

**Amy's Aquastars COVID-19 POLICY**

**Version 1.2 produced by Amy Holden**

**Last updated 24<sup>th</sup> August 2020 by Amy Holden**

**Appointed COVID-19 Officer – Amy Holden**

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The World Health Organisation declared the Coronavirus (COVID-19) a Global Health Emergency on the 30th January 2020 and a Pandemic on 11th March 2020. Amy's AquaStars will take reasonable, proportionate steps in accordance with published guidance, to respond to the current (known) risks associated with the virus. This policy has been created in accordance with published guidance from both the Government and the Swim Teachers Association as of **13<sup>th</sup> August 2020**. Any changes to this document will be circulated to staff via email and will be made available to customers via our website. Changes from the original document will be highlighted in section 2.

According to the scientific literature, there is no increased risk of contracting COVID-19 from swimming in chlorinated pools, and pool operators adhering to previously set guidelines will control risk from waterborne COVID-19.

Further, the US based Centre for Disease Control and Prevention (CDC) suggests that there is no evidence that COVID-19 can be spread to people through water in pools but individuals need to continue to protect themselves and others both in and out of the water through following appropriate social distancing measures and good hand hygiene practices.

**Disclaimer**

This policy in no way guarantees that communicable diseases, including but not limited to COVID-19 will not be present in a facility; that people actively infected with communicable diseases might be present in the facility nor does implementation of these best practices guarantee that a person or persons will not contract COVID-19 or other communicable diseases from persons or contact within a facility.

Our policy has been created in accordance with the STA Return to Pool Guidance and complies with World Health Organisation and Public Health England guidelines. The policy also complies with the Health and Safety at Work Act 1974.

**1. Our aims and responsibilities**

Our Aim – To avoid the spread of the disease by recognising the signs and symptoms, mitigating transmission and recording all necessary information for the NHS track and trace service, which will enable us to run our swim school as safely as possible for our staff and customers.

Our responsibilities are to enforce our Covid Policy in order provide a Covid secure environment for our staff and customers.

Our staff will take all reasonable measures to enforce social distancing guidelines, provide a secure environment, follow current government guidelines and communicate with customers on actions that need to be taken to comply with our policies.

We will advise our customers on actions that they need to take to mitigate transmission and we ask all our customers to follow the hygiene and social distancing measures that we have put in place. If customers do not follow our procedures, then we will not be able to provide swimming lessons for them and they will be asked to leave the premises. Customer notice - No refunds will be given if you are asked to leave due to refusal to follow our guidance and your place on the swimming course will be declined.

**2. Updates and changes**

This section highlights any updates or changes that have been made to our policy since the original document was created.

Version	Changes Made	Date of changes made
1	N/A – Document created	17/08/2020
1.2	Update to bodies compliance (disclaimer)	24/08/2020
1.2	Section 7 title renamed	24/08/2020

**3. Our staff requirements**

We require all our staff and volunteers to complete a declaration to comply with up to date government guidelines and advice from our governing bodies.

We also require all staff and volunteers to complete a COVID-19 health questionnaire prior to commencing work with us.

Our designated Covid-19 Officer will communicate with our staff via email, any guidance and updates that are issued by the Government or by the STA.

All staff and volunteers are required follow our COVID-19 policy.

We will collect the following information from our staff members to enable us to assist with the NHS Test and Trace service:

- The names of staff who work at the premises
- A contact phone number for each member of staff
- The dates and times that staff have been present

If a staff member answers yes to any of the following questions:

- Have you travelled overseas in the past 14 days?
- Have you been in contact with a confirmed case of COVID-19 in the past 14 days?
- Have you felt or shown any symptoms or signs of COVID-19 (listed below)?

They are highly recommended to get tested for COVID-19 and will be asked to provide a copy of the results before being allowed to return to the swim school. They will not be permitted to attend the swim school until proof of full recovery has been provided.

