

Lifesaving Society Canada
Suite 001 – 1145 Hunt Club Road, Ottawa, Ontario K1V 0Y3
Telephone: 613-746-5694
E-mail: experts@lifesaving.ca Web: www.lifesaving.ca

Guideline

COVID-19 Facility Operations

Guidelines for Progressive Reopening

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Background

The COVID-19 pandemic has generated questions and concerns about potential exposure to the virus when aquatic facilities reopen.

The objective of this guideline is to assist owners and operators of aquatic facilities in minimizing the risk of COVID-19 transmission to employees and the public when facilities reopen. These strategies provide guidance both to facility operators and lifeguards at swimming pools and waterfronts. Owners and operators shall adjust these strategies in compliance with their provincial/territorial health authority recommendations and specific considerations concerning their programs and aquatic facility characteristics.

Owners and operators should review the following Lifesaving Society Information Bulletins as found on the Lifesaving Society Canada website at <https://www.lifesaving.ca/safety-management-services.php>

- COVID-19 First Aid and Resuscitation Recommendations
- Aquatic Facility Maintenance: Cleaning, Decontamination and Safe Water Management of Aquatic Facilities
- Facility Operations: Recommendations for Progressive Reopening
- Facility Operations: Recommendations for Aquatic Staff Training
 - Appendix A: Rescue Ready Assessment Recommendations
 - Appendix B: Guidelines for In-Water Rescue
 - Appendix C: Protocols for Safety Education and Rule Enforcement
 - Appendix D: Training Program Guidelines
 - Appendix E: Lifesaving Sport - Return to Practice Safety Plan (in development)

These guidelines are based on expert opinion and evidence-based research from many credible health organizations throughout Canada and globally. Recommendations should be adapted to meet local conditions of the disease burden and resource availability. The Lifesaving Society continues to reassess the public health risk based on the best available evidence as the situation evolves. These guidelines will be updated as additional information becomes available.

Implementation

FACILITY OPERATIONS

Timeline

1. Determine when activity can resume according to provincial/territorial health authority recommendations. Consider the attached example of a Progressive Reopening Phases Model (Appendix A) in order to plan a progressive reopening of aquatic facilities.
2. Create a timeline with milestone steps (Appendix B: Reopening Timeline Model).
3. Stay in contact with the local aquatic community, clubs and partners to identify their needs.
4. Order pool chemicals, first aid equipment, personal protective equipment (PPE) and other goods as soon as possible to avoid shortage and delivery delay.
5. In coordination with provincial/territorial health authority, create an emergency plan for a possible outbreak, assess if community members are at higher risk for COVID-19 infection and plan accordingly.

Facility Staff

1. Owners and operators of aquatic facilities should have a detailed plan to manage the return to work for their employees to help ensure the workplace is not a source of COVID-19 transmission. The approach must be proactive and focus on the protection of the workers. Employers also have a responsibility to provide appropriate education and training to all facility employees.
2. Establish a daily operator's check list (Appendix C: Daily Operator's Check List).
3. Screen employees daily by asking common questions to ensure they do not have COVID-19 symptoms.
4. Follow your established employee sickness and return to work protocols.
5. Higher risk employees of severe illness from COVID-19 (e.g. older adults and people of any age who have serious underlying medical conditions) should inform the employer of their condition to determine if it is safe for them to resume work. Such individuals should not reintegrate into the workplace until their provincial/territorial health authority confirms it is safe to do so.
6. Develop human resource policies that are fully compliant with existing workplace health and safety regulations and labour codes.
 - a. Under health and safety legislation, employees retain the right to refuse dangerous work if they believe the workplace and their duties may cause them harm. For more information, consult the Canadian Centre for Occupational Health & Safety and provincial/territorial legislation and regulations.

- b. Workplace health and safety committees have a legal obligation to participate in the development of any workplace prevention and preparation strategies dealing with the virus.
- 7. Communicate exceptional return to work policies to all facility and aquatic staff and ensure they follow them.
- 8. Employees must wash their hands when arriving and leaving the aquatic facility, and before and after:
 - a. eating, breaks or smoking
 - b. blowing one's nose, coughing, or sneezing
 - c. going to the toilet
 - d. being in contact with animals or pets
 - e. using shared equipment (e.g. water test kit)
 - f. providing routine care for another person who needs assistance
- 9. Personal items and clothing (backpacks, jackets, shoes, etc.) brought in by staff members should be kept to a minimum. Where staff must bring items in, they should be stored separately, with adequate space between each staff member's items (e.g. leave a hook between items on a coat rack, taped off spaces on the floor in a storage area, render bags available to store items, etc.).
- 10. Vacant staff lockers should be emptied, sanitized and sealed.
- 11. Enforce physical distancing of 2 metres at all times. Operators could stagger employees' time of arrival/departure and lunch breaks.
- 12. Prohibit events and meetings that require close contact; rather, use telephone or online conversations.
- 13. Utilize consistent work teams (same workers in shift work) to avoid increasing the number of interactions.

Employee Equipment

- 1. Equipment should not be shared between employees.
 - a. If possible, ensure that each employee has their own equipment needed for each shift (e.g. one rescue tube per lifeguard).
 - b. Ensure there is no sharing of equipment (pen, stopwatch, etc.), condiments and common use food dispensers (ketchup, mustard, salt, pepper, etc.).
 - c. Do not share cups, glasses, plates, utensils. Wash in hot water with soap.
 - d. Any equipment or tool that must be shared needs to be cleaned with soap and disinfected after each use and at the end of each shift.
- 2. Clean staff room table before and after each use.
 - a. The table should be covered with an easily washable surface (plastic or smooth surface).
 - b. The staff room, as well as its appliances and accessories (refrigerator, microwave, chairs, handles, etc.), must be cleaned every shift to avoid cross contamination.
- 3. Remove non-essential items (magazines, newspapers, trinkets) from common areas.
- 4. If possible, do not store equipment, first aid and resuscitation equipment, PPE or similar items in the lunchroom.

