (Rules and Guidelines):

We will obey the rules and guidelines of our facility (such as entrance/exit signs to washrooms, staying 2 metres away from those not in our bubble). VMS has additional rules as follows:

- Implementation of Daily Health Monitoring Questionnaire & Attestation for all individuals (touchless online form)
- Implementation of Daily Attendance log (touchless online form)
- No sharing of equipment
- Swimmers are expected to show up at practice ready to swim
- Coaches will wipe down equipment (soundsystem) before practice begins, after their turn with it, and at the end of practice. Only one coach will use the soundsystem at a time.

- Swimmers are not allowed in the building until 10 minutes before their allotted practice time. They are expected to leave within 15 minutes of their allotted practice time ending
- We will communicate these rules and guidelines to our members and require all participants to sign off that they have read them
- We have strict registration rules this season and training groups are set (no cross-training between training groups)

Fourth Level protection (Masks):

In the water, swimmers cannot wear masks. However, athletes are expected to wear masks from arrival at the training facility until they undress for swimming. While using the changerooms, swimmers will be required to wear masks if sharing space with another athlete until they exit the training facility.

Our coaches will wear masks any time physical distancing of at least 2m is not possible or when projecting their voice during practices.

Fifth level protection (Effective cleaning and hygiene practices):

- All individuals will sanitize their hands upon arrival to the training environment
- VMS provides a COVID-19 kit that is kept with our supplies. This includes disinfectant wipes, hand sanitizer, touchless thermometer (coaches will provide their own non-medical masks).
- Vancouver Parks Board has handwashing stations on site for our participants
- Coaches, COVID-19 Risk Manager have adequate training on cleaning and disinfecting surfaces.
- We have removed unnecessary equipment and materials to simplify the cleaning process.
- There is no shared equipment amongst swimmers or teams to keep cleaning simple
- The only shared equipment is the soundsystem, which will be cleaned before practice, after each coach's session with it, and after practice.

Participants

At this stage the only age group who will be participating in club activities is 25 Competitive Masters and 2 coaches. At this time, the novice program is suspended.

Our Training Groups and Cohorts

All athletes in our club are adult competitive masters athletes who have prior synchro experience. Our practice time for the week is a 3.75 hour time block that is divided between two training cohorts - each receiving 1.75 hours of practice. Within each cohort are two training groups - athletes will be divided into different training groups based on ability. Training groups will have staggered entry to the pool so that only one training group is entering or leaving at one time. We have 2 competitive coaches: each will have one training group in each cohort. The coach will never come into physical contact with the athletes and will stay on deck and keep at least 2 m from all athletes.

Effective October 13, 2020 - When in a training group, individuals are permitted to breach physical distancing protocols provided physical contact is minimized and protocols outlined in Contact Activities Section are followed. Since our coaches may work with multiple training groups, our coaches may not breach the 2m physical distance rule with any athlete.

Training groups should remain together for an extended period of time. Individuals, including coaches, who change training groups after physical distancing restrictions have been relaxed must take a 2-week hiatus before joining a new training group. Before moving to a new training group, an athlete on hiatus may participate in self-directed and physically distant training such as lap swimming or coach-led physically distant solo training in water.

		Recommended Standards		
		BCAS	Facility	VMS
Maximum Group Numbers	Training Group Size - indoor on land	*		*
	Training Group Size - indoor in water	12	Not specified	12
	Training Cohort Size - indoor in Water	50 max	18 in pool at one time	20**
	Lap Swimming - Max Lane capacity	6	6 (in double lane)	6

*not permitted at this time

**VMS cohort will have up to 18 athletes in the pool and 2 coaches. This conforms to Vancouver Parks Board pool maximums.

Protocols

A. Facilities - Indoor Group Training in Water					
<i>Circumstance</i>	<i>Physical Distancing</i>	<i>Rules & Guidelines</i>	<i>Cleaning Protocols</i>	<i>PPE</i>	<i>Barriers & Partitions</i>
Club meeting point/check in point	Touchless online forms prevent any need for coming into contact	Touchless online form	N/A	N/A	N/A
Entering the training zone	Athletes queue up on distanced markers as per			Athletes will wear masks when arriving at	

