

SAFE SWIM ENVIRONMENT WITH THE THREAT OF COVID-19

EFFECTIVE DATE: 15 JUNE 2020

1. PURPOSE:

The purpose of this Standing Order is to establish the policies and procedures required to manage the COVID-19 risk associated with re-opening the pool and grounds to members prior to Delaware County attaining a 'GREEN' designation by the state of Pennsylvania. This Standing Order:

- Sets an interim occupancy limit for the pool and grounds that aligns with state directives
- Outlines a method for members to reserve blocks of usage time
- Establishes member access limitations and a social distancing code of conduct
- Characterizes member entry and exit procedures
- Stipulates disinfecting procedures and schedules
- Identifies the minimum staff requirements to safely operate the facility with reduced capacity
- Creates required signage guidance
- Establishes Limited Liability

2. EFFECTIVE DATES

This Standing Order aligns with the re-opening phases set forth by the statewide Process to Reopen Pennsylvania guidance issued by the Commonwealth [\[LINK\]](#):

- The pool shall remain closed to membership while the Delaware County re-opening designation is '**RED**'
- The policies and procedures enacted by this standing order will go into effect when the Delaware County re-opening designation is '**YELLOW**' and all Federal [\[LINK\]](#), State [\[LINK\]](#), and Local guidelines are met.
- The policies and procedures enacted by this standing order will be reassessed and retired (if appropriate) when the Delaware County re-opening designation is '**GREEN**'.

3. INTERIM OCCUPANCY LIMITS

Aside from enforcing state and federal social distance policies, The SSC shall limit the number of people allowed inside the pool area at any one time. This new interim occupancy limit lowers the number of people allowed at the pool in order to facilitate the observance of minimum distancing between families.

An area assessment of the grounds was performed and will be used to substantiate the interim occupancy limits. The ground area available for members (bounded by the fence line) is approximately 95,000 sqft. Of that area, approximately 40,000 sqft is occupied by the pool, its structures, decking, and other established exclusion areas (playground equipment, golf course, etc.). The remaining 55,000 sqft of green area is considered available for occupant spread and social distancing.

Instead of determining an interim occupancy limit based on the estimated total green area available, a more conservative number of 30,000 sqft shall be used to establish the interim occupancy limit. 30,000 sqft is the estimated area associated with the chair and umbrella staging plan at the Club on a typical day.

Based on an available footprint of 30,000 sqft, the recommended interim occupancy for the club shall be limited to **450 members and staff**. 54 member cells are spread out across a 30,000 sqft grid resulting in each member group being assigned to a 400 sqft block of reserved space (actual layout varies based on grounds features).

- Members from the same household are not expected to be practicing social distancing with each other and will be counted as one visiting member family.
- Member 'groups' can be from multiple households but no single group shall exceed eight (8) members.
- Members shall observe the recommended 6 foot separation from other non-household members when moving about the grounds and pool deck.
- Members shall wear facemasks whenever practicable and when moving about the grounds and pool deck.

