



# Preparing for a Safe Return to Operations

## Updates

July 23 – [Return to Swimming Fall Plans, template and FAQ updates](#)

July 14 – [Swimming Canada's Return to Swimming Resource version 2](#) on the [Swimming Canada COVID-19 hub webpage](#)

July 7 – [Swim Ontario Return to Training Memo](#) addresses following topics

1. Requirements for a Return to Training Plans
2. [FAQ](#)
3. [When do clubs submit their Return to Training Plan to Swim Ontario Flow Charts](#)

June 19 – [Swim Ontario Return to Operations Memo](#) addresses following topics

1. Facilities allowing more swimmers per lane than the guidelines for Step 1 indicated in the Swimming Canada's Return to Swimming Framework document.
2. Acknowledgement of Risk and Attestation Forms - **new procedures**

June 11 - [Swim Ontario/Swimming Canada requirements for a safe return to Operations Communication](#)

With the release of the [Swimming Canada's Return to Swimming Documents](#) (version 2) and as Ontario prepares for a gradual re-opening of facilities throughout the province, Swim Ontario has identified some key guidelines as clubs prepare for a Return to Sport (**June 19** – see **Prepare for Re-Opening of Facilities**). It is more important than ever that Club Boards and Club owners exercise careful oversight over the implementation of these guidelines. These guidelines include, but are not limited to risk assessment, safety protocols for athlete and staff, facility dynamics and communication between administration, staff and facilities. **These guidelines also align with the detailed information that will be published by the [Swimming Canada Return to Swimming Working Group](#).**

Clubs should include all guidelines set out by government agencies, municipalities, facilities, the Swimming Canada Working Group and Swim Ontario in any type of Return to Sport discussions, planning or strategies to help assess preparedness for their clubs Return to Sport.

**July 7** - Although each Region will be different, the Region of Peel has communicated to their pool operators with some useful procedures / checklists. These documents are examples that can be used when communicating with facility managers to better understand what a re-opening would look like.

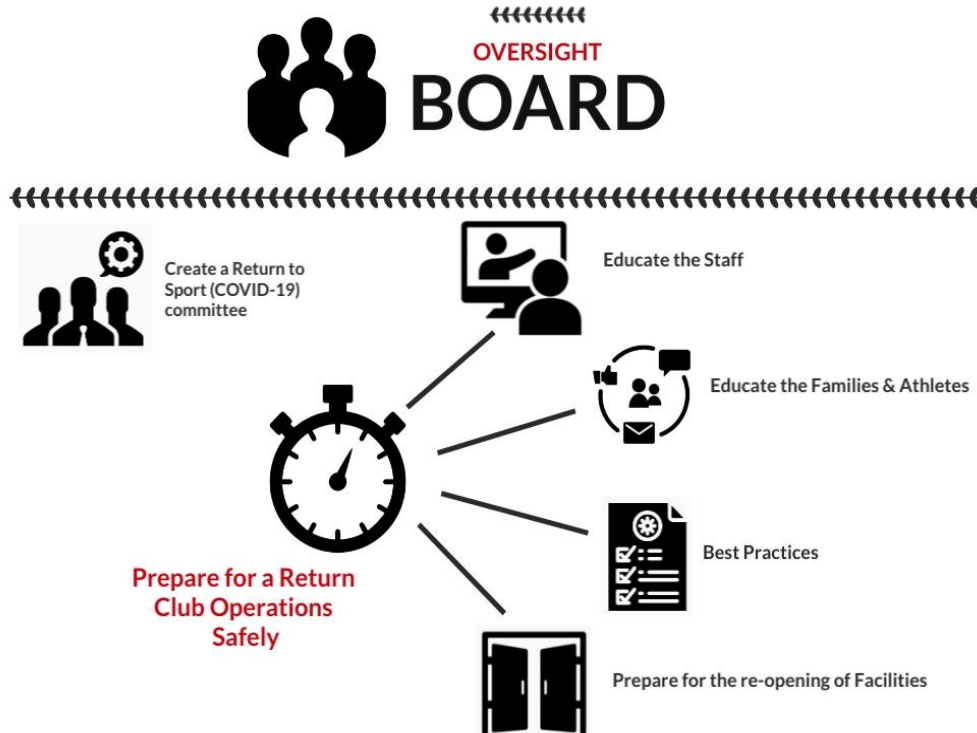
Pool operators' information: Safety [Guidelines for Water Recreational Facilities Reopening](#) and a [Pool Operator Checklist](#).