	facility guidelines			the pool until they get into the water	
Personal Zone	Upon arrival to training zone, athletes will set up their personal zone by placing bags and water bottles around the pool		Athletes are given time to clean their equipment bottle before departing		Personal water bottles designate space between participants
Club Zone	Vancouver Parks Board only allows Vancouver Masters Synchro participants in the pool during rental space. No other rentals or members of the public overlap with our rental.				
Change Rooms *the City of Vancouver allows rentals to use change rooms after practice for a limited period (10 min). Templeton Pool has 4 change rooms, some of which have separated individual partitions. Britannia Pool has given us use of 2 group	Athletes will arrive at practice wearing their bathing suits and ready to swim. There will be no access to change rooms prior to practice. After practice athletes will be divided between 4 change rooms at Templeton Pool. They will be staggered by training group	Athletes will enter change rooms in staggered intervals of small groups	The facility cleans each change room before and after use by each rental group. Athletes will use hand sanitizer when leaving the facility	Athletes will wear masks when leaving the training area and if there is more than 1 person in the change room at a time.	Templeton Pool has 4 group change rooms, 2 of which have individual partitioned changing cubicles.

change rooms and 4 individual change rooms	so there will be no more than 3 athletes in a large change room at a time. If more than one athlete is in a changeroom at once they will ensure physical distancing of at least 2m at all times.				
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B. Program Delivery - Indoor Group Training in Water					
Circumstance	Physical Distancing	Rules & Guidelines	Cleaning Protocols	PPE	Barriers & Partitions
Team Meetings	N/A	Held on Zoom	N/A	N/A	N/A
Deck Warm-up, strength and conditioning, cardio	N/A All dry-land practice to be done on own outside of club time.				
Flexibility Training	N/A - done on own outside of club time				
Training Plan		Training is limited to one uninterrupted 2 hour in-person training session per day per training group			
Coaches on Pool Deck	Coaches will set their personal zone if more than one coach is on pool deck			Coaches will wear masks whenever physical distancing of 2m is not possible or	

				when projecting their voice	
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C. Shared Equipment - Indoor Group Training in Water					
Circumstance	Physical Distancing	Rules & Guidelines	Cleaning Protocols	PPE	Barriers & Partitions
Sound System	Only one coach will use the sound system at a time.		Sound system will be cleaned before and after each use. Disinfectant wipes will be kept with the soundsystem	Coaches will wear masks while using the microphone	
Water bottles		Athletes must bring their own water bottles that have been filled at home			

D. Contact Activities - Indoor Group Training in Water					
Circumstance	Physical Distancing	Rules & Guidelines	Cleaning Protocols	PPE	Barriers & Partitions
Highlights and Joined activities (as defined by FINA)		Not to be trained at this time until further notice from BCAS			
Swimming in Pattern		All athletes are facing the same direction Close Proximity activities may			

		be no more than 25% (30 minutes) of allowable in-person training time (2 hours) AND must be limited to non-consecutive intervals of 15 minutes or less.			
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E. Managing COVID-19 - Indoor Group Training in Water					
Circumstance	Physical Distancing	Rules & Guidelines	Cleaning Protocols	PPE	Barriers & Partitions
Emergency Action Planning	Athletes and coaches will follow facility EAP ensuring physical distance at all times	Follow facility EAP	Facility is responsible for cleaning before and after each rental	Athletes and coaches will wear masks when entering and exiting the pool area	
Managing individuals with symptoms that develop at practice	Isolate individual immediately	Alert facility staff and follow current public health guidelines	Any surfaces potentially touched by individual are cleaned by facility staff and/or club staff		
Managing positive case or outbreak		Follow current public health guidelines. Alert training group and cohort affected			
Return to training after COVID-19		Follow direction by public health			

Health Monitoring		All participants complete daily health questionnaires and attestation. Club purges after 8 weeks. Anyone with symptoms is required to stay home and will not be allowed to enter the training environment.			
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VMS COVID-19 Illness Policy

Definitions:

“Individual” refers to and includes an employee, coach, volunteer, athlete, participant, or parent/spectator.

“Training environment” refers to any in-person group training activities or events that take place either indoors or outdoors.

1. Disclosure

Inform an individual in a position of authority (e.g. coach, team manager, COVID-19 Risk Manager) immediately if you feel any symptoms of COVID-19 such as fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuff or runny nose, loss of sense of smell, headache, muscle aches, fatigues, and/or loss of appetite.

2. Assessment

- A. Individuals must conduct self-assessments on an ongoing basis and prior to joining or participating in any training environment to consider if they are experiencing any symptoms or signs of COVID-19. If individuals are unsure, they are directed to administer the BC COVID- 19 Self-Assessment Tool.
- B. The Club’s COVID-19 Risk Manager or individual appointed and trained by the COVID-19 Risk Manager will complete a Daily Wellness Check with all participants, including checking their body temperature prior to individuals entering the training environment.
- C. The COVID-19 Risk Manager, safety support personnel, team manager, and coaches will visually monitor athletes and other participants to assess any early warning signs as to the status of their health and to touch base on how they are regarding their personal safety throughout the training event.