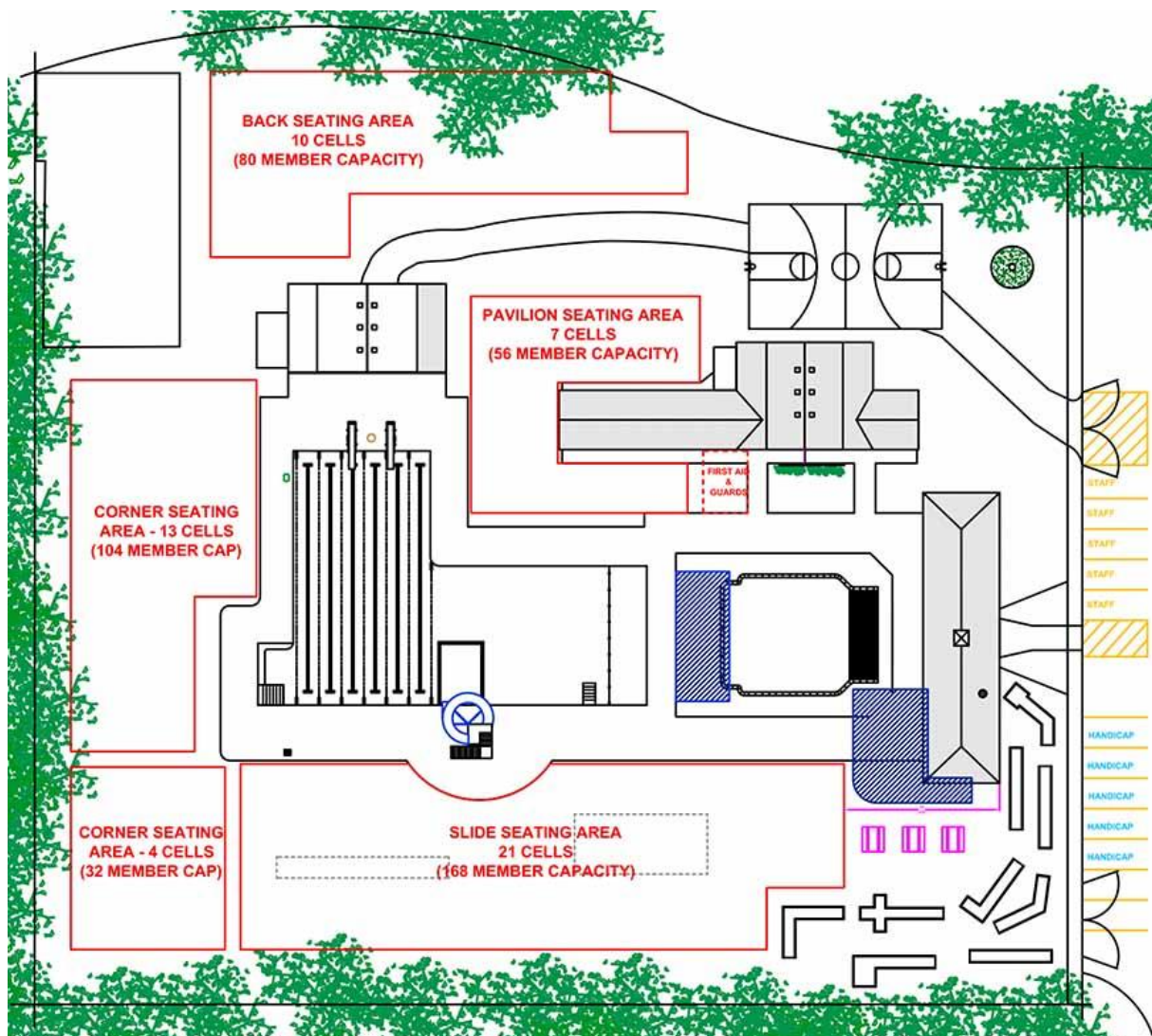


Figure 1 – Interim Occupancy Limits.

4. ACTIVE WATER ZONE DEFINITIONS

When it is not practicable to maintain social distancing in the pools, an active water zone approach shall be utilized. Active water zones shall be implemented at the manager's discretion when the number of members in the pool does not meet social separation guidelines. The main pool shall be divided into no more than five (5) active water zones (if required) with each capable of accommodating 25 swimmers per zone.

- Zone 1: Shallow-end east wall to the existing low confidence swimmer boundary
- Zone 2: One half of the main (east-west) run of the pool from the low confidence swimmer boundary to the slide's water entry boundary
- Zone 3: One half of the main (east-west) run of the pool from the slide's water entry boundary to the competition lanes (Lane 6 lane line)
- Zone 4: Competition lanes from the south wall to the Dive Tank boundary
- Zone 5: Dive Tank

The manager can direct groups of swimmers from one zone to another when required to promote social separation.

The baby pool will be considered its own zone (designated Zone 6).