It is important to note that this document will evolve and that new information will be added as the [Government of Ontario](#), [Municipalities](#), and [Public Health Authorities](#) and [Swimming Canada](#) provide directives for the reopening of facilities, parks, lakes and a return to organized sporting activities.

Our philosophy continues to be, to progress slowly with purpose including periods of re-evaluation, in order to do everything we can to continue to move forward.



# Preparing for a Safe Return to Operations



## Prepare for a Return to Sport

1. The following 6 questions will help assess risk to the organization as they prepare for a Return to Sport.
  - a. Will the training be held in a region that has documented active local transmission of COVID-19 (community spread) in the last 14 days?
  - b. Will the training be held in venues/facilities with access by multiple groups?
  - c. Will the group include team members relocating from areas outside the training location that have documented active local transmission of COVID-19 (community spread)?
  - d. Will the group include participants (athletes or coaches) at higher risk of severe COVID-19 disease (e.g., people over 65 years of age or people with underlying health conditions)?
  - e. Is the training considered at higher risk of spread for COVID-19 (where physical distancing cannot be maintained, indirect contact through training equipment etc)?
  - f. Will the training be held indoors?
2. **Create a Return to Sport (COVID-19) committee that reports to the Board of Directors who have ultimate approval which includes the head coach, board members, admin staff, health professional (if available), etc.**



# Preparing for a Safe Return to Operations

3. Designate an individual(s) within that committee that will monitor the latest development surrounding COVID-19 and communicate to the committee, board and staff.
4. Clubs should implement Return to Swimming guidelines and best practices set out in the [Swimming Canada's Return to Swimming Documents](#) (version 2).
5. Prepare a communication plan for swimmers and staff, if they or other participants feel unwell or show signs of COVID-19 before, during and after training sessions. ([Individual Self-Assessment Tool](#))
6. Prepare a communication plan if a swimmer or staff have COVID-19 or have been in contact with someone that has COVID-19.
7. Prepare a plan to modify, restrict, postpone or cancel the return to training or training sessions related to the evolving COVID-19 outbreak.
8. Be prepared to update rules, best practices, plans and procedures as situations evolve.
9. June 11 – Complete the [Club Declaration for COVID-19](#) return to programming and ensure collection of executed individual [Acknowledgement of Risk](#) form and [COVID-19 Attestation](#) form prior to allowing any coach, swimmer, support staff, employee, or volunteer into the facility or to participate in any form of training (virtual, live, pool or open water etc.).
10. **June 19** - As a reminder, each Swim Ontario member club must complete a Club Declaration Online Form prior to the start of their next training session.
11. Both the Acknowledgment of Risk Form and Attestation Form must be completed before any type of in person training is started. The Assumption of Risk form must also be completed for all virtual training prior to commencing the next training session. Both forms need only be completed once for each participant (coaches, athletes, staff, etc).
12. **As of June 18**, both forms are now available as **online electronic signature forms** and must be completed using the links provided below. Once the participant completes the form and electronically signs, the executed form will be sent to Swimming Canada, Swim Ontario and the participant. The participant will be required to email the executed form to the club.
  - a. [Acknowledgement and Assumption of Risk Online Form](#)
  - b. [COVID-19 Attestation and Agreement Online Form](#)
13. **July 7** - As part of our risk mitigation procedures, Swim Ontario would request that all clubs add the following to their Communication Plans
  - a. Contact Swim Ontario if they have a participant that tests positive for COVID-19. Please complete the [Incident/Injury Report Online Form](#). You will be asked to provide the following information: Gender, Age, Recent Training Activity (14 days)
  - b. A procedure for a replacement coach/cancellation of workout if a coach is unable to answer NO to all screening questions before a scheduled workout.



# Preparing for a Safe Return to Operations



## Educate all the Staff (Admin & Coaches)

1. Ensure that your staff has been informed about the latest guidelines and directives on the COVID-19 outbreak from Federal, Provincial, Municipal governments and their Public Health authorities. [Covid-19 Symptoms](#)
2. Create “best practices” for the staff to follow before, during and after training to mitigate the spread of COVID-19. These best practices must include respiratory etiquette (sneezing in elbow), hand hygiene, physical distancing, cleaning of non-personal equipment in between use, non-sharing of equipment (water bottles), etc. ([Prevention of Risk](#))
3. Create “best practices” for the staff to follow when planning training gatherings, taking into consideration potential family related isolation dynamics, potential travel restrictions and gathering restrictions in the municipality/province.
4. Create an attendance mechanism for all training sessions for staff to strictly follow.
5. Create communication plans for staff to follow when interacting with athletes, families, support teams and other key partners.



