



**CALDAY GRANGE**  
**Swimming Pool Trust**

**COVID-19 OPERATING GUIDELINES**

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# **COVID-19 OPERATING GUIDELINES**



## **Contents**

### **Introduction**

#### **Pool user guidance**

General safety statement  
At the pool  
Entering/exiting the pool building  
Social distancing  
Pool entrance foyer  
Changing rooms  
Showers  
Toilets  
Access to/exit from the poolside  
Session changeovers  
Spectators  
Lifeguards  
Car parking  
Payments for swimming lessons  
Track and Trace  
Maximum pool occupancy

#### **Swimming etiquette**

Pool set-up  
Getting in the pool  
Respect  
Speed and overtaking  
Direction  
Resting  
Strokes  
Equipment

#### **Swimming clubs**

**Commercial swim schools/Trust lessons**  
**Swimming teacher/ swim school staff**  
**Junior school children**

**Updates to previous versions of Covid-19 operating procedures.**

**Appendix 1 – Session changeovers**

**Appendix 11 – Pool Ventilation**

## **COVID-19 OPERATING GUIDELINES**

### **Introduction**

This document sets out a framework/guidance on how to work safely during Covid-19 restrictions. It gives practical considerations of how this can be applied in the pool environment. This will not only apply to staff members working on the poolside but also User Groups using the swimming pool.

Each User Group will need to translate information given in this framework into specific actions, via a Risk Assessment, that it needs to take, depending on the nature of the activity, how it is organised, operated, managed and regulated.

The pool management must carry out an appropriate COVID-19 risk assessment to assess actions needed, just as you would for any other health and safety related hazards. It will not always be possible to cover all eventualities but procedures should have sensible and realistic outcomes.

This guidance does not supersede any legal obligations relating to health and safety and will be under constant review. This guidance is an addendum to existing Pool Safety Operating procedures (PSOP) and Emergency Operating Procedures (EOP) issued to all User Groups..

The information in the following pages will be updated as the Covid-19 restrictions and more guidance become available from Government and Swimming authorities.

## **Pool user guidance**

### **General Safety Statement.**

- Do not come to the facility if you are showing any symptoms of Covid-19 (temperature, cough, difficulty breathing, or anosmia e.g. loss of taste or smell).
- A more rigid cleaning procedure will be introduced, with more regular cleaning of high contact areas.
- Regular total surface sanitisation will be introduced by use of a disinfectant fogging equipment.
- Hand sanitiser stations will be located at selected positions around the pool building

### **At the pool**

- Whilst in the building and the pool, follow the operator's guidance on social distancing, direction of travel and other risk control measures that are put in place.

### **Entering /exiting the pool building**

- Signage will indicate entrance and exit routes to and from the pool building to assist in keeping social distancing. Due to the physical construction of the building there will be pinch points, e.g. foyer area, where possibly crossover may take place and social distancing will be difficult. Where this occurs users should make this crossover time as short as possible.
- Each User Group may have to adapt, with the approval of pool management, the one-way system which best suits their needs and causes minimum issues of crossover and social distancing to other User Groups.

### **Social Distancing**

- Wherever possible pool Users should adhere to the prevailing guidance on social distancing.
- Where this is not possible direct face to face contact should be avoided and for shortest times possible.
- Face masks should be worn by parents/carers on the poolside.
- All members of User Groups should vacate the pool buildings and surrounding pool grounds immediately after their session.
- Swimming teachers and lifeguards on the poolside should maintain strict social distancing.

### **Pool Entrance Foyer**

- Until further notice the entrance foyer will **not** be used by User Groups for registering swimmers or as a waiting area.
- It will be up to individual Groups to arrange alternative arrangements, possibly on the poolside.
- No entry to the pool other than staff via steps by pool office.

### **Changing Rooms**

- Hand sanitising dispensers will be located at the entrance to both changing rooms.
- All persons should sanitise their hands before entering the pool building.
- Extra care/signposting will be provided to maintain social distancing in this area.
- It is recommended that all swimmers arrive at the pool “Beach Ready” I.e. swimming costume under outdoor clothing to reduce time. Alternatively, clothing could be worn that enables quick dressing such as “onesies” or “dry robes”.
- Limited time spent in changing rooms will help reduce the risk of infection.

### **Showers**

- Until further notice there will be no showers available and swimmers are requested to shower at home before and after swimming.

### **Hair dryers**

- Hand-held hairdryers will not be allowed and pool hair drying facilities will be switched off.

