

COVID-19 OPERATION GUIDELINES – Outdoor Pool Facilities, Effective June 10, 2020

This document provides the minimum standards for the City of Rohnert Park to operate pool facilities during summer 2020 in accordance with guidelines set by the County of Sonoma, the State of California, the US Centers for Disease Control and Prevention (CDC), and USA Swimming. The guidelines are in addition to, and do not replace, any applicable orders of the Health Officer of the County of Sonoma. Pursuant to Order No. C19-14 of the Health Officer of the County of Sonoma (“Stay Well Sonoma County Order”), outdoor swimming pools may be used for lap swimming, fitness activities, and physical therapy, subject to restrictions as set forth in that Order. The guidelines are subject to change and may be amended based upon changes to local, state, or federal health orders. These Guidelines apply to all City staff and contractors involved in the use and operation of outdoor pool facilities.

All swimmers are expected to adhere to these guidelines at all times. Failure to comply may result in being banned from the facility.

Roles

All aquatics staff shall be provided and must attend COVID-19 protocol training in addition to regular aquatic staff and lifeguard training.

Aquatics Coordinator: Full-time Community Services staff member responsible for the scheduling, training, oversight, and daily operation of the pool facility.

Lifeguard (Guard): The lifeguard on duty will be solely responsible for scanning the water, watching the swimmers, and ensuring adherence to safe swimming practices. The on-duty lifeguard will not be responsible for monitoring social distancing, facial coverings, or other COVID-19 related safety protocols.

Cashier/Attendant: The cashier will be a certified lifeguard so that they can rotate as the on-duty lifeguard. The cashier/attendant will check in swimmers at the pool entrance. Once all lap swimmers are checked in, this staff member will be responsible for monitoring social distancing, facial coverings, restroom use, and cleaning.

The above to roles are interchangeable and will rotate during each shift.

At the end of each lap swim session, both staff members will be responsible for cleaning and disinfecting all commonly used surfaces in the pool area prior to the arrival of the next group of swimmers.

General Guidelines and Requirements

Locker Rooms: Indoor locker rooms and changing areas shall remain closed to the public.

Personal Protective Equipment (PPE): All staff shall be provided with necessary PPE which must be utilized except as set forth in this section. This includes a mask, gloves, and hand sanitizer. Reusable masks that have been provided must be washed each day. Staff may bring their own mask from home if it is either new or has been washed prior to use each day. However, mask use shall not be required if it would create a risk to the person in the performance of their work, as determined by a supervisor who shall consider applicable local, state, or federal regulators or workplace safety guidelines.

Employee Self-Screening: All employees are required to perform a daily health screening as outlined in the *Employee Self Screening Memo* dated April 16, 2020. This includes answering a set of health

questions and reporting to one's supervisor that they are free from any of the listed symptoms for at least the preceding 24 hours.

Social Distancing: The social distancing guidelines in this document are consistent with the health orders of the County of Sonoma for operation of lap-swim at a public pool facility. Staff shall maintain any related signage provided by the City and any floor markings to designate appropriate spacing. Signage will be placed throughout the facility to educate swimmers on how to prevent the spread of COVID-19 per the CDC guidelines (signs attached). In addition:

1. Markers will be placed at the check-in location 6ft apart to keep swimmers at a safe distance while waiting in line.
2. Markers will also be placed at the pool entrance in the middle of each lane. This marker indicates where lap swimmers should enter and exit the pool for their lane assignment.

Swimmer Social Distance: Lap swimmers shall be required to maintain at least 6 feet of distance between each other when they are on the pool deck or other areas within the pool complex. Swimmers from child-care and/or summer camp units are permitted to commingle and do not have to maintain 6 feet of social distance.

Lap Swim Lane Assignments: The pool consists of six, eight-foot lanes. Each lane can be reserved by one individual for one 45-minute block of time per day. Two people may reserve one lane if they are from the same household. Lane reservations must be made online or over the phone by calling (707) 588-3456 as early as 72 hours in advance. No walk-in registration will be permitted. (see *Pool Facility Guidelines Below*).