## Educate the Families and Athletes

1. Create strict rules for athletes and staff surrounding staying home and self-isolation if displaying symptoms or coming into contact with someone who is displaying symptoms or has COVID 19.
2. Athletes must see a physician and be cleared for training after being diagnosed or suspected to have COVID-19.
3. Communicate clear training expectations and facility mandates as early and as often as possible
  - a. Athletes should stay home if they or any member of their family does not feel well.
  - b. Clubs and Coaches must make it clear that there is no penalty for missing practice.
4. Provide information on at-risk populations within the club to families and swimmers so they may make an informed decision on their participation. ([At Risk Populations](#))
5. Provide links to virtual healthcare resources in your area.
6. **June 19** - Both the [Acknowledgement of Risk Form](#) and [Attestation Form](#) must be completed before any type of in person training is started. The Assumption of Risk form must also be completed for all virtual training prior to commencing the next training session. Both forms need only be completed once for each participant (coaches, athletes, staff, etc).
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# Preparing for a Safe Return to Operations

## Things to avoid



Hugging or shaking hands



Crowds



Visiting friends



## Best Practices: Daily Training Environment (example)

1. Implement facility directives around arriving and leaving training sessions **“Arrive-Train-Depart”**
2. Swimmers must follow facility and club directives around the mitigation of Covid-19. ([Prevention of Risk](#))
3. Follow facility directives around the limiting of unnecessary social gatherings (before & after training sessions)
4. Be aware and communicate all traffic and movement plans as well as area closures within your facilities.
5. Athletes must wear swimsuits or dryland clothing to training sessions as change areas may be off limits.
6. Provide clear directives on how to manage the training equipment before, during and after all training sessions. **There should be no sharing of any equipment such as water bottles, kick boards, towels, paddles, snorkels, fins etc.**
7. Minimize use of training environment equipment that compromise appropriate physical distancing (white boards, on deck dryland items, video monitors or cameras, training chords etc.)
8. Minimize use of communal facilities (e.g. change rooms, gym, court)
9. **July 7** - Allow a transition time of at least 15 mins between training groups in order to allow proper sanitation of surfaces and proper physical distancing between these groups.
10. Create & develop **Training Bubbles** and **Lane Bubbles** to ensure that the same coaches and athletes interact
11. When entering and exiting indoor facilities, non-medical masks must be worn to protect facility staff and others.
12. Re-evaluation of the RTT plan in 3 weeks intervals, looking for adherence to physical distancing protocols, safety protocols in place, communication plans and facility and Swim Ontario regulations.
13. Submission of your club’s Return to Training Plan to Swim Ontario must include a detailed training schedule.



# Preparing for a Safe Return to Operations

## Prepare for Re-Opening of Facilities and a Return to Swimming



[Swimming Canada's Return to Swimming Documents](#) (version 2)

[Return to Swimming Resource Document FAQ](#)

[Tele Town Hall](#) and [Q&A](#)

**June 19** - Swim Ontario continues to work with our partners to clarify various Return to Swimming procedures and requirements.

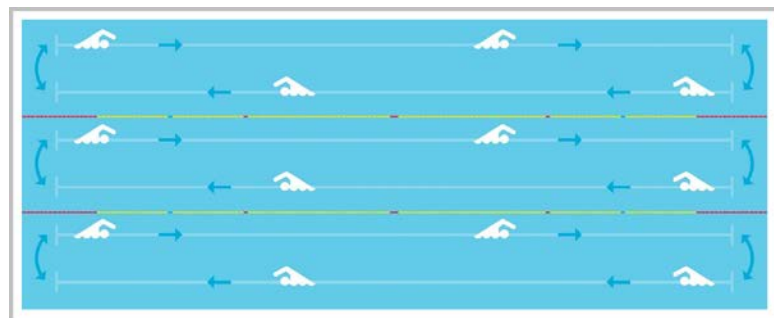
Swimming Canada has allowed Ontario to progress within the Return to Swimming procedures, to allow for some facility flexibility provided local health authorities allow it.