3. If an individual is feeling sick with COVID-19 symptoms

- A. They should remain at home and contact Health Link BC at 8-1-1.

- B. If they feel sick and/or are showing symptoms during training activities, they should be sent home immediately and direct them to contact 8-1-1 or a doctor for further guidance.
- C. No individual may join or participate in a training activity, event, or training environment if they are symptomatic.

4. If an individual tests positive for COVID-19

- A. The individual will not be permitted to return to training or any artistic swimming activities until they are free of the COVID-19 virus.
- B. Any individual who is in the same training group or has participated in a training activity or event with the infected individual will also be removed from the training environment for at least 14 days to ensure the infection does not spread further.
- C. Close off, clean and disinfect any surfaces that could have potentially been infected/touched by the infected individual.

5. If an individual has been tested and is waiting for COVID-19 test results

- A. As with the confirmed case, the individual must be removed from the training environment.
- B. Public Health agencies/authorities advise that any person who has even mild symptoms to stay home and call their Regional Health Authority.
- C. Other individuals who may have been exposed will be informed and removed from the training environment for at least 14 days or until the diagnosis of COVID-19 is ruled out by health authorities.
- D. Close off, clean and disinfect any surfaces that could have potentially been infected/touched by the infected individual.

6. If an individual has been in contact with someone who is confirmed to have COVID-19

- A. Individuals must advise the COVID-19 Risk Manager, coach, or manager if they reasonably believe they have been exposed to COVID-19.
- B. Once the contact is confirmed, the individual will be removed from the training environment for at least 14 days or as otherwise directed by public health authorities. Individuals who may have come in close contact with the individual will also be removed from the training environment for at least 14 days.
- C. Close off, clean and disinfect any surfaces that could have potentially been infected/touched by the infected individual.

7. Conditions Requiring Quarantine or Self-Isolation

- A. An individual who has travelled outside of Canada or the province within the last 14 days is not permitted to enter the training environment and must quarantine and self-isolate.
- B. An individual with any 2 symptoms of COVID-19 is not permitted to enter any part of the training environment and must quarantine and self-isolate. An individual with any one of fever, vomiting or diarrhea is not permitted to enter any part of the training environment.
- C. An individual from a household with someone showing symptoms of COVID-19 is not permitted to enter any part of the training environment and must quarantine and self-isolate.

- D. An individual who is in quarantine or self-isolating as a result of contact with an infected person or in families who are self-isolating, is not permitted to enter any part of the training environment.

Education Plan and Training

Staff & Coaches

All coaches must complete the BCAS/Lifesaving Society online module and attend the club COVID-19 info session.

Athletes

All athletes must attend the club COVID-19 info session. Once training groups are established a COVID-19 training liaison will meet with the COVID-19 Safety Manager to establish their roles and responsibilities.

NOTE: Our Club does not have any volunteers who are not athletes and parents are not involved since our club is adults-only.

Communications Plan

Our club currently uses a blog on our members-only website to provide club-wide updates to participants and coaches. We will use this system to convey our policies and procedures.

We will use this system to send out daily health monitoring questionnaires by email on the day of every practice for members to complete the self-assessment tool before arriving to practice. This system will also send out reminders for all athletes to complete the attendance log after leaving the training facility.


Our website will have our COVID-19 safety plan published and available to members and our Swimmer's handbook will include all policies and will be distributed to all members.

In the event of any changes to the safety plan, we will issue a club-wide notification and provide the information to club participants.

In the Event of a Positive Case or Outbreak

The individual athlete will notify their own health care professional if they have symptoms and will notify the club if they are awaiting a test result or have tested positive. Their name will not be shared.

We keep a database of our attendance log that allows for easy data segmentation in the event of a positive case or outbreak of COVID-19. The club executive will email the training group and training cohort affected by the dates overlapping with the positive case and we will advise the facilities liaison with Vancouver Parks Board.



The club will notify BCAS if anyone in the club tests positive and what steps have been taken.

Monitoring and Adjusting the plan

VMS is committed to monitoring our safety plan as our training progresses. We have designated a COVID-19 Risk manager for our club who will monitor developments in the public health guidelines and she will notify the club executive of any changes. Our executive and coaches will regularly review club procedures with regards to COVID-19 and incorporate any new information we receive from facilities or BCAS. We provide an avenue for our swimmers to provide feedback on our procedures or to notify us of any safety issues.

The club is in direct contact with facility management and staff in the case of any changes in protocol.

Board Approval

This plan was adopted and approved by VMS Club Executive on October 6, 2020.