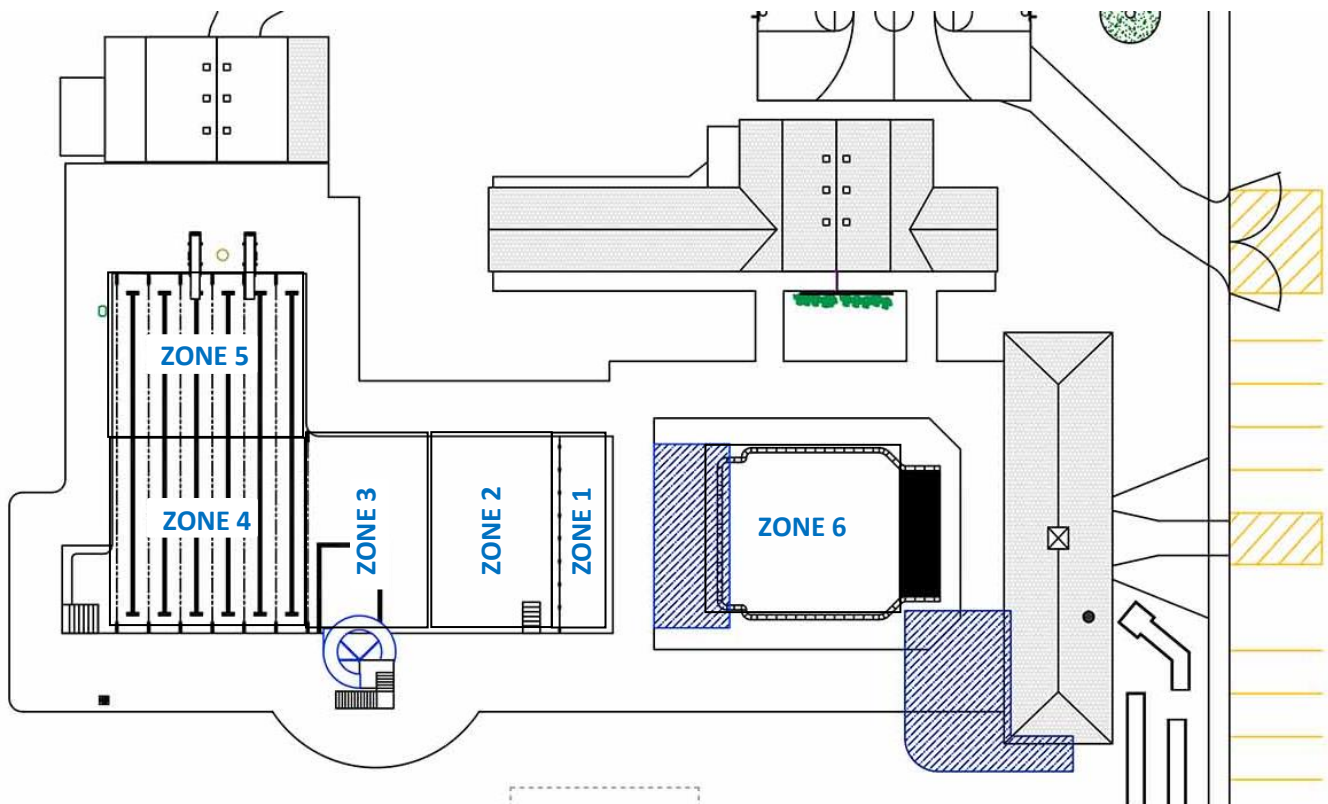


Figure 2 – Water Zone Definitions.

5. SOCIAL DISTANCING GUIDELINES [\[LINK\]](#)

The following social distancing guidelines will be strictly enforced while this standing order is in use.

- Parents and caregivers – not lifeguards – are responsible for ensuring their children social distance while in the pool.
- Parents are always responsible for the actions of their children, especially considering the potential for a small child to wander into another member family's bubble. Parents need to be active managers of their children and ensure they understand and respect the safety of others at all times.
- Members shall observe the spatial separation established by the Club. Moving of umbrellas, tables, and other fixtures is not permitted.

6. MEMBER ACCESS CLARIFICATIONS AND SERVICE LIMITATIONS

The following member access clarifications and service limitations will be strictly enforced while this standing order is in use.