Facilities will determine training participation requirements, bather load and number of swimmers per lane based on a number of factors and consultation with local health authorities.

Swim Ontario recognizes the authority of the Local/Provincial health offices and is committed to abiding by the regulation [Ontario Regulation 263/20](#).

Swimming Canada has advised that Swim Ontario can proceed as follows:

1. Swim Ontario is guided by mitigating risks and as such is guided by the Ontario Emergency Orders which outline the very important standards for a safe return to sport.
2. Swim Ontario recognizes the Swimming Canada Return to Swimming Framework and the need to address the natural fluidity of change related to various regional re-opening phases and stages.
3. Swim Ontario in consultation with Swimming Canada, has amended the first-step for swimmer/lane ratios (pool training to be that of **4 swimmers per double lane-spaced accordingly**) and use an evaluation period of at least **3 weeks** (provided that your individual municipality and facility allow for the deviation from Swimming Canada's return to Swimming Plan).
4. **If your facility has a different plan for greater swimmer/lane load than 4 swimmers per double lane, please contact Swim Ontario for discussion and approval.**
5. Swim Ontario recognizes non swimming activity (including dryland routines, pre & post swimming routines) be done outside of the pool area in a safely managed manner following all the risk mitigation guidelines. The pool and surrounding deck area is for pool use only limiting contact surface areas to be sanitized.

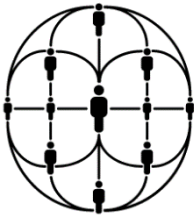




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## Additional Resources

- [Club Declaration for COVID-19](#) return to programming
- Individual [Acknowledgement of Risk](#) Form & [COVID-19 Attestation](#) Form
  - Previous PDF documents have been replaced with a PDF with links to electronic online forms
- Resources for the workplace and guidelines: [www.ontario.ca/covid](http://www.ontario.ca/covid) and <https://www.ontario.ca/page/resources-prevent-covid-19-workplace>
- PPE suppliers: [www.ontario.ca/ppe](http://www.ontario.ca/ppe)
- [Swim Ontario COVID-19 page](#)
- [Swimming Canada COVID-19 page](#)
- Pool operators' information:
  - Safety [Guidelines for Water Recreational Facilities Reopening](#)
  - [Pool Operator Checklist](#).



## Training Bubbles





# Preparing for a Safe Return to Operations

## Appendix A - Frequently Asked Questions

When do I have to send in my Return to Training Plan to Swim Ontario for review/approval?

**Answer Updated July 23**

### ***Summer Return to Training***

Appendix B of the Swim Ontario Return to Club Operations Safely document includes Flow Charts that outline the procedures Clubs will need to follow once their Return to Training Plan has been completed and reviewed by the Club Board. Swim Ontario will request to review the Club's RTT plan under the following conditions:

- Open Water Activities where an Insurance Certificate request is necessary or not all Safety Checklist items were answered YES.
- A new training facility for the Club requiring a Dive Start Certificate and/or a Request for Insurance Certificate.
- Outdoor facilities requesting an Insurance Certificate for dryland training.
- The Facility is allowing more swimmers per lane load than the first stage of 4 swimmers per double lane.
- The Facility/Municipality/Region is asking for Swim Ontario Approval (PSO Approval).

***Swim Ontario may, as the governing body, elect to review any club's Return to Swimming Plan at any time.***

### ***Return To Swimming Fall Plans***

In order to ensure we have a safe return to swimming this fall, Swim Ontario is requesting all clubs to submit a **Return to Swimming Fall Plan by August 21, 2020**.

- Clubs who have had a Return to Swimming Plan approved by Swim Ontario for summer pool training **must update Swim Ontario with their plans**.
- Clubs who have not yet submitted a Return to Swimming Plan to Swim Ontario can follow the [Return to Swimming Plan template](#) to ensure all major components are included in their submission.
- If facility rules or training schedules are not yet available, please submit a Return to Swimming framework with plans for a gradual return to training (see [template](#)).