5. Deck/beach staff should change clothes before and after their shift.
 - a. Remove work clothes and/or bathing suit at the end of the shift.
 - b. Used clothes and/or bathing suit should be placed in a bag until cleaned.
 - c. Make bags available, if necessary.
 - d. Clean clothes using laundry soap and hot water.

Employee Personal Protective Equipment (PPE)

1. Where possible, ensure that each employee has the PPE needed for their shift and avoid sharing these. If this is not possible, disinfect the equipment between each exchange.
2. PPE recommendations vary for employees and is dependent on the duties they perform in the workplace. Use adequate PPE (gloves, mask, face shields, goggles, coveralls) when performing cleaning routines or administering first aid.
3. Where possible, designate a first aid responder equipped with more robust PPE equipment (e.g. gown, visor, etc.) to provide undue delays in responding to first aid or resuscitation requirements caused by donning appropriate PPE.
4. When wearing gloves, avoid touching the face.
 - a. Follow the procedure prescribed by the World Health Organization (WHO) when removing gloves. (Appendix D: WHO procedure to remove gloves.)
 - b. Follow the procedure prescribed by the WHO in order to remove personal protective equipment (PPE) while avoiding contamination (Appendix E: WHO procedure to remove PPE).
5. Staff must not share personal first aid equipment (fanny packs).

Admission

1. At the entrance, signs must inform all bathers that:
 - a. Patrons must not enter if they suspect they have COVID-19 or if they have any of the common symptoms.
 - b. Patrons must maintain physical distancing of 2 metres from other bathers and employees.
 - c. Cough into your bent elbow, or into a tissue that you throw away immediately after use, then wash hands immediately.
2. On arrival, patrons must wash their hands with soap and water or hand sanitizer (60% alcohol or higher) for 20 seconds.
3. Screen patrons to ensure that they do not have COVID-19 symptoms by asking common questions.
4. Where local protocols allow and where appropriate, have all employees' and patrons' temperature screened before admittance.
5. Signage could present the layout plan of the aquatic facility including specific COVID-19 measures such as a circulation path around the pool allowing patrons to familiarize themselves with it prior to entry.
6. Admission fee payment methods should allow for minimal contact between employees and patrons.
 - a. Install a physical barrier between the cashier and patron.

- b. If a fee is charged, avoid cash transactions by accepting alternate payment methods.
 - c. If cash is accepted, specific procedures to prevent contamination need to be established (e.g. employee should wear gloves and/or wash hands before and after handling money).
- 7. If bracelets (wrist-brands) are required, the operator must use self-usable bracelets and provide waste containers for their disposal.
- 8. Employees located at an admission station should be protected by glass or plexiglass.
 - a. If this is not possible, provide a face shield and train employees to don and remove it safely.
 - b. If the employee is located at an outdoor admission station, sun protection must be provided (e.g. umbrella).
- 9. Depending on the expected level of use of the aquatic facility, some measures may need to be put in place to avoid crowd gathering or long waiting times, for example:
 - a. A reservation system.
 - b. Swim time limitations to allow other bathers to use the facility.
- 10. Additional signage should inform people to avoid public aquatic facilities if they are at higher risk for severe illness from COVID-19 according to provincial/territorial health authority directives.

Facility Access

- 1. Provide facility access with one entry point and a separate exit point (see Appendix G and Appendix H).
 - a. If both entry and exit points are located at the same place, put measures in place to provide physical distancing of at least 2 metres, for example:
 - i. Assign employee to supervise entry and exits.
 - ii. Install signage to direct patrons to enter one at a time.
 - iii. Provide floor markings to guide patron travel in, through and out of the facility.
 - iv. Install a physical separation with a transparent material which can be cleaned and disinfected frequently (e.g. plexiglass) and of at least two (2) metres in height to separate the entry and exits allowing patrons to enter and exit simultaneously.
- 2. Install physical markers on the floor or walls (cones, lines, stickers, etc.) that indicate appropriate two metre spacing for patrons waiting in line at the cash desk or entrance.
- 3. Employees and patrons need to keep a personal mask on until they enter the pool. Each personal mask should be stored in a labelled disposable bag during activity and donned immediately after.
 - a. The mask must also be kept on at all times by those accompanying the user (parents of children, for example).
- 4. For outdoor aquatic facilities, access should be available without going through a building or changing room (e.g. using a service gate).
- 5. For indoor aquatic facilities, access should be via the shortest direct path to the aquatic facility.

- a. Where possible, avoid access through change rooms (e.g. using a service door from the reception).
 - b. Bathers could arrive in their bathing suit and access to change rooms be limited to bathers who need to use the bathroom.
6. If a shower is available near the pool deck (without the need to enter the change room), consider advocating its use.
 - a. When no showers are available on the pool deck and to avoid circulation in the changing rooms, operators could encourage good pool hygiene by asking bathers to shower at home before and after facility use.
7. The occupancy rate of change rooms should be reduced to allow physical distancing. For example, only 1 in 2 lockers should be used and total change room occupancy should allow a minimum space of 5 square metres per person.
8. Operator should institute one-way traffic flow around the pool area using appropriate signage or other methods.

Deliveries

1. Operators should request that suppliers send the same delivery person to their facility for drop-offs.
2. Operators should require that all drop-offs from outside suppliers be accepted by the same employee.
3. Ideally, organize tasks so that delivery personnel and suppliers are able to drop goods at the entrance or at a designated delivery location of the facility to avoid the coming and going of workers from other companies on the premises.
4. Where possible, limit the exchange of paperwork to a minimum (e.g. electronic signature of contracts or delivery notes). When paper documents are required:
 - a. Place the documents on a clean surface to transmit and retrieve the documents respecting the distance of 2 metres between individuals.
 - b. Employee and delivery person do not use the same pen.
 - c. Provide pens in case delivery person does not have one.
 - d. Clean pens with a disinfectant wipe after use.