You can apply for a free test here- <https://www.nhs.uk/ask-for-a-coronavirus-test>

The following is a list of possible symptoms of COVID-19:

Fever

Stuffy nose

Continuous cough

Fatigue

Sore throat Diarrhoea

Muscle / and or joint pain Vomiting

Running nose Breathing difficulty

Loss or change to your sense of smell or taste

If you have any of these symptoms:

- Access to the pool is refused
- The UK Government advises that you must self-isolate for 14 days to help limit the spread of germs
- If you have any concerns about your health and COVID-19, please call NHS 111
- If you are tested for COVID-19 and it is confirmed, you must immediately advise Amy's AquaStars by telephone on 07925534974

We encourage all our staff and volunteers to arrive at the pool in uniform where possible.

All staff are asked to bring minimal personal items and store them away from members of the public whilst teaching.

Staff will have their own set of equipment and stationary, provided by Amy's AquaStars and will not be permitted to share this equipment with anyone else. The cleaning of this equipment is the responsibility of the member of staff.

Staff will be provided with their own set of PPE and will be responsible for maintaining and disinfecting their equipment.

Staff are required to wash all uniform at the end of each day, in accordance with manufacturers guidelines and at the highest temperature possible.

Registers will be taken electronically where possible, if not possible, paper copies will be used.

Teachers are not required to wear PPE in the pool, or on poolside, however, social distancing of 2m is recommended or 1m plus mitigations, where 2m is not possible.

Teaching Assistants will assist in guiding customers into the pool, to avoid close contact between customers and teachers. In the areas outside of the pool, PPE should be worn if 2m social distancing can not be maintained.

#### **4. Our customer requirements**

By attending our swimming lessons, our customers are agreeing to comply with our COVID-19 policy and procedures. Customers that do not comply will not be permitted into the building and could be removed from our swimming programme.

It is important that any person who enters any part of the pool or venue is medically and physically fit and is not a danger to themselves or the health and safety of others. If you are not sure, you should seek medical guidance from NHS 111 <https://111.nhs.uk/covid-19/>

If you live in an area which is under local lockdown, you must take steps to avoid interaction with other people outside your household when at the pool. If possible you should wait outside or in your car whilst the lesson takes place, if this is not possible then face masks and restricted interaction is recommended. Please follow government guidance for your area.

Current COVID-19 related government restrictions as they apply to everyone are:

- a) Any swimmer / parent / guardian that has travelled overseas must self-isolate for 14 days and not attend swimming;
- b) Any swimmer / parent / guardian that has been in contact with a confirmed case of COVID-19 must self-isolate for 14 days;
- c) Any swimmer /parent / guardian with symptoms or signs of COVID-19 (see below) MUST NOT attend a Swim School until full recovery has taken place;

It is important to look out for the following symptoms:

Fever

Stuffy nose

Continuous cough

Fatigue

Sore throat Diarrhoea

Muscle / and or joint pain Vomiting

Running nose Breathing difficulty

Loss or change to your sense of smell or taste

If you have any of these symptoms:

- Access to the pool is refused
- The UK Government advises that you must self-isolate for 14 days to help limit the spread

of germs

- If you have any concerns about your health and COVID-19, please call NHS 111
- If you are tested for COVID-19 and it is confirmed, you must immediately advise Amy's AquaStars by telephone on 07925534974

## 5. NHS Test and Trace

NHS Test and Trace is a key part of the country's ongoing COVID-19 response. If they can rapidly detect people who have recently come into close contact with a new COVID-19 case, they can take swift action to minimise transmission of the virus. This is important as lockdown measures are eased and will help us return to a more normal way of life and reduce the risk of needing local lockdowns in the future.

By maintaining records of staff, customers and visitors, and sharing these with NHS Test and Trace where requested, we can help to identify people who may have been exposed to the virus. Containing outbreaks early is crucial to reduce the spread of COVID-19, protect the NHS and social care sector, and save lives. This will help to avoid the reintroduction of lockdown measures and support the country to return to, and maintain, a more normal way of life.

We may need to inform staff if they have potentially come into contact with a confirmed case, however, no personal details will be given and the individual will not be named.

The NHS Test and Trace service will contact listed individuals who have come into contact with a confirmed case. Amy's AquaStars will not contact listed individuals.

Amy's AquaStars already collects and maintains information for registration, medical and emergency purposes, via our MyLessons account, however, we will require additional details of anyone who attends the pool, that are not already registered on our online service. We will also ask all customers to advise us if they have come into contact with anyone who has or if they themselves have tested positive for COVID-19.