- In order to prioritize access for our shareholders, guests are not permitted.
- Children over 12 will be permitted without an adult family member.
- Members must furnish their own chairs. A very limited number of chairs will be made available in each seating zone.
- The snack bar will be open with limited service.
 - Orders will be placed at the standard window, while practicing social distancing while in line
 - After ordering, patrons should not congregate, and should leave the covered area immediately
 - A Waiting area for orders will be properly marked for appropriate spacing
 - Completed orders will be placed on a table immediately outside the snack bar
- The diving boards and water slide shall remain open. Members are expected to observe social distancing in line for the slide and dives.
- The bathroom showers will remain closed.
- Group games such as water volleyball, basketball, cross pool, etc. which involve multiple people interacting in close proximity, shall be discontinued.
- Adult swims will be announced.
- The playground equipment shall remain closed.
- The golf course will remain open.
- Pool toys – no pool toys/balls will be provided. Members may bring their own pool toys.
- No birthday parties, private parties, social events, splash parties, family fun day, etc. will be scheduled.

7. POOL USE AND HOURS OF OPERATION

The Club will operate on a modified schedule while this Standing Order is in effect. Space reservations **will not** be required:

- Interim Hours of Operation: Sunday through Saturday – 7:30 am to 9:00 pm
 - The Main Pool will open for lap swim and in-water exercise from 7:30 to 9:30 am daily. The Baby Pool will open at 10:00 am.
 - The pool will be closed daily between 4:00 and 5:00 pm for deep cleaning and staff training. This will be re-assessed after one-week.

If an online reservation system is required, blocks of pool usage time will be established to ensure attendance limits and interim occupancy limits are being met.

Proposed club access timetable if a reservation system is required:

- 7:30 am – 9:30 am Pool available for lap swim/in-water exercise (first come-first served)
- 9:30 am – 10:00 am Grounds Turnover and Cleaning
- 10:00 am – 2:00 pm Member Spots Available by Reservation Only
- 2:00 pm – 2:30 pm Grounds Turnover and Cleaning
- 2:30 pm – 6:30 pm Member Spots Available by Reservation Only
- 6:30 pm – 7:00 pm Grounds Turnover and Cleaning
- 7:00 pm – 9:30 pm Member Spots Available by Reservation Only

Reservations will be accepted using an online reservation tool available at [\[WEB LINK TBD\]](#). Only one reservation can be made by a member family each day. Reservations will be reviewed and approved by the Board in order to ensure fair equity is extended across the entire membership. Email confirmation will be provided once a reservation is accepted that will include a confirmation number that must be provided at the approved time of entry.

8. MEMBER ENTRY/EXIT PROCEDURES

Member entry and exit from the pool grounds will be done in a manner that ensures social separation between member families and members and staff.

- Entering the pool property
 - Entry to the club will not require any direct contact between members and attendants.
 - Enter the pool property at the front desk. Please approach the front desk only after families checking in ahead of you have moved away from the desk.
 - When possible, only one family member should approach the front desk.

- Member check-in will be performed by staff thorough the office window. The arrival desk will remain unstaffed.
- Exiting the pool property
 - Member exit will occur using the customary path on the right side of the main desk only (when viewed from the pool facing the parking lot).

9. DISINFECTING PROCEDURES [\[LINK\]](#)

Disinfection procedures shall be different for the pool and grounds. Members should continue to protect themselves and others at the facility both in and out of the water by practicing social distancing and good hand hygiene.

- Pool Disinfection Procedures. According to CDC, there is no evidence that the virus that causes COVID-19 can be spread to people through the water in pools, hot tubs, spas, or water play areas. Proper operation and maintenance of these facilities (including disinfection with chlorine) should inactivate the virus in the water.
 - The pool water shall be continuously disinfected by the chemical treatment added to the circulation systems.
 - Chlorine levels and other water chemistry limits shall be checked and adjusted (if required) during every turnover period and as required by the manager.
- Grounds Disinfection Procedures. In addition to ensuring water safety and quality, the Club shall implement disinfecting procedures for the grounds and facilities. The following common areas and touchpoints shall be disinfected during every turnover period and as required by the manager.