Communicate Distancing Measures

1. Inform all employees of the physical distancing measures that are in place at the facility by way of memorandums, employee social media groups and during training sessions.
2. Inform the public of the physical distance measures in place at the facility through all communication resources and social media to which they have access.
3. Post the signs and symptoms of COVID-19.
4. Update staff manuals and safety plans to include all physical distancing measures.
5. If applicable, inform and educate the public, parents and caregivers of their responsibility in maintaining physical distance.
6. Indicate on the entrance door to an area (e.g. pool lobby, change room), the maximum number of people allowed in the room at one time.

7. To ensure distancing measures are respected by employees and patrons, operators could consider adding staff, especially upon reopening as many adjustments should be expected.

AQUATIC FACILITY AND AMENITIES

Toilets

1. If a bathroom is available on the pool deck, encourage patrons to use it to avoid entry into other areas of the facility.
2. Ensure that a toilet is available to employees and patrons as well as a sink supplied with clean, temperate water.
 - a. Provide soap or another recommended cleaning substance.
 - b. Provide roll-up towels or paper towels (hand dryer could be less effective).
3. Signage should remind people of hand washing as well as the proper procedure (Appendix G: WHO - How to Hand Wash Signage).
4. Ensure that toilets are disinfected every two (2) to four (4) hours.

Diving Boards, Waterslides and Rope Swings

1. Install physical markers on the floor or walls (lines, stickers, cones, etc.) to indicate the distance of 2 metres between patrons at the queues.
2. Provide floor markings to guide patrons.
3. Clean all touch points on diving boards and waterslides as usual.
4. Provide signage to remind bathers to avoid putting their unwashed hands to their eyes, nose or mouth, especially after touching railings.
5. Rope swings represent a higher transmission risk and their use should be prohibited in early phases of reopening.

Wading Pools

1. Follow the same guidelines as for swimming pools.

Water Playgrounds (Splash Pads)

1. Even when operating with effective disinfection, maintenance or procedures, water playgrounds (splash pads) present a higher risk of COVID-19 contamination due to:
 - a. Design and features that make it more difficult to maintain appropriate physical distancing.
 - b. The size and design of the facility creating a challenge to keep surfaces clean and disinfected.
 - c. The potential for the virus to be spread when patrons touch common surfaces, then touch their unwashed hands to eyes, nose or mouth.
 - d. The common use of fresh water with no added disinfectant (bromine or chlorine).
2. Only operate water playgrounds in accordance with provincial/territorial health authority recommendations.
3. Install a fence around the perimeter of the water playground to control access by identifying a separate entrance and exit.

4. During opening hours, always ensure the presence of an employee able to ensure access control and patron supervision.
5. Conduct regular disinfection of common contact surfaces, such as water play activation mechanisms, nozzles, rainbows, etc.
6. If using treated water for water playgrounds, maintain at least the same level of water quality as swimming pool water standards.
7. Adopt and follow all other guidelines as described in this document.

Water Parks

1. Even when operating with effective disinfection, maintenance or operating procedures, water parks present a higher risk of COVID-19 contamination due to:
 - a. Design and features that make it more difficult to maintain appropriate physical distancing.
 - b. The size and design of the facility creating a challenge to keep surfaces clean and disinfected.
 - c. The potential for the virus to be spread when patrons touch common surfaces, then touch their unwashed hands to eyes, nose or mouth.
2. Only operate water parks in accordance with provincial/territorial health authority recommendations.
3. Reduce bather loads to maintain physical distancing measures.
4. Prioritize and schedule the operation of features and installations where supervision and distancing measures are in place to allow easier cleaning and disinfection.
5. Adopt and follow all other guidelines as described in this document.

Whirlpools, Saunas and Steam Rooms

1. Even when operating with effective disinfection, maintenance or operating procedures, whirlpools (including hot tubs and spas), saunas and steam rooms present a higher risk of COVID-19 contamination due to:
 - a. Design and features that make it more difficult to maintain appropriate physical distancing.
 - b. The size and design of the facility creating a challenge to keep surfaces clean and disinfected.
 - c. The potential for the virus to be spread when patrons touch common surfaces then touch their unwashed hands to eyes, nose or mouth.
2. Only operate whirlpools, saunas and steam rooms in accordance with provincial/territorial health authority recommendations.
3. Reduce bather loads to maintain physical distancing measures.
4. Prioritize and schedule the operation of features and installations where supervision and distancing measures are in place to allow easier cleaning and disinfection.
5. Adopt and follow all other recommendations as described in this document.

PROGRAMMING AQUATIC FACILITIES

For all aquatic facilities, bather loads should be reduced to allow appropriate physical distancing. The operator needs to take in consideration the activities held and amenities available within their facility. Bather loads may increase in time depending on provincial/territorial health authority recommendations.

General

1. For programmed activities, follow all other guidelines as described in this document.
2. Users should not spit, urinate or blow their nose in the water.
3. People at higher risk of COVID-19 should not participate in programmed activities until approved.
4. Participants should not share water bottles, towels, goggles or any other equipment with others.
5. Water bottles should be filled at home.
6. Patrons in need of assistance due to physical limitations should receive help from a family member.

Patron Equipment

1. Signage should inform bathers to not share water bottles, towels, goggles or any other equipment other than with family members.
2. The use of goggles should be encouraged to avoid mucus contamination.
3. Snorkels should be prohibited.
4. Following the first phase of reopening, only essential equipment should be available to patrons (e.g. PFDs).
5. All shared equipment (such as PFDs) must be disinfected between each user.
 - a. Leaving equipment in the pool for a few minutes to allow for disinfection.
 - b. Floating equipment must be submerged or turned to ensure they are properly disinfected on both sides (e.g. PFDs).

Recreational Swimming

1. The owner and operator should prepare a plan for recreational swimming (Appendix H: Recreational Swimming/Day Camps and Groups Organization Model).
2. For all aquatic facilities, bather loads should be reduced to allow physical distancing. Operators need to consider the activities held and amenities available. Bather loads may increase in time based on provincial/territorial health authority recommendations.
 - a. For example, the total number of patrons on deck and in the water may not exceed the number obtained by allowing 7 m² of water surface per person, therefore a 25 metre pool with 6 lanes 2.5 metres wide each has a total of 375 m² (25 x 6 x 2.5). Bather admission cannot exceed 53 bathers (375 ÷ 7).