### **Toilets**

- Toilets will be available and will be part of a rigid cleaning regime as for other high contact areas.
- Thorough hand washing is required before and after using the toilet.

### **Access to/exit from the poolside**

- Members of User Groups will access/exit the poolside via designated route.
- There will be a one-way route marked on the poolside. For most User Groups this will be entering through the fire emergency exit door at the deep end of the pool and exiting through the individual changing rooms (male/female).
- The use of the changing rooms will be dictated by the numbers in each group that satisfy prevailing social distancing guidance. For example, commercial swim schools and Trust lessons may have to adopt a different procedure to accommodate larger numbers and reduce changeover time between sessions. See Appendix 1 for an example changeover procedure.

### **Session changeovers**

- It is imperative that all User Groups vacate the pool and building as quickly as possible so as not to inconvenience other User Groups in following sessions.
- It is also important that swimmers in the following session do not arrive more than five minutes before their session is due to start.
- Any person arriving earlier will be required to queue outside in specified areas. This will be particularly important if a different User Group is following on.
- It may be possible to introduce a time interval between groups if pool timetable allows.
- It is important that all User Groups co-operate to make this workable.
- The Trust may have to intercede if any User Group is found not abiding by what has been agreed.

### **Spectators**

- Until Covid-19 restrictions are fully lifted only one parent/carer per child of 8 years and under will be allowed on the poolside spectator seating.
- Parent/carer of children over 8 years will have to arrange dropping off and picking up outside the pool building for each swimming session.
- The number of spectators maybe limited by prevailing social distancing requirements.
- All spectators should wear a face mask on the poolside.

### **Lifeguards**

- Lifeguards will operate normal duties on the poolside while taking account of social distancing.
- Swimmers/spectators must maintain current distancing guidance with lifeguards wherever possible.
- Spectators should not engage in conversation with lifeguards/teachers on the poolside.
- Where distancing is not possible e.g. in an emergency, lifeguards will follow guidelines issued by the RLSS.
- The necessary procedures for emergencies will be introduced in the regular lifeguard training session.
- All lifeguards will be trained with the new Covid-19 emergency procedures prior to the pool re-opening.
- Lifeguards will be issued with suitable PPE in case of emergency situations. This will either personal bum bags to carry protective equipment in, or an emergency grab bag positioned next to lifeguard positions. Bum bags will also contain sanitiser.
- Rescue equipment should be easily accessible, if not being held by lifeguards, to minimise cross contamination.

The following link gives a more comprehensive guide to the latest emergency procedures issued by the Royal Life Saving Society (RLSS) Ref: <https://www.rlss.org.uk/Handlers/Download.ashx?IDMF=d9dff068-014e-4118-92b2-563a352252d9>

### **Car Parking**

- Until further notice there will be no vehicle parking at the pool.
- Disabled parking will be available by arrangement.

### **Payments for swimming lessons**

- Whenever possible payments should be made by either contactless or on-line
- If not contactless cheques are more preferable than cash.

### **Track and Trace**

- User Groups must have their own Track and Trace system in the event of one of their members contracting or showing any symptoms of Covid-19.

## **Maximum Pool Occupancy**

- To maintain social distancing the total numbers for occupancy for any activity within the pool building will be limited to 50 persons. This will include swimmers, teachers, pool staff and spectators/carers. The combination of these will be dependent on the activity taking place e.g. swimming lessons or club coaching.
- Some pool activities, such as swimming lessons with parent/carer supporting children, may have to be reduced in numbers.
- The limiting of occupants will also ensure adequate pool ventilation through the pool air handling system (AHU) for all occupants. Additional natural ventilation will occur if the fire emergency exit is used as an entry point for some User Groups. If the latter is the case, there must be no obstruction to free movement through the door. See Appendix 11: Pool Ventilation.
- Fresh air ventilation rates at this level of occupancy is approximately 60 L per sec per swimmer.

The following sections have been extracted from the guidance issued by the governing bodies for swimming, Swim England and the Swimming Teachers Association (STA) and adapted for Calday pool operations.

The following links give a more comprehensive guide to operating procedures for swimming pools.