# Preparing for a Safe Return to Operations

<i>Return To Swimming Fall Plans</i>				
<a href="#">RTS template</a> <a href="#">RTS Committee</a>				
RTS Plan status	Proposed Activity	Proposed Facility	Training	ACTIONS Requirements by August 21, 2020
Approved	Pool Swimming	Current / Usual	Phased In upscaling	<ul style="list-style-type: none"> <li>Update detailed training schedule and phase in plan</li> <li>Include any dryland activities</li> </ul>
Approved for previously OW and/or dryland	Pool Swimming	New or different	August/ September Start Dates	<ul style="list-style-type: none"> <li>Provide Facility Rules and detailed training schedule &amp; phase in plan</li> <li>Submit Dive Start Certificate and Insurance Certificate Request</li> <li>Include any dryland activities</li> </ul>
RTS Plan in progress	Pool Swimming	Usual	Phased In upscaling August/ September	<ul style="list-style-type: none"> <li>Submit Return to Swimming Plan</li> <li>Provide Facility Rules and detailed training schedule &amp; phase in plan</li> <li>Include any dryland activities</li> </ul>
RTS Plan in progress	Pool Swimming	New or different	August/ September Start Dates	<ul style="list-style-type: none"> <li>Submit Return to Swimming Plan</li> <li>Submit Dive Start Certificate and Insurance Certificate Request</li> <li>Provide Facility Rules and detailed training schedule &amp; phase in plan</li> <li>Include any dryland activities</li> </ul>
New RTS Plan	Pool Swimming	Usual	October and beyond start date	<ul style="list-style-type: none"> <li>Submit Return to Swimming Plan</li> <li>Provide proposed phase in plan</li> <li>Provide facility rules (if available)</li> <li>Include any dryland activities</li> </ul>
New RTS Plan	Pool Swimming	New or different	October and beyond start date	<ul style="list-style-type: none"> <li>Submit Return to Swimming Plan</li> <li>Submit Dive Start Certificate and Insurance Certificate Request</li> <li>Provide proposed phase in plan</li> <li>Provide facility rules (if available)</li> <li>Include any dryland activities</li> </ul>
Return to Training	Indoor/ Outdoor Dryland	New or different	September start	<ul style="list-style-type: none"> <li>Submit a Return to Training/Swimming Plan</li> <li>Submit Insurance Certificate Request</li> <li>Provide facility rules and detailed activity details and schedule</li> </ul>

Return to Swimming/Training Plans will be reviewed by Swim Ontario staff. Please send to Nicole [nicole@swimontario.com](mailto:nicole@swimontario.com)

Requests for [Insurance Certificate Requests](#) and/or completed [Dive Start Certificates](#) can be sent to Karen [karen@swimontario.com](mailto:karen@swimontario.com)



# Preparing for a Safe Return to Operations

## **NEW** When can our club move to Phase 2/Step 2/Stage 2 and beyond?

Swim Ontario is looking for a safe and graduated upscaling of programming, within limits, after periods of careful reflection and evaluation, which will primarily be based on the successful implementation of physical distancing measures, as well as the safety and hygiene protocols outlined in your plan while also adhering to the provincial/local authorities, Swimming Canada, and/or Swim Ontario requirements of the day.

### **Requirements:**

- confirmation in an email from the facility that a club has successfully implemented their return to swimming plan and,
- approval from Swim Ontario.

## **NEW** We are only beginning pool training in the fall. What is the maximum number of swimmers per lane or double lane we can begin with?

Swim Ontario's philosophy is one of gradual, thoughtful and carefully executed Return to Swimming. Our experience from the summer is that athletes need to be guided in the nuances of swimming/training in the new physically distancing COVID-19 environment.

Starting with 4 swimmers *per double lane* and gradually moving to 8 swimmers *per double lane* through an evaluation period of at least 1 to 2 weeks between stages is considered best practice to ensure that all safeguards can be maintained with each stage/group.

## **NEW** Why not single lane swimming?

Ontario Emergency measures remain at 2m physical distancing at all time. Single lane swimming (unless only one swimmer) is more difficult to adhere to when multiple swimmers are in a lane. We continue to watch for updates from the Ontario government and will re-evaluate this position once clarity is provided.

## **NEW** Is there a template to help develop our Club's Return to Swimming Plan

Swim Ontario's Return to Swimming Committee has created a [Return to Swimming template](#) that clubs can follow to ensure all major components are included in their plan.

### **Can the Club Declaration be completed before all the forms are collected?**

Yes. The Club Declaration Form can be completed by the Head Coach and Club President prior to the collection of all required forms. By completing the Club Declaration Form the Club has a continuing obligation to collect the required forms prior to the start of any type of training for any existing and new coaches and swimmers.