Lane/Lap Swimming

1. The owner and operator should prepare a plan for lane/lap swimming (Appendix I: Lane/Lap Swimming Organization Model).
2. Swimmers of the same family or household may swim together in one lane.

3. To maintain physical distancing of 2 metres, swimmers should swim in the middle of the lane only and return by the adjacent lane (e.g. swimming towards the deep area in lane #1 and coming back to the shallow area in lane #2 – see Appendix I).

Day Camps and Groups

1. The owner and operator should prepare a plan for day camps and groups (Appendix H: Recreational Swimming/Day Camps and Groups Organization Model).
2. Inform day camp and group supervisors of the facility's established physical distancing measures.
3. Inform the camp and group leader of their shared responsibility to maintain the facility's established physical distancing measures.
4. Participants should not share water bottles, towels, goggles or any other equipment with others.
5. When transporting participants to the aquatic facility, it is recommended to reduce the bus occupancy rate according to local guidelines.
6. Reduce the number of participants allowed in programs to adjust to the facility's revised bather load and the number of program leaders available for participant supervision.
7. Day camp and group supervisors should organize activities to encourage physical distancing between participants rather than free swimming.
8. All other local guidelines regarding day camps and groups must be followed.

ORGANIZED ACTIVITIES

For all aquatic facilities, bather loads should be reduced to allow physical distancing. The operator needs to consider the activities held and amenities available in each facility. Bather loads may increase in time based on provincial/territorial health authority recommendations.

General

1. For organized activities, adopt and follow all other recommendations as described in this document.
2. Users should not spit, urinate, or blow their nose in the water.
3. Reduce group ratios to maintain distancing measures. Reducing duration of lessons may allow operator to offer more lessons.
4. Aquatic instructors must give safety guidelines to all participants before starting a class or a training session.
5. Aquatic instructors should be outside of the water (except for demonstrations).
6. Encourage each swimmer to bring their own equipment.
7. Disinfection of equipment is required after activities. If possible, avoid using equipment during activities.
8. The following should not participate in organized activities:
 - a. People 65 years and older.
 - b. People who live in a nursing home or long-term care facility.

- c. People of all ages with underlying medical conditions, particularly if not well controlled.
- 9. Participants should not share water bottles, towels, goggles or any other equipment with others.
- 10. Water bottles should be filled at home.
- 11. Patrons in need of assistance due to physical limitations should receive help from a family member.

Swimming Lessons

- 1. The owner and operator should prepare a plan for swimming lessons.
- 2. Maintaining physical distancing with swimming lesson participants can be challenging, especially with younger participants.
- 3. Only offer swimming lessons in accordance with provincial/territorial health authority recommendations.
- 4. Prioritize swimming lessons according to group levels where physical distancing measures can be easily implemented (younger participants usually need more physical manipulation and proximity).
- 5. Swimming lessons could be given in groups similar to infant lessons so that each participant is accompanied by a parent responsible for managing and handling their child.
- 6. See *Recommendations for Aquatic Staff Training for the Progressive Reopening of Aquatic Facilities Information Bulletin – Appendix D: Staff Training for Instructional Programs*.
- 7. The owner and operator should prepare a plan for training lifeguards (Appendix J: Training for Lifeguard Organization Model).
- 8. See current/amended program standards from the respective swimming organization.

Aquatic Fitness Classes

- 1. Maintaining physical distancing with aquatic fitness class participants can be challenging.
- 2. Only offer aquatic fitness classes in accordance with provincial/territorial health authority recommendations.
- 3. Prioritize aquatic fitness classes to group levels where physical distancing measures can be easily implemented.
- 4. See current/amended program standards from the respective aquatic fitness organization.

Aquatic Sports

- 1. Only offer organized aquatic sports in accordance with provincial/territorial health authority recommendations.
- 2. Offer organized aquatic events (such as competitions) only after provincial/territorial health authority approval has been granted.

3. Younger athletes that need physical manipulation and close proximity to others should not resume training before provincial/territorial health authority approval has been granted (corresponding with the start of swimming lessons and following the same recommendations).
4. Masters athletes or athletes at high-risk for severe illness from COVID-19 (see admission guidelines) should not resume training before provincial/territorial health authority approval has been granted.
5. Head trainers must present a plan to the operator for the organization of training in order to respect the basic principles of COVID-19 precautions. The plan should establish guidelines for the spatial, temporal and physical organization of a swimming pool, making it possible to comply with the rules of physical distancing while presenting an overall vision of the development and movement of individuals.
6. Follow respective sport federation or organization recommendations.
7. All aquatic sports:
 - a. Organize local training only (athletes should not come from another region/province to practice their sport).
 - b. Parents should not attend training sessions (if possible, the athlete should go to the aquatic facility on their own or the parent should stay in their vehicle).
 - c. Put measures in place that prevent the instructor or coach to be alone with an athlete.
 - d. Keep the same group of athletes for each training session.
 - e. Maintain physical distancing of at least 2 metres between each athlete.
 - f. Encourage solo skill training rather than group events.
 - g. Do not hold dry land training by the pool.
 - h. Athletes should not leave equipment or sport bags at the facility.
 - i. Athletes are encouraged to act responsibly and promote appropriate behaviour on social media with their peers.
8. Competitive swimming:
 - a. Goggles are mandatory.
 - b. Lanes/lap swimming recommendations must be followed.
 - c. Keep the same group of swimmers in a lane for each training session.
 - d. Swimmers of the same family or household may swim in the same lane.
9. Diving:
 - a. Keep the same group of divers for each training session.
10. Artistic swimming:
 - a. Goggles are mandatory.
 - b. Practice solos (no group figures).
11. Water polo:
 - a. Goggles are mandatory.
12. Triathlon training:
 - a. See competitive swimming recommendations.

13. Lifesaving sport:

- a. See *Recommendations for Aquatic Staff Training for the Progressive Reopening of Aquatic Facilities Information Bulletin – Appendix E: Lifesaving Sport Return to Practice Safety Plan* (in development).