Swim England, Returning to the Pool Guidance:

<https://www.swimming.org/swimengland/coronavirus-advice/>

STA: Swimming Teachers Association, Covid-19: Useful Resources for your Swim School

<https://www.sta.co.uk/news/2020/03/16/covid-19-useful-resources/>

## **Swimming etiquette**

### **Pool set-up**

- The pool will be divided into 3 lanes for all activities, with the exception of those listed below.
- Please note swimming will now be **clockwise** in all lanes.
- Other activities where no lane ropes are used, e.g. Aqua-fit, strict social distancing should be adhered to.
- Swim schools will arrange line ropes to suit lesson sizes.

### **Getting in the pool**

- Do not enter the water without allowing other swimmers know you are getting into the lane.
- You could notify them by dangling your legs into the water or positioning yourself at the side of the lane when they are changing course.
- You can jump into the pool if the area around you is clear of other swimmers.

### **Respect**

- People of different standards and abilities will use the pool. Please respect their right to enjoy their swim.
- Do not make physical contact with other participants.
- Always attempt to maintain appropriate social distance between yourself and another swimmer.

### **Speed and overtaking**

- Choose your lane using the fast, medium and slow signs and by watching those already swimming
- Before pushing off at each turn, check to see if anyone faster is approaching.
- If you want to pass a swimmer, lightly hit the toes of the swimmer in front of you. The swimmer, whose toes you have gently touched, moves to the edge of the lane.
- It is important to note that you do not have to move swiftly when being passed or overtaken.
- Always try to be polite.
- If a swimmer becomes aggressive (lane rage), do not verbally retaliate with that swimmer instead talk to a lifesaver about the circumstance.

### **Resting**

- Whether stopping for a rest or catching your breath after completing your swim, please be mindful that others using the lane will want to keep on swimming without stopping; so keep yourself to the edge of the lane allowing others to turn at the wall, turning head away and allowing others to maintain social distancing measures.

### **Direction**

- Please follow the directional signs and move across to the appropriate side of the lane for each length.

### **Strokes**

- Wide strokes such as butterfly should be avoided when the lanes become busy. If you change to a slower stroke as part of your session, think about moving lanes.

### **Equipment**

- Follow the operator's guidance on use of any equipment. Take hand sanitiser with you.
- Take any equipment/aids with you (floats, kick boards etc.) ensuring it is clean and identifiable as yours before you arrive.



## **Swimming Clubs**

- The above categories are of more concern as generally they are dealing with larger numbers of swimmers and coaches.
- For swimming activities bather loading will be based on an area of 6m<sup>2</sup> per swimming activity i.e. 38 swimmers.
- Until further notice **no** spectators will be allowed for these sessions
- Swimming clubs should review their procedures taking account of the above statements and on swimming etiquette.
- The procedures should also follow the guidelines issued by Swim England and STA.
- It will be up to each club to produce a workable solution and validated by a risk assessment.
- Clubs may consider adapting the procedure for session changeovers outlined in Appendix 1.

## **Commercial swim schools/Trust lessons**

- The Commercial/Trust swimming lessons have higher number of swimmers per session.
- These sessions include parent/carer spectators for children up to 8 years.
- Present Covid-19 restrictions require teachers to maintain 2m social distancing where possible whilst teaching from the poolside.
- Teaching should be from the poolside or in special circumstances within the pool, but at all time, strict social distancing must be observed. The latter must be verified by additional risk assessment and agreed by pool management.
- Beginners and non-swimmers can only be supported in the water by a parent/guardian.
- Numbers of children per lessons may have to be reduced to maintain current social distancing rules.
- They are of relatively short duration and involve numerous changeovers between sessions. (See appendix 1). This is likely to cause a logistics problem to observe prevailing social distancing.
- To reduce this problem operators should consider reducing session times
- Procedures adopted must be validated in a risk assessment.
- Parent/guardian spectators should wear a face mask when entering the pool and on the poolside.

## **Swimming teachers/swim school staff**

- Teachers / swim school staff should arrive for their shift in uniform
- Teachers / swim school staff to bring minimal personal items
- Teachers / swim school staff leave additional personal items in vehicles or at home

## **Junior school swimming lessons**

The following considerations should be considered when providing swimming lessons:

- Schools are responsible for the transporting/escorting the children to and from the pool premises.
- School and pool manager to liaise and discuss the new ways of working and current procedures including any relevant Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) changes.
- Schools should consult with the pool manager to ascertain the maximum number of pupils the venue can facilitate at any one time whilst adhering to guidance around air ventilation.
- A risk assessment's needs to be completed by the school which aligns with the Calday Pool Covid-19 procedures.