– Door handles inside and outside	– Baby changing stations
– Handrails and pool ladders	– Drink dispensing equipment & water fountains
– Restroom doors	– Light switches
– Faucets	– Telephones
– Sinks	– Emergency shut-offs and buttons on spas
– Soap & paper towel dispensers	– Keyless entry readers and lock boxes
– Toilet flush levers	– Computers
- Trash receptacles will be staged without lids/caps. Trash liners will be replaced frequently throughout the day.
- Since pool furniture cannot be reliably disinfected between each user, members shall bring their own chairs each time they come to the pool.
- A diluted household bleach solution (at least 1000 ppm sodium hypochlorite, or concentration of 5%–6%.) will be used if appropriate for the surface. A contact (soak) time of at least 1 minute will be followed.
 - Check to ensure the product is not past its expiration date.
 - Never mix household bleach with ammonia or any other cleanser.

- Unexpired household bleach will be effective against coronaviruses when properly diluted. Bleach solutions will be effective for disinfection up to 24 hours.
- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3 cup) bleach per gallon of room temperature water or
 - 4 teaspoons bleach per quart of room temperature water
- Proper ventilation during and after application will be provided whenever possible. Spaces will be secured during cleaning if proper ventilation is not possible.

10. STAFF REQUIREMENTS

A minimum daily staff makeup shall be based on the maximum allowable occupancy available and still retain enough overlap to perform any housekeeping and cleaning duties. The minimum daily staffing plan shall consist of:

- One (1) Manager
- One (1) Desk Attendant
- Eight (8) Lifeguards (4 up – 4 down initial rotation plan)

General member access to building (except restrooms) is prohibited. Office use will be limited to Board Members, staff (pool and snack bar), authorized contractors, and for the administration of First Aid only.

Staff gathering in the Guard Room is not allowed. An outdoor resting location with adequate space will be established for off-shift guards and other staff members.

All staff including front desk employees will be required to wear face masks at all times except when on stand or when performing life-saving actions.

Staff temperatures shall be checked at the beginning of their shifts. Temperatures in excess of 100.4° F will result in the employee being sent home and the 'Confirmed Case Action Plan' will be followed.

The staff will be required to maintain strict records of cleaning activities. Strict recordkeeping may be required by the health inspector.

11. FIRST AID AND LIFESAVING REQUIREMENTS

Changes to first aid and life-saving practices will be reviewed during a scheduled staff training/indoctrination.

- Lifeguards should be familiar with current Delaware County Regional EMS COVID-19 Respiratory Guidance.
- Each lifeguard shall be assigned a lifesaving buoy they will retain custody of for their entire shift. Buoys will be properly cleaned and staged at the end of each shift.

12. REQUIRED SIGNAGE

COVID-19 warning signs shall be printed in large font and posted at various locations throughout the property, including a prominent place at the entrance to the pool. The sign shall contain the following:

COVID-19 WARNING

The danger of exposure to the coronavirus that causes COVID-19 exists.

By entering the pool, you take responsibility for your own protection and for disinfecting your hands and anything you touch in the pool area.

Do not use the pool if you have a cough, fever or other symptoms of illness.

Maintain at least 6 feet between you and other people who are not a part of your household.

Wear a face covering when you are not in the swimming pool.

MAXIMUM OCCUPANCY: 450 MEMBERS AND STAFF

13. MEMBER PAYMENT AND DUES BALANCES

All outstanding dues balances must be settled by **July 1st 2020**.

- No adjustments to your initial invoice amounts are being granted at this time.
- Questions about your outstanding balance or specifics associated with your account can be emailed to businessmanager@springfieldswimclub.com.
- Dues payments can be mailed to the Springfield Swim Club, PO Box 307, Springfield, PA 19064.

14. LIMITING LIABILITY

The following liability release, will be available as a physical waiver that can be printed, signed and submitted prior to granting entry to the property. Alternatively, acknowledging this liability release can be done electronically or as part of the reservation process.