Additional recommendations are being developed to address aquatic programs.

Definitions

- **Aquatic facility:** any swimming pool, wading pool, waterpark, waterfront, or similar location that is used for aquatic activities such as swimming, wading, diving or aquatic sports.
- **Aquatic instructor or coach:** one who holds a current National Lifeguard certification together with a recognized aquatic instructor certification.
- **Aquatic sports:** may include scuba diving, snorkeling, competitive swimming, lifesaving sport, diving, artistic swimming, water polo etc.
- **Assistant Lifeguard:** a person designated by the owner or operator to assist a National Lifeguard to supervise bather safety.
- **Coronavirus:** Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19.
- **COVID-19:** COVID-19 is the infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019. As of January 2020 COVID-19 was declared a pandemic, affecting countries world-wide.
- **Lifeguard:** a person with a current Lifesaving Society National Lifeguard certification appointed by the owner or operator to maintain bather surveillance.
- **Operator:** the trained individual designated by the owner to be responsible for the day-to-day operation of an aquatic facility.
- **Owner:** the person or corporation who is the owner of an aquatic facility.
- **Recreational Swim:** any period of time where patron activities in the pool are unstructured and where patrons are not under the direction or supervision of a coach or instructor. These times may include, but are not limited to events such as birthday parties, day camps, free swims, lane swims, open swims, public swims, rentals, teen swims, etc.
- **Rope Swing:** a rope connected to a structure over the water that is designed to swing users from a starting point out over a designated landing zone in the water, where the user releases and enters the water.
- **Swimming Pool:** an artificially constructed basin, whether indoor or outdoor, lined with concrete, fiberglass, vinyl or similar material in which persons can swim, wade or dive.
- **Wading Pool:** an artificially constructed basin, whether indoor or outdoor, lined with concrete, fiberglass, vinyl or similar material that is intended for wading.

- **Waterfront:** an outdoor, artificial or natural shoreline alongside a body of water, that may include docks or piers and may be used for aquatic activities such as swimming, wading, diving or aquatic sports.
- **Whirlpool:** a pool, hot tub, or spa that is designed primarily for therapeutic or recreational use and is not drained, cleaned or refilled between use by successive users; it may utilize any combination of hydrojet circulation over the majority of the pool area, air induction, and cold or hot water.

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- World Health Organization. *Steps to remove personal protective equipment (PPE)*: Web: n.d

Approval

- Approved by the Lifesaving Society Canada Board of Directors on 28 May 2020.

Disclaimer

Lifesaving Society Canada's National Safety Standards are developed using Coroners' recommendations, the latest evidence-based research, and reflect the aquatics industry's best practices at the time the publication was approved.

In the rapidly changing COVID-19 era, Lifesaving Society Canada will update the COVID-19 Information Bulletins as evidence-based research becomes available. The information contained within this document does not replace or supersede local, provincial/territorial or federal health authority guidelines.

Appendix A

Progressive Reopening Phases Model

PHASES	PRECAUTIONS	ALLOWABLE ACTIVITIES AND FACILITIES
Phase 0 Ongoing community spread of COVID-19 in your region.	Act with extreme caution and keep all aquatic facilities closed.	None
Phase 1 Progressive reopening of aquatic facilities in compliance with provincial/territorial health authority.	The following activities and facilities can resume with: - Controlled access and strict supervision. - Reduce bather loads and ensure physical distancing and disinfection measures. - High risk participants are prohibited.	- Lifesaving or lifeguard training - Emergency use of the facility for seasonal health emergencies (heat wave/high temperature warning) - Aquatic sports training for athletes recognized as being of national interest in view of their participation in the Olympic Games or national and international events - Allow only essential equipment (e.g. PFD) <i>For waterfronts, outdoor pools and indoor pools only.</i>
Phase 2 If Phase 1 reopening does not generate a COVID-19 rebound, consider allowing more activities to be held in aquatic facilities.	The following activities and facilities can resume with: - Controlled access and strict supervision. - Reduce bather loads and high distancing and disinfection measures. - Higher instructor/coach ratio. - High risk participants are prohibited.	- Individual swimming lessons or training sessions that do not need physical manipulation by the instructor or coach - Supervised lane/lap swimming with reduced bather loads - Aquatic sports excluding groups that need physical manipulation by the coach - Aquatic fitness classes with instructors being out of the water (except for demonstrations) - Day camps - Water playgrounds with controlled access and supervision - Water parks with reduced bather loads and operating installations allowing easy distancing and disinfection measures

PHASES	PRECAUTIONS	ALLOWABLE ACTIVITIES AND FACILITIES
Phase 3 While phase 2 reopening do not generate a COVID-19 rebound, consider allowing more activities to be held in aquatic facilities.	The following activities and facilities can resume with: • Reduce bather loads and high distancing and disinfection measures. • Higher instructor/coach ratio. • High risk participants are prohibited.	• Recreational swimming • Swimming lessons excluding groups that need physical manipulation by the instructor and with instructors being out of the water (except for demonstrations) • Water parks • Whirlpools, saunas and steam rooms • Allow other equipment (e.g. toys) with proper disinfection procedure
Phase 4 Pandemic is over, COVID-19 is under control due to an appropriate treatment or an effective vaccine.		• All activities can resume

Note that the suggested phases of reopening aquatic facilities in this table are guidelines only, do not necessarily correlate with provincial/territorial health authority plan phases for reopening and are not meant in any way to supersede them.