Child Care and Camp Use: The Stay Well Sonoma County Health Order allows for child-care and summer camp programs to use the pool facility. Only one camp unit may be in the facility at a time (see *Pool Facility Guidelines Below*). Use shall be coordinated so that children do not commingle with any other patrons.

Rotation of Lifeguards: The guard rotation will happen with 6 feet of distance between guards using verbal signals to indicate which guard is responsible for the water at any given point within the rotation. This process will be taught through the COVID-19 training referenced at the beginning of this document.

Lifeguard Tubes: Lifeguards will not be allowed to share tubes during their shifts. Each lifeguard will sanitize their tube after each shift.

Lifeguard Rescues: Staff will receive in-service training prior to the opening of the pool to prepare to perform a rescue in a manner that prevents the spread of COVID-19 as much as possible.

Sanitation Guidelines

Commonly used areas must be cleaned, sanitized, and disinfected regularly. Staff shall follow the plan below to address the cleaning of the facility. Staff shall utilize guidance for cleaning of specific items and the use of appropriate cleaning products from the CDC.

Sanitizing (Cleaning): The removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Using a soap and water solution after disinfecting avoids harsh chemical residue being left on surfaces.

Disinfecting: Using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. Staff will utilize a disinfectant approved by the EPA for use against COVID-19.

Hand Sanitizer & Hand Washing: Hand sanitizer shall be provided at the camp site for all participants and staff. It is recommended that participants and staff wash their hands or use hand sanitizer at least once an hour or more frequently as needed. Participants shall be reminded that proper hand washing requires washing with soap and water for at least 20 seconds.

Facility Cleaning

- Prior to the pool opening to the public, staff training will include best practices to disinfect and to sanitize all facility surfaces.
- Restrooms, including faucets, toilets, and urinals, must be cleaned and disinfected daily. If the restroom is used, staff shall regularly spray disinfectant on high-touch surfaces
- Drinking fountains will not be utilized except to fill water bottles. Swimmers will be required to bring their own water bottle(s).
- Countertops must be cleaned and disinfected daily and as needed. Disinfected surfaces must also be wiped down with sanitizing solution prior to use.
- Floors and pool deck must be cleaned and disinfected daily and as needed.
- Railings and pool entrance/exit ladders must be cleaned at the end of each lap swim session.
- Door and cabinet handles must be cleaned and disinfected daily.
- Lounge chairs must be cleaned and disinfected daily and between uses.
- Keyboards, staff chairs, phone and all front counter equipment will be disinfected after each lifeguard rotation.
- Pool chemical kit, tubes, and pens will be sanitized after each use.

Equipment and Equipment Cleaning

Lifeguard Tubes: Lifeguards will not be allowed to share tubes during their shifts. Each lifeguard will clean and disinfect the tube they used at the end of their shift.

City-issued Pool Equipment: The City will allow swimmers to use City-issued kickboards in the water. The kickboards will be kept in two piles (cleaned and used). Kickboards must be cleaned and disinfected prior to being used by another swimmer.

ADA Lift: The lift will be disinfected every day and after each use.

Pool Tarp Cart: Common touch areas on the pool cart, along with the handles will be disinfected after each use.

Lane line cart: The cart handles will be disinfected after each use.

Pool Facility Guidelines and Swim Hours

These guidelines define the policies and procedures for use of the site.

Honeybee Pool:

Lap Swim

- Monday through Friday – 6am to 10am; 3pm to 7pm
- Saturday and Sunday – 7am to 11am; 3pm to 7pm

Camp Swim

- Monday through Friday – 1pm to 3pm

Benicia Pool and Magnolia Pool – Closed for 2020

Pool Facility Requirements:

A sneeze guard will be placed at the check-in table for the protection of staff and swimmers. Chlorine levels will be maintained at a minimum of 2.0 PPM (USA Swimming Guidelines state that chlorine levels should be maintained at 2.0 PPM, which is consistent with the pre-COVID State of California requirement).