The following information may be used and shared with the NHS, where necessary, in the event that someone who has tested positive for COVID-19, has been in contact with our swim school:

- The names of staff who work at the premises
- A contact phone number for each member of staff
- The dates and times that staff have been present
- The name of the customer or visitor. If there is more than one person, then one member will be used as a 'lead member' of the group.
- A contact phone number for each customer or visitor, or for the lead member of a group of people

- Date of visit, arrival time and, where possible, departure time
- The staff members who were present at the pool at the time of contact

We will not collect or use any additional data than listed for this purpose and we will not share the information for any other reason than the NHS Track and Trace service. This is apart from our usual service, which has already been agreed to in our terms and conditions and can be viewed in our data protection policy and runs in line with General Data Protection Regulations. There is no obligation to comply with this service, however, non compliance may result in us being unable to offer swimming lessons to your child.

## 6. Social Distancing

Amy's AquaStars will take all reasonable measures to comply with social distancing guidelines at all times. Social distancing must be observed throughout the whole process, from entry to the swimming pool facility, changing rooms, during the lessons, post swim changing and exiting the facility. Our social distancing procedure will be reviewed regularly and any necessary changes will be put into place and communicated to our staff and customers.

The current guidelines as of **17<sup>th</sup> August 2020** are -

To protect yourself and others, when you leave home you must:

- **wash hands** - keep washing your hands regularly
- **cover face** - wear a face covering over your nose and mouth in enclosed spaces
- **make space** - stay at least a metre away from people not in your household

If you are feeling unwell, get a test and do not leave home for at least 10 days.

We have a maximum of 7 swimmers per class, which runs well under current social distancing guidelines, however, where possible, we will encourage same household family members, to attend the same class, to further our approach to helping to reduce the spread of COVID-19.

We ask that no more than 1 adult accompanies a child to their swimming lessons, except in exceptional circumstances (this can be discussed with staff prior to attending lessons).

During changeover between classes, we are running a no overlap system, so we ask all customers to wait outside the building, until the previous group has exited the building completely. We ask all our customers not to enter the premises, until asked to do so by a member of staff.

To assist us in our 'No Overlap' system, our lesson times have been temporarily reduced to 25 minutes per session. This will be reviewed on a weekly basis and can change at any time. This is to give us more time to implement our social distancing and cleaning procedures and will help us avoid an increase in lesson fees.

Customers are encouraged to arrive as close to their lesson start time as possible, to help reduce the amount of people at the facility.

When inside the facility all spectators are required to wear a face mask unless medically exempt. Proof of exemption may be required upon request.

Swimmers are encouraged to come to the pool 'BEACH READY' as much as possible, with swimwear underneath clothes and ready to enter the pool with minimal use of the changing areas where

possible. Changing areas will be available, however there will be restricted use of certain areas, to comply with social distancing measures. These areas may change on a regular basis, areas that cannot be used will be clearly marked. Customers are encouraged to bring minimal 'baggage', to avoid congestion in the changing areas.

Once lessons have started, customers are encouraged to either wait outside the building, providing safeguarding policies are complied with, or will be required to wear a face mask inside the building if they wish to spectate. Everyone apart from swimmers and staff must wear a face covering in enclosed spaces, unless medically exempt. Proof of exemption may be required. Disposable face masks will be available to purchase on site.

Customers are encouraged to bring their own equipment where possible. Equipment will be available to purchase from Amy's Aquastars prior to lessons and will be issued at the start of the first session back. Equipment will be provided for those that do not wish to purchase their own.

Our teachers will take reasonable steps to not directly face swimmers when speaking to and assisting them, whilst maintaining a good view of the group to run accordingly with pool safety guidelines. They will also be encouraged to wear visors when teaching, to help reduce the risk of aerosol and droplet transmission.

Social distancing measures will be in place for our teachers when assisting swimmers, this means that where possible, minimal support will be given to our weaker and non swimmers. Risk assessments will be undertaken to ensure that there is no risk to life and to ensure that the safety of our swimmers is not compromised. Equipment and floatation devices will be used when possible to assist swimmers. Where it is not possible to use equipment, teachers will maintain a position that does not increase the possibility of transmission of the infection. If parents are in the water with their child, then teachers will stay out of the water.