ASSUMPTION OF THE RISK AND WAIVER OF LIABILITY RELATING TO CORONAVIRUS/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. The Springfield Swim Club ("the Club") has put in place preventative measures to reduce the spread of COVID-19; however, the Club cannot guarantee that you or your child(ren) will not become infected with COVID-19. Attending the Club could increase your risk and your child(ren)'s risk of contracting COVID19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren), spouse, any caretaker, and I may be exposed to or infected by COVID-19 by attending the Club and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Club may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Club employees, volunteers, and program participants and their families. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren), spouse, any caretaker, or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that my spouse, child(ren), or I may experience or incur in connection with my family's attendance at the Club or participation in Club programming ("Claims"). On my behalf, and on behalf of my family, I hereby release, covenant not to sue, discharge, and hold harmless the Club, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Club, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Club program.

Signature of Parent/Guardian

Date

Printed Name

Member No.

Names of Children/Club Members:

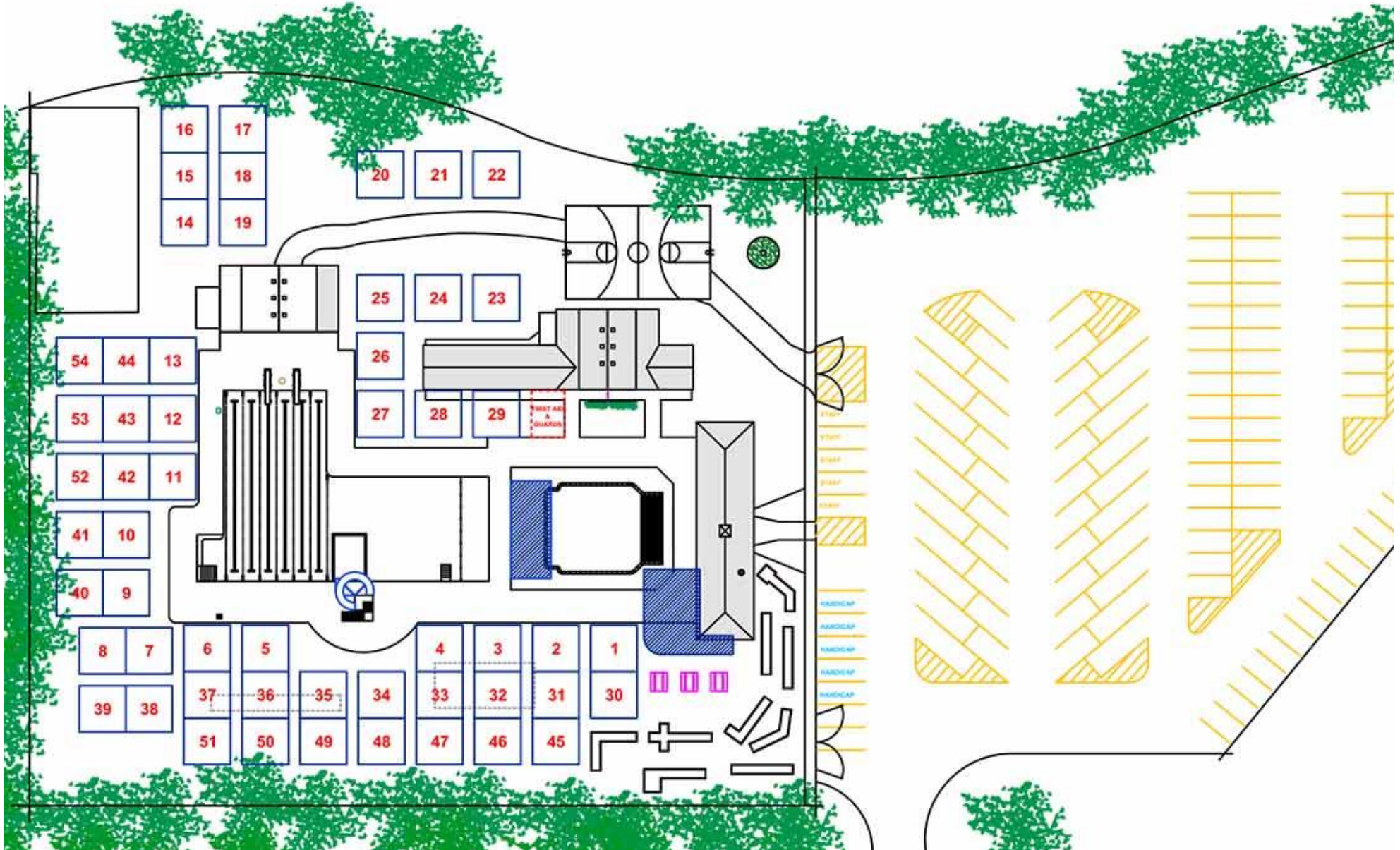


Figure 4 – Notional Grounds Model with Member Cells Identified.