Appendix B

Reopening Timeline Model*

Step	Predecessor	Start	Duration	End
Government Announcement : Date when we know that operations can resume.		May 4, 2020		
Authorization to resume operations : Date when the break ends and aquatic activities can resume..				July 2, 2020
Guidelines for reopening by the Public Health Department.		May 4, 2020		
Carry out inventories and order equipment (sanitary, chemical, CPR and first aid products, etc.).	In order to reduce supply delays due to stock shortages, proceed now and shorten the schedule!	May 5, 2020	28 days	June 2, 2020
Integrate the Public Health Department's guidelines concerning COVID-19 (communication with clients, equipment procurement, updating the procedures and staff training.	Guidelines for reopening by the Public Health Department.	May 4, 2020	28 days	June 1, 2020
Fill, heat and empty the pool.	Government announcement.	May 5, 2020	14 days	May 19, 2020
Contact partners (clubs) and discuss their needs. Ideally maintain open communication from now on.	Government announcement.	May 5, 2020	5 days	May 10, 2020
Make programming adjustments and accept requests from partners.	Government announcement.	May 5, 2020	5 days	May 10, 2020
Hire staff and submit schedules.	Make programming adjustments and accept requests from partners.	May 5, 2020	14 days	May 19, 2020
Publicize updated programming and keep track of registrations.	Make programming adjustments and accept requests from partners.	May 11, 2020	25 days	June 5, 2020
Re-certify staff before the 2 years and 3 months expiry date of their certificates.	Fill, heat and empty the pool.	May 19, 2020	88 jours	August 15, 2020
Period where certificates are valid for a maximum period of 2 years and 3 months.	Authorization to resume activities.	July 2, 2020	45 days	August 15, 2020
Open to the public: Open swims and access to clubs.	Integrate the Public Health Department's recommendations, receive material orders and hire staff.	July 2, 2020		
Open to the public: Swimming and fitness classes.	Publicize updated programming and keep track of registrations.	June 6, 2020		
Holding sports competitions (the directives of the Public Health Department will take precedence).	One (1) month following the start of training..	August 2, 2020		

* Dates indicated are examples only

Appendix C

Daily Operator's Check List

QUESTION	YES	COMMENTS
Does the employer check the condition of employees arriving at the aquatic facility?	☐	
Are employees advised to leave the aquatic facility if they have any COVID-19 symptoms?	☐	
Has the employer planned the work to respect physical distancing?	☐	
Is physical distancing respected during the entry-exit of the aquatic facility, during breaks, during meals?	☐	
Are toilets accessible at the aquatic facility?	☐	
Are the toilets cleaned every 30 minutes?	☐	
Is the staff room table and high-touch points cleaned before and after each use?	☐	
Is the staff room cleaned every day?	☐	
Is there presence of water and hand washing soap?	☐	
Are shared equipment or workstations cleaned after each use?	☐	

Appendix D

WHO Procedure to Remove Gloves

GLOVE USE INFORMATION LEAFLET

Technique for donning and removing non-sterile examination gloves

When the hand hygiene indication occurs before a contact requiring glove use, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water.

I. HOW TO DON GLOVES:



1. Take out a glove from its original box



2. Touch only a restricted surface of the glove corresponding to the wrist (at the top edge of the cuff)



3. Don the first glove



4. Take the second glove with the bare hand and touch only a restricted surface of glove corresponding to the wrist



5. To avoid touching the skin of the forearm with the gloved hand, turn the external surface of the glove to be donned on the folded fingers of the gloved hand, thus permitting to glove the second hand

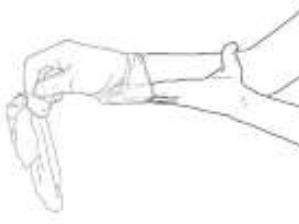


6. Once gloved, hands should not touch anything else that is not defined by indications and conditions for glove use

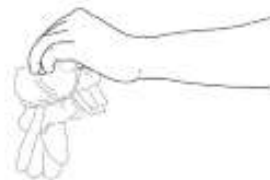
II. HOW TO REMOVE GLOVES:



1. Pinch one glove at the wrist level to remove it, without touching the skin of the forearm, and peel away from the hand, thus allowing the glove to turn inside out



2. Hold the removed glove in the gloved hand and slide the fingers of the ungloved hand inside between the glove and the wrist. Remove the second glove by rolling it down the hand and fold into the first glove



3. Discard the removed gloves

4. Then, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water

Appendix E

WHO Procedure to Remove Personal Protective Equipment (PPE)

- 1** Remove waterproof apron and dispose of safely. If the apron is to be reused, place it in a container with disinfectant.



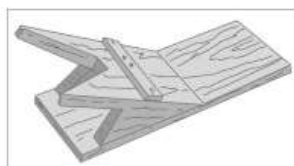
- 2** If wearing overshoes, remove them with your gloves still on (If wearing rubber boots, see step 4).



- 3** Remove gown and gloves and roll inside-out and dispose of safely.



- 4** If wearing rubber boots, remove them (ideally using the boot remover) without touching them with your hands. Place them in a container with disinfectant.



- 5** Perform hand hygiene.



- 6** If wearing a head cover, remove it now (from behind the head).



- 7** Remove face protection:
7a Remove face shield or goggles (from behind the head). Place eye protection in a separate container for reprocessing.



- 7b** Remove mask from behind the head. When removing mask, untie the bottom string first and the top string next.



- 8** Perform hand hygiene.



Source: Modified from Clinical Management of Patients with Viral Haemorrhagic Fever: A pocket Guide for the Front-line Health Worker. World Health Organization, 2014



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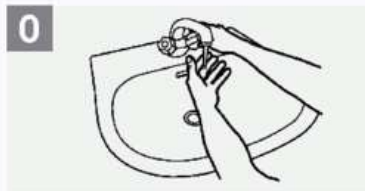
Appendix F

WHO How to Hand Wash Signage

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

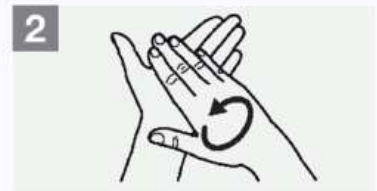
 **Duration of the entire procedure: 40-60 seconds**



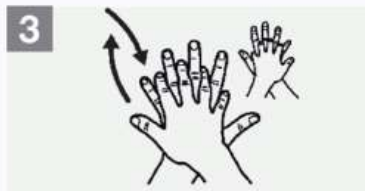
Wet hands with water;