The Acknowledgement of Risk and COVID-19 Attestation documents are to be completed for coaches and swimmers returning to training prior to September 1, 2020 (summer training only).



# Preparing for a Safe Return to Operations

**My Club collected the PDF (version 1) of the Acknowledgment of Risk and COVID-19 Attestation Forms. Do I need to send copies to Swim Ontario or just keep on file with the Club?**

Swim Ontario/Swimming Canada will require a copy of the Assumption of Risk forms collected prior to June 18. The Club can contact Nicole ([nicole@swimontario.com](mailto:nicole@swimontario.com)) for details on how best to accomplish this.

**Is the Club Declaration necessary if we are only doing Virtual Training?**

Yes.

**Our facility is asking how they should re-open. Does Swim Ontario have any documentation to help with our communication with facility managers?**

Although each Region will be different, the Region of Peel has communicated to their pool operators with some useful procedures / checklists. These documents are examples that can be used when communicating with facility managers to better understand what a re-opening would look like.

Pool operators' information: Safety [Guidelines for Water Recreational Facilities Reopening](#) and a [Pool Operator Checklist](#).

*This FAQ section will continue to evolve as more clubs return to training.*

## **Appendix B - When do clubs submit their Return to Training Plan to Swim Ontario Flow Charts if training during the Summer**

[Virtual Training Procedures](#)

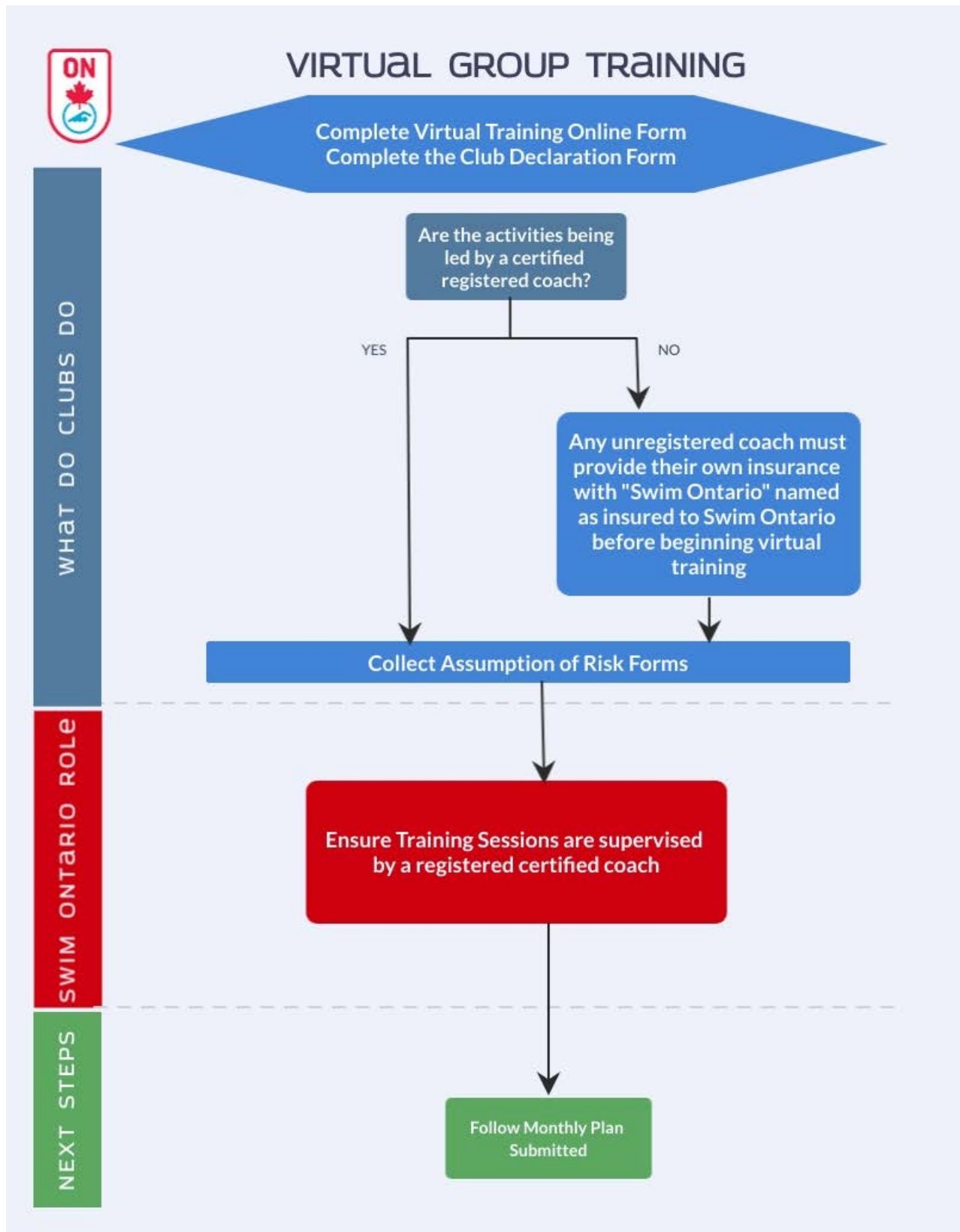
[Pool Training Procedures](#)