Procedures for Lap Swim Registration: Lanes can be reserved online or by calling (707) 588-3456. Lanes may be reserved up to 72 hours in advance. Phone reservations for the weekend must take place by 5pm the Friday before the weekend of the desired lap swim days. Payment must be made at the time of reservation. No payments will be accepted at the pool facility. Lap swim protocols are as follows:

1. Lanes will be available by reservation of 45 minute time blocks which begin the top of each hour.
2. Upon arrival, swimmers will need to sign a liability release. Pools will be disinfected after each use and prior to be used by another swimmer.
3. Lap swim check-in begins at the top of each hour.
4. Swimmers should arrive ready to swim. Locker rooms shall remain closed to the public in accordance with the Stay Well Sonoma County Order.
5. The 45-minute clock will begin five minutes after the top of the hour, no exceptions.
6. All swimmers must clear the pool at the end of the 45 minute swim period. Swimmers will then be given a maximum of five minutes to exit the pool facility.
7. One person per lane unless from the same household in which a maximum of two people may share a lane. If members of the same household share a lane, they should enter the lane on opposite ends of the pool as to practice social distancing from the swimmers in the lane next to them.
8. Lap swimmers must adhere to the policies in this document regarding facial coverings and social distancing.
9. Lap swimmer must be moving at all times. Treading water is only permitted for short breaks unless previously approved by the Aquatics Coordinator.
10. No walk-in lap swim will be accepted.

Swimmer Requirements:

Mask or Face Coverings: All swimmers and staff shall be required to have a mask or face covering with them at all times.

Lap swimmers shall wear a facial covering during check-in and at all times when in the pool facility other than when they are in the water.

Campers are not required to wear facial coverings, however, facial covering are recommended when not in the water.

Per the CDC, cloth face coverings should:

- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be able to be laundered and machine dried without damage or change to shape.

Swimmer Check-In/Out Location: Check-in will take place at the front gate of the pool.

- Check-in area shall have markings in front of the table to illustrate 6 feet of separation.
- The check-in table shall be equipped with a sneeze guard for the staff person checking in participants.

Swimmer-owned Equipment: Swimmers may bring goggles, swim caps, and flippers from home. Equipment may not be shared with any person outside of the swimmer's household.

Check-in Procedure (staff and swimmers):

Prior to arriving at the pool: Staff and swimmers must perform a self-conducted health screening by taking their temperature and ensuring that they do not have a fever of 100.0°F or higher. They must also ensure that they do not have symptoms that the CDC has indicated are symptoms of COVID-19.

Upon arrival: Staff and participants must receive a health screening, which includes taking their temperature with a no touch thermometer. Staff and participants must not have a temperature of 100.0°F or higher and must be asked to confirm that they do not have any of the symptoms that the CDC has indicated are symptoms of COVID-19. **All swimmers are required to wear a mask throughout the check-in process.**

Currently recognized symptoms of COVID-19 are the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Once the health screening is complete, swimmers will be required to sign a waiver and release of liability form. A new pen will be used for each swimmer. Pens will be disinfected prior to use by a new person.

Non-swimmers are not permitted in the facility for lap swim. Only swimmers with a lane reservation are permitted.

Restrooms: Swimmers shall be encouraged to use restrooms one at one time, unless necessary to accommodate a disability. Bathrooms shall be disinfected at least once per day (*see above "Facility Cleaning"*). Changing and shower use is not permitted per the Sonoma County Health Officer. Swimmer should come to the facility ready to swim.

Additional Requirements Regarding Camp Programs:

Camp programs may use the pool during the designated camp swim time. Only campers from one camp unit (maximum of 12 participants per Stay Well Sonoma County Order) may be in a pool facility at any given time. Camps must pre-register for a swim day and time by calling (707) 588-3456. Payment must be made at the time of reservation. Invoicing is not available for summer 2020. **Campers are not required to swim.**

Swimmer or Staff Illness

Suspected Illness at pool: If a swimmer or staff experiences symptoms of illness the Aquatic Coordinator must be notified immediately. The Coordinator shall take action to remove the participant or staff from the swim area to a designated resting area for further assessment.

Returning to Pool: Swimmers or staff who experience symptoms of COVID-19 shall not return to the pool for 14 days from the onset of symptoms (and are symptom free for two days); or until they have received a negative COVID-19 test result; or have been advised by a medical professional that they may return to such activities.