CONFIRMED CASE ACTION PLAN

COVID-19 CONFIRMED CASE ACTION PLAN

EFFECTIVE DATE: 15 JUNE 2020

1. PURPOSE:

This Action Plan establishes steps to be taken if a Springfield Swim Club employee has a confirmed case of COVID-19. Any employee displaying symptoms of COVID-19 should remain home, or be sent home immediately if already at the Swim Club.

2. APPLICABILITY

This Standing Order aligns with the re-opening phases set forth by the statewide Process to Reopen Pennsylvania guidance issued by the Commonwealth [\[LINK\]](#):

- The pool shall remain closed to membership while the Delaware County re-opening designation is '**RED**'
- The policies and procedures enacted by this standing order will go into effect when the Delaware County re-opening designation is '**YELLOW**' and all Federal [\[LINK\]](#), State [\[LINK\]](#), and Local guidelines are met.
- The policies and procedures enacted by this standing order will be reassessed and retired (if appropriate) when the Delaware County re-opening designation is '**GREEN**'.

3. ISOLATE/QUARANTINE CONFIRMED EMPLOYEES

The infected employee should remain at home until released by a physician or public health official. If a medical note releasing the employee is unavailable, follow the CDC guidelines on when an employee may discontinue self-isolation (Attachment), which contains specific requirements dependent upon whether the employee tested positive for COVID-19 and the symptoms exhibited.

4. ADDRESS AND ISOLATE EMPLOYEES WORKING NEAR AN INFECTED CO-WORKER

The manager on duty will ask infected employees to identify all individuals who worked in close proximity (within six feet) for a prolonged period of time (10 minutes or more to 30 minutes or more depending upon particular circumstances, such as how close the employees worked and whether they shared tools or other items) with them during the 48-hour period before the onset of symptoms.

The manager on duty will send home all employees who worked closely with the infected employee for 14 days under CDC Guidance (Attachment) to ensure the infection does not spread. While quarantined, those employees should self-monitor for symptoms, avoid contact with high-risk individuals, and seek medical attention if symptoms develop.

5. CLEAN AND DISINFECT

After a confirmed COVID-19 case; follow the Springfield Swim Club's cleaning and sanitization plan for cleaning and disinfecting the grounds. The staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person, focusing especially on frequently touched surfaces.

6. NOTIFICATION OF EMPLOYEES

Following a confirmed COVID-19 case, and as recommended by the CDC, a manager will notify all employees who work in the location or area where the employee works of the situation without revealing any confidential medical information such as the name of the employee (unless the employee has signed an authorization to disclose his or her diagnosis). The manager will inform employees of the actions that have been taken, including requiring employees who worked closely to the infected worker to go home. Employees should be informed of the Springfield Swim Club's sanitizing and cleaning efforts and remind them to seek medical attention if they exhibit symptoms.

7. ADDITIONAL REFERENCES

- CDC Interim Guidance – Discontinuation of Isolation for Persons with COVID -19 Not in Healthcare Settings [\[LINK\]](#)
- CDC Guidance – Public Health Recommendations for Community-Related Exposure [\[LINK\]](#)

REQUIRED SIGNAGE AMMENDMENT

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet (about 2 arms' length) from other people.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.



When in public, wear a cloth face covering over your nose and mouth.



Do not touch your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.

How to Protect Yourself and Others

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Stay home if you are sick.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick**. www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



cdc.gov/coronavirus

Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).



**CLEAN
HANDS KEEP
YOU HEALTHY.**

**Wash your hands with soap
and water for at least**

20 SECONDS.

LIFE IS BETTER WITH

**CLEAN
HANDS**



www.cdc.gov/handwashing



This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.