Social distancing measures will be in place for swimmers within the pool. Floor plans of the pool are available for teachers to assist them when planning lessons, to ensure that social distancing is maintained within the swimming pool. This will be included in the risk assessments.

The preservation of human life will always take priority over social distancing. Therefore, if a swimmer is in difficulty, the lifesaver / swimming teacher will respond in compliance with their training and up to date guidance from RLSS.

At the end of a session, we ask that swimmers change as quickly as possible and exit the building swiftly.

Where possible, we will minimise touch points and encourage a hands free approach, by asking customers not to lean on the wall overlooking the pool and we will support the door where possible, to allow a hands free exit.

Where we cannot encourage a hands free approach, we will provide hand sanitisers, hand washing facilities and surface cleaners to help reduce transmission of bacteria. These can be used by customers when necessary.

We ask all customers to take any litter/waste with them when they leave.

We will take reasonable steps to avoid people needing to unduly raise their voices to each other. This includes - but is not limited to - refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. This is because of the potential for increased risk of transmission - particularly from aerosol and droplet transmission.

Any questions or discussions with the teacher will need to be asked via your MyLessons account and will be answered as soon as possible. We are encouraging any concerns or queries to be raised in writing, to help maintain enforcement of our social distancing measures.

If customers have a question regarding the social distancing guidelines, then please ask the member of staff permitting you to enter the premises, before the start of a lesson.

Our working environment complies with the most up to date Government advice on –'Working Safely During COVID-19' <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

## **7. Cleaning, Sanitising and Disinfecting Procedures**

Everyone entering the pool is required to wash or sanitise hands when entering and upon leaving the premises.

Touch points will be cleaned and sanitised between each session and all non touch areas will be cleaned regularly. The following areas will have individual cleaning procedures and logs.

Toilets – Longton pool cleaning schedule

Changing areas – Longton pool cleaning schedule

Poolside areas – Longton pool cleaning schedule

Equipment – Customers will be encouraged to bring their own equipment where possible, this will help avoid transmission of the disease and will help to reduce cleaning times, therefore enabling us to maintain a productive teaching environment.

Where customers do not wish to provide their own equipment, we will provide equipment for use during the lessons. A small set of equipment will be provided per child (dependent on class structure and ability of swimmer) and will not be shared throughout a lesson. Each swimmer will have an equipment set up point, which will be clearly marked on poolside, this is where equipment is to remain when not in use. After each lesson, equipment will be cleaned in accordance with manufacturers guidelines, before being issued to another user.

At the end of each day, a full disinfection process will take place. All equipment will be cleaned, sanitised, disinfected, rinsed and dried. The pool will be fully disinfected by the pool owners. All staff PPE will be disposed of or disinfected in accordance with manufacturers and government guidelines.

All staff are briefed on the differences between cleaning, sanitising and disinfecting. Each cleaning schedule will specify which is to be done and when.

Where possible, disposable cleaning items will be used. Where this isn't possible, non-disposable items will be fully disinfected, rinsed and dried before the next use. This will all be done in accordance with manufacturers and government guidelines.

All manufacturers and government guidelines relative to the cleaning products that we use, will be highlighted within the cleaning schedules. All cleaning procedures and schedules will comply with COSHH regulations 2002.

All cleaning products will be clearly labelled, stored securely and staff will be provided with the information to use products safely. Where PPE is required for cleaning purposes, all staff will be provided with sufficient equipment.

## **8. Personal Protective Equipment and Face Coverings**



Contact tracers will not consider the wearing of personal protective equipment (PPE) as a mitigation when assessing whether a recent contact is likely to have risked transmitting the virus. Only full medical-grade PPE worn in health and care settings will be considered.

Government guidance currently states that people should wear face coverings when in an enclosed environment and in close proximity to people outside of their household. Therefore we require all non-participants to wear a face mask when spectating unless exempt.

Wearing a face covering in the workplace is not required by law.

Our teachers are not required to wear face coverings as, the wearing of a face covering may inhibit communication with swimmers who rely on lip reading, facial expressions and clear sound. They may wear a visor, but this is not considered as PPE and it is completely optional.