[Outdoor Group Dryland Training Procedures](#)

[Open Water Group Training Procedures](#)

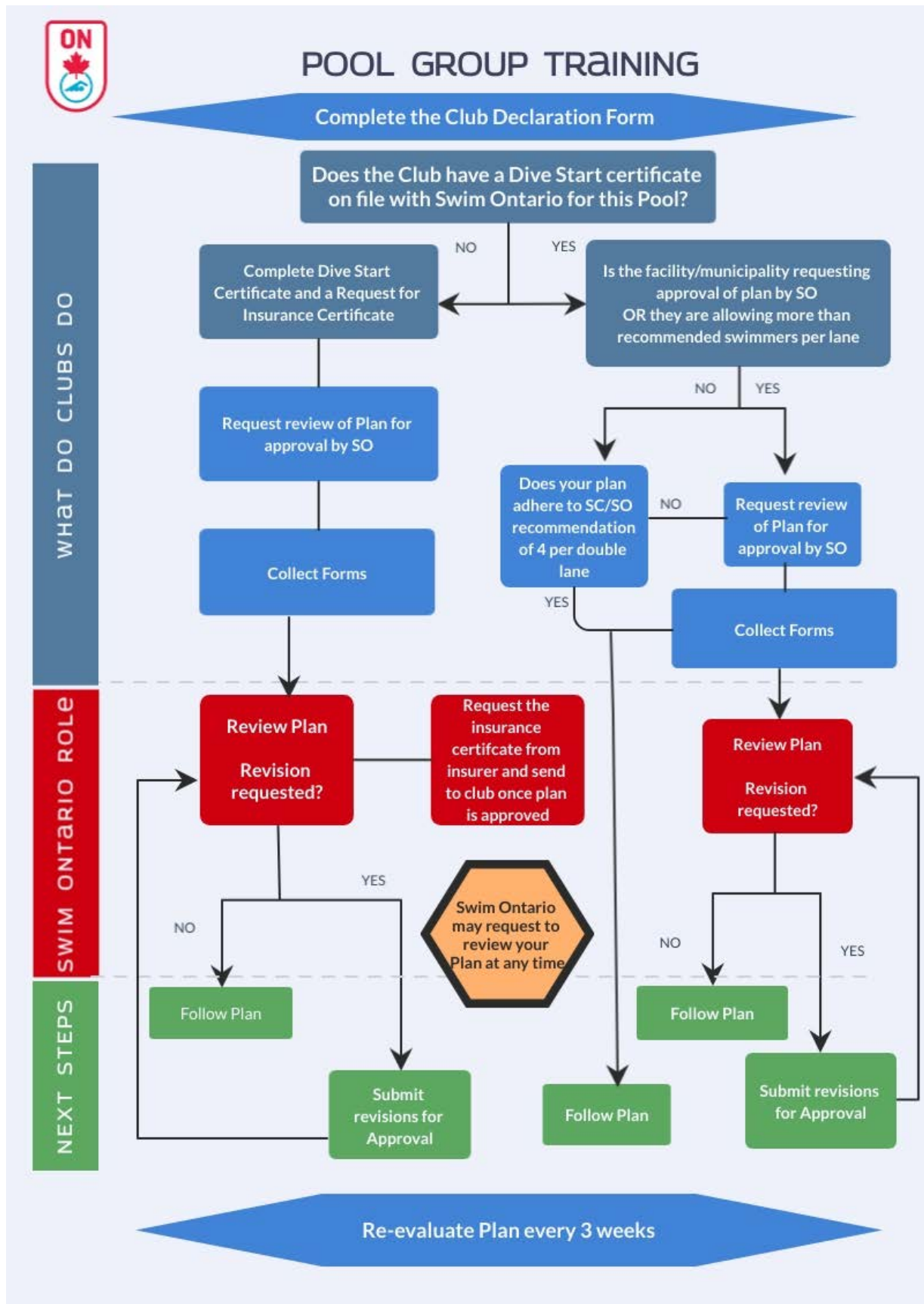