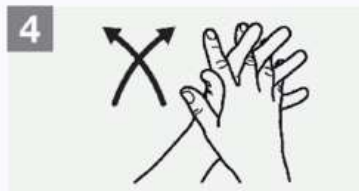
Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



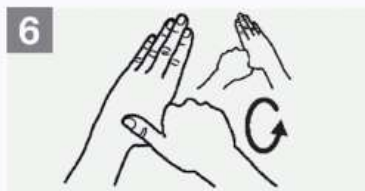
Right palm over left dorsum with interlaced fingers and vice versa;



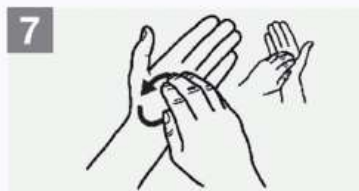
Palm to palm with fingers interlaced;



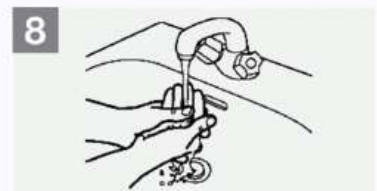
Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



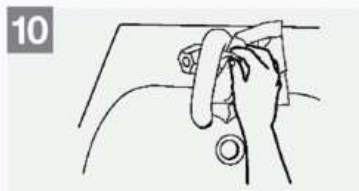
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



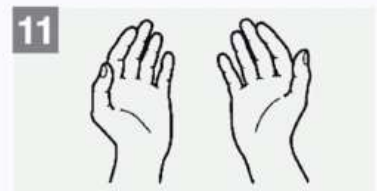
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES
Clean Your Hands

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Appendix G

Recreational Swimming/Day Camp and Groups Organization Model

Reception, Participant Health Check and Promotion of Behaviours that Prevent the Spread of COVID-19

- Educate swimmers on the rules of physical distancing, hygiene and respiratory etiquette.
- Do not allow entry to anyone with symptoms or who has been in contact with someone with symptoms
- Encourage swimmers to bring their own PFD and training equipment

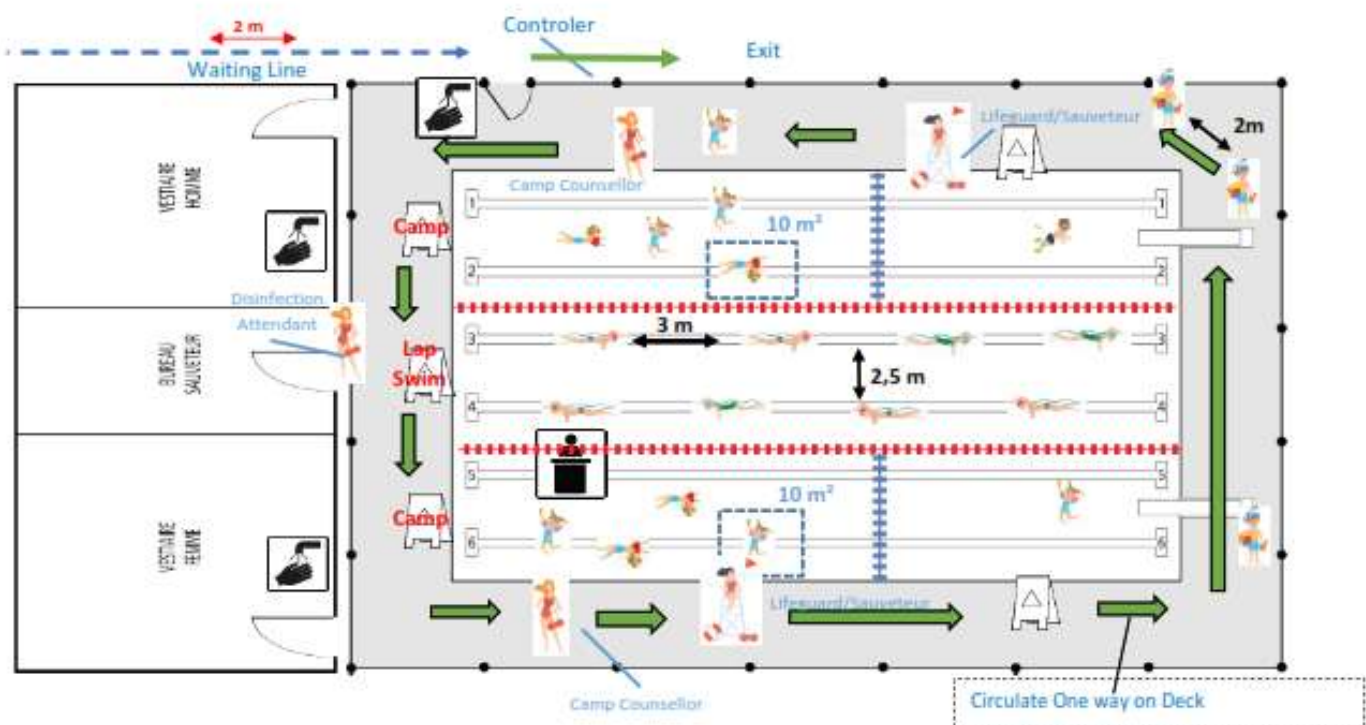
Physical Distancing, 2 metres:

- If possible, participants take a shower and change at home with access to the change room limited
- Swimming in one-way lanes, no overtaking, maintain a distance between swimmers and keep ends of lanes free
- Use the space on deck reserved for you or your household members or camp group

Hand Hygiene and Respiratory Etiquette, Cloth Face Coverings

- Ask swimmers to wash hand with soap for 20 seconds before swimming
- Encourage swimmers to wash hands often, to cover a sneeze or cough and throw away tissues as soon as used
- Encourage swimmers to cover their face: wear a cloth or mask when on deck except for swimming in the water
- Do not share training equipment, kickboard, pull buoy or personal floating device (PFD); otherwise disinfect between each use

Model of organization of aquatics activities with physical distance



SCHEDULE MODEL (from 9 am to 4 pm)