Normal PPE will be used for cleaning, teaching, lifesaving and manual handling, as it is in usual circumstances and will not be used towards mitigating Covid-19 transmission.

## **9. Pool Water Testing**

The pool water testing at Longton Pool is the responsibility of management of the venue. Where tests are not sufficient, then swimming lessons will not take place until the chemical levels are sufficient for swimming to take place.

## **10. Individual with symptoms on site**

Amy's Aquastars will comply with guidance from the local Public Health England Health Protection Team, in the event of an individual with symptoms on site. The contact telephone number for the Lancashire area is 0344 225 0562, the out of office contact telephone number is 0151 434 4819.

In the event of an individual displaying signs or symptoms of Covid-19 on site then the following procedure will take place –

- The individual will be separated from any other persons in the building, by either exiting through the main door, or if they need to change first by going into one of the changing rooms with the door closed.
- The individual will be asked exit the premises and will be advised to seek Government guidance regarding self isolation at home and requesting a free test from NHS Test and Trace service. Advice can be found at <https://www.gov.uk/coronavirus> and <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- Details of the individual displaying symptoms will be recorded within our Covid-19 Test and Trace Log to assist with the NHS Test and Trace service. This will include –
  1. Name of person showing symptoms
  2. Date and Times of being present at the site
  3. Teachers and Staff who were present at the time
  4. Areas of the building that the individual had been present
  5. Action taken including isolation, cleaning, sanitising and disinfecting.

- An extra sanitisation will take place in the areas that the individual was present and touch points will be disinfected under the standard Covid-19 cleaning procedures

If the individual is a member of staff, then staff procedures will be followed.

If lessons need to be cancelled due to a teacher displaying symptoms, then customers will be informed and a credit will be given for missed lessons.

### **11. In the event of a confirmed case**

Amy's AquaStars will react to a confirmed case of Covid-19 in accordance with NHS Test and Trace workplace guidance. We will follow guidance and contact all close contacts when advised to so.

Close contacts do not need to self isolate unless told to do so by NHS Test and Trace. They do need to

1. Avoid contact with people classed as high risk
2. Take extra care regarding good hygiene and social distancing
3. Watch out for symptoms and self-isolate if they also show signs of coronavirus

We may need to keep staff informed about confirmed cases but individuals will not be named.

Individuals who need to self isolate due to close contact with a confirmed case, will be notified by the NHS Test and Trace service.

If the facility needs to close for a deep clean due to infection, then customers will be notified and credits will be given for missed lessons.

Amy's AquaStars will use current, up to date registers from SwimSoft to assist in notifying close contacts. Therefore customers should ensure that their contact details are up to date on their MyLessons account.

Following a confirmed case, the facility will be cleaned, sanitised, disinfected and dried.

### **12. Risk Assessments**

We will develop, implement, monitor, and continually review our risk assessments particularly including within them, the potential of someone being exposed to COVID-19.

Risk assessments can be viewed on request.

### **13. Records and GDPR**

Amy's Aquastars respects your rights to privacy and complies with the Data Protection Acts 1988 & 2002 and the EU General Data Protection Regulation 2018 (GDPR).

Amy's AquaStars will not collect or use any additional data than listed in section 5 and we will not share the information for any other reason than the purpose of the NHS Track and Trace service. This is apart from our usual service, which has already been agreed to in our terms and conditions and can be viewed in our data protection policy and runs in line with General Data Protection Regulations. There is no obligation to comply with this service, however, non compliance may result in us being unable to offer swimming lessons to your child.

Amy's AquaStars will maintain records of staff, customers and visitors and will share these with NHS Test and Trace where requested. Any additional data collected for this purpose will be stored for 21 days and disposed of thereafter in compliance with GDPR Regulations.

By maintaining these records and sharing these with NHS Test and Trace where requested, we can help the NHS to identify people who may have been exposed to the virus. Containing outbreaks early is crucial to reduce the spread of COVID-19, protect the NHS and social care sector, and save lives. This will help to avoid the reintroduction of lockdown measures and support the country to return to, and maintain, a more normal way of life.