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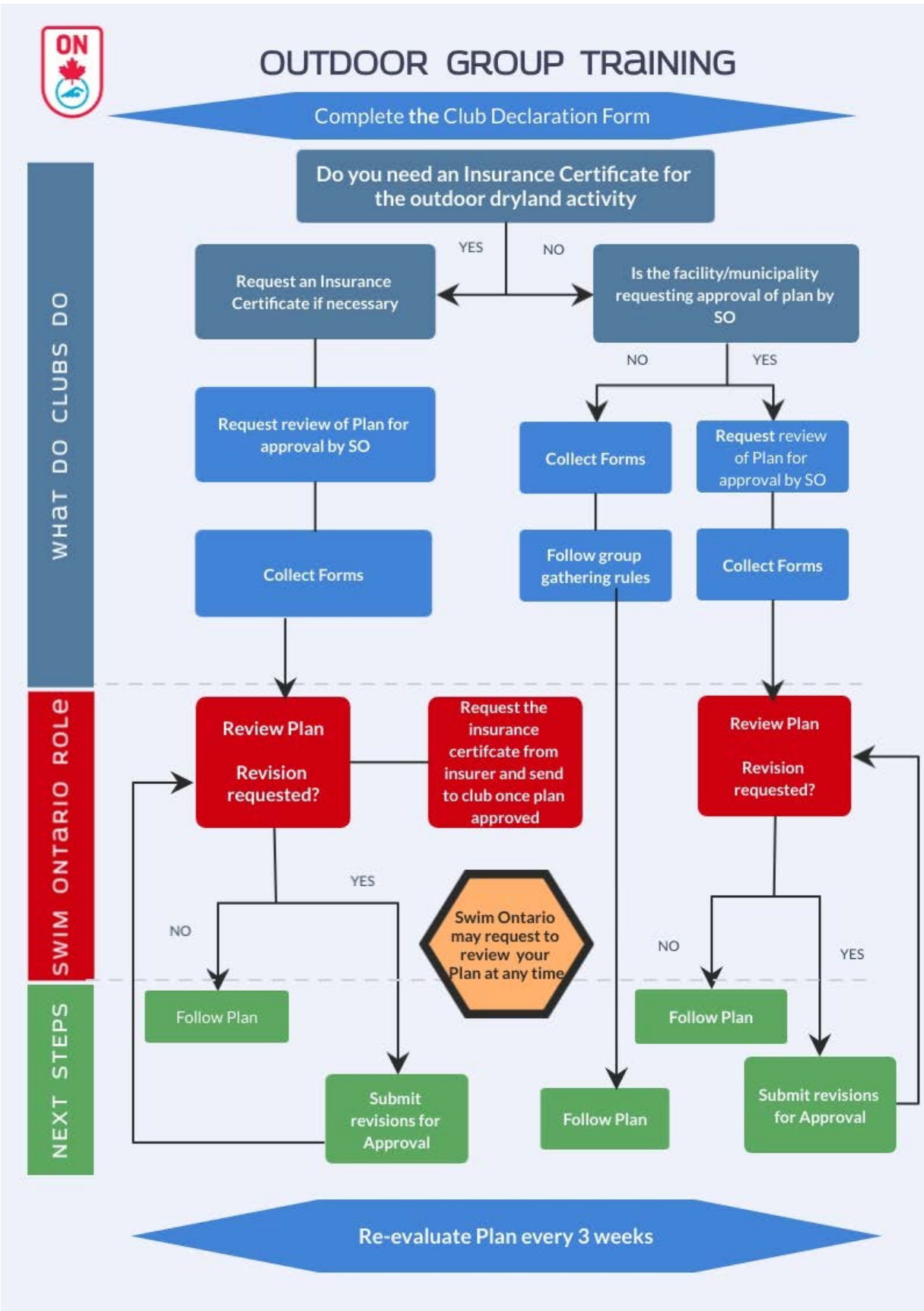


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