- School needs to understand and agree to the hire agreement.
- Schools need to discuss and agree on lifeguard provision and procedures.
- Schools need to record/monitor attainment figures.
- Schools needs to consider changing facilities and possible need for chaperones.
- Schools need consider and adapting lessons and changing provision for any pupils with learning disabilities (SEND).
- The school is responsible for the organisation of school swimming lessons with regards to ‘bubbles’
- School swimming lessons should endeavour to minimise interaction between groups/‘bubbles’, and where this is not possible, to adhere to social distancing wherever possible.”

For further information see Swim England, Guidance for School Swimming Lessons, 20<sup>th</sup> August 2020 V1

<https://www.swimming.org/swimengland/pool-return-guidance-documents/>

#### **Updates to previous versions of Covid-19 operating procedure.**

- Entering/exiting the pool building – Each user group may adapt route subject to management agreement.
- Car parking – Only disabled parking, by arrangement in the pool grounds
- Track and Trace – Each User Group should have system in place.
- Bather loading – swimmer numbers and air ventilation rates.
- Commercial swim schools/Trust lessons – Teaching only from the poolside. Only parents can support their own child in the water.
- Junior school swimming lessons.

## Appendix 1

### **Session Changeovers** – Commercial/Trust lessons at Calday pool

The following example assumes that Covid-19 restrictions are still in place but with easing of social distancing down to 1m plus. It is suggested that to ease congestion at changeovers and maintain social distancing Swim Schools and Trust lessons could consider the following procedures for swimming sessions. **Note:** Each user group should consider reducing lesson time to 25 minutes

#### **1<sup>st</sup> Session**

- Children with parent/carer enter the pool building via the fire exit at the deep end of the pool.
- Hand sanitisers will be available at all access points and selected points around the pool.
- Only one parent/carer of children up to 8 years are allowed in the spectator seating area unless special dispensation has been sought. Parents of children over 8 years will have to ensure that arrangements are made to safely drop off and pick up their child outside the pool building for each session.
- Children will be advised to arrive “Beach ready” e.g. with costume under clothes and should consider wearing “onesies” or swimming robes for easy dressing after lessons.
- At the spectator seating area, the parents/carers will help the children undress and keep the child’s clothing with them until lessons have finished.
- Children will then go straight their specified teachers on the poolside.
- At the end of the lesson children will be guided, by one of the teachers, following a route counter-clockwise from the shallow to the deep end to parents/carers in the spectator seating area.
- Parent/carer will then escort the child off the poolside via the showers (showers will not be available) to the changing rooms and help the child quickly dress.
- Minimum time should be spent in the changing room and observing social distancing wherever possible.
- Once the parent/carer have vacated the spectator seating area the area will be immediately sanitised using fogging equipment.
- Parent/carer and child will exit the building via the pool foyer. There will be no waiting allowed in the foyer and will only be used as a transition route.
- Parents/carers must not congregate outside the pool building and immediately vacate the pool grounds.

#### **2<sup>nd</sup> Session**

- Immediately the 1<sup>st</sup> session has vacated the pool Parent/carer and child attending the 2<sup>nd</sup> session can enter having followed same procedure as above for entering the poolside.
- Parent/carers having helped the child to undress and will remain in the spectator seating area with their child’s clothing until lessons have finished.
- Children will proceed directly to their teachers on the poolside.
- When the second session has been completed the parent/carer and child will follow the same procedure as above.
- This procedure will be repeated for the duration of these swimming lessons.

## **Appendix 11**

### **Pool Ventilation**

- The pool ventilation is 100% fresh air supplied by an Air Handling Unit (AHU)
- The AHU fans produce approx. 12,000m<sup>3</sup> of fresh air per hour.
- The pool volume is approximately 2250 m<sup>3</sup> so we get around 5 complete air changes per hour.
- For our pool hall volume at 2250m<sup>3</sup> with 5 per air changes per hour will give around 3125 Litres of air every second.
- For a maximum occupancy under our Covid-19 procedures of 50 persons this would give around 60 L/second of 100% fresh air to each occupant.
- It is recommended that operators should ensure the rate of supply of outside air to occupants is a minimum of 20L per person per second as a precautionary measure which we easily exceed. See link below.
- In addition to normal filter maintenance regular checks of AHU internals are made to ensure there is no evidence of leakage between inlet and exhaust ducting

Swim England, Guidance for operators

<https://www.swimming.org/swimengland/pool-return-guidance-documents/>