LAP SWIM (nb patrons)
9:00am to 10:00am (x8)
10:15am to 11:15am (x8)
11:30am to 12:30pm (x8)
12:45pm to 1:30pm (x8)
1:45pm to 2:30pm (x8)
2:45pm to 3:45pm (x8)
6 groups of 8 patrons = 48 patrons/day

Estimated space allowed per swimmer

Pool= 25m x 15m = 375m²

- Lap swim = 125 m² for 8 swimmers = 15 m² per swimmers
- Diving = 2x 50m² = 100 m² for 2 divers = 25 m² per diver
- Shallow = 2 x 75m² = 150 m² for 25 children = 6 m² per bathers
- Deck = 220 m² for 34 bathers + 6 staffs = 40 persons = 5,5 m² per bathers
- Restroom = 2 x 10m² = 20m² for 4 children + 1 staff = 5 persons = 4 m² per bathers

Appendix H

Lane/Lap Swimming Organization Model

Reception, Participant Health Check and Promotion of Behaviours that Prevent the Spread of COVID-19

- Educate swimmers on the rules of physical distancing, hygiene and respiratory etiquette.
- Do not allow entry to anyone with symptoms or who has been in contact with someone with symptoms
- Encourage swimmers to bring their own PFD and training equipment

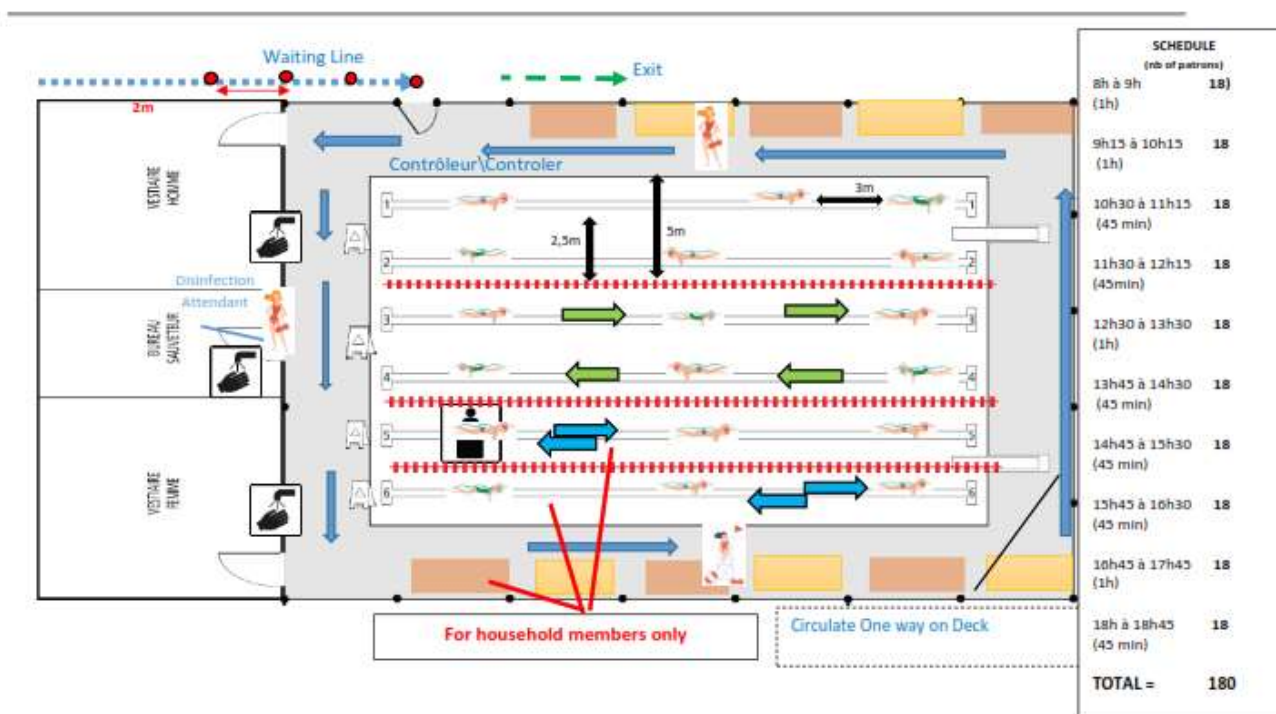
Physical Distancing, 2 metres:

- If possible, participants take a shower and change at home with access to the change room limited
- Swimming in one-way lanes, no overtaking, maintain a distance between swimmers and keep ends of lanes free
- Use the space on deck reserved for you or your household members or camp group

Hand Hygiene and Respiratory Etiquette/ Cloth Face Coverings

- Ask swimmers to wash hand with soap for 20 seconds before swimming
- Encourage swimmers to wash hands often, to cover a sneeze or cough and throw away tissues as soon as used
- Encourage swimmers to cover their face: wear a cloth or mask when on deck except for swimming in the water
- Do not share training equipment, kickboard, pull buoy or personal floating device (PFD); otherwise disinfect between each use

Model of organization of aquatics activities with physical distance



Appendix I

Training for Lifeguards Model

Reception, Participant Health Check and Promotion of Behaviours that Prevent the Spread of COVID-19

- Educate swimmers on the rules of physical distancing, hygiene and respiratory etiquette.
- Do not allow entry to anyone with symptoms or who has been in contact with someone with symptoms.

Physical Distancing, 2 metres:

- Whenever possible, perform all components of the training and distance training using physical distancing.
- If possible, participants take a shower and change at home with limited access to change rooms.
- Swimming in one-way lanes, no overtaking, maintaining a distance between swimmers and keep ends of lanes and exit points free.
- Use manikins when possible or encourage practice with a resident at the same address.
- When possible, carry out the stages of the ladder approach for rescues and first aid by guiding accompany or victim.

Hand Hygiene and Respiratory Etiquette/Cloth Face Coverings

- Frequent hand washing for 20 seconds, cover a sneeze or cough and throw away tissues as soon as used.
- Cover your face: wear a fabric mask when on deck and during rescue practices within 2 m except for activities in the water.
- Do not share manikins, rescue and training equipment, otherwise disinfect them between each use.

Model of organization of aquatics activities with physical distance

