

Brookside Swim Club Summer 2020 Pool Opening Guidelines

We have received COVID-19 guidance from the [CDC](#) and Middlesex County Board of Health which we are sharing with the membership and posting at the facility. As we implement these additional policies and procedures to adhere to the guidance provided, we ask that every member familiarize themselves with this information as it is expected all members and staff adhere to these policies and procedures while at the Brookside Swim Club.

Additional Membership and Staff Conduct Policies

1. Members should be alone or with member of their household
 - a. Parents must consider if their children are capable of staying at least 6 feet apart from people they don't live with them before taking them to Brookside Swim Club
2. Hand hygiene and Respiratory Etiquette
 - a. All staff and members are encouraged to wash their hands often and cover their coughs and sneezes to keep you healthy and prevent the spread of germs
 - b. Sanitation stations will be provided
3. Cloth Face Coverings
 - a. Face covering are encouraged when you are on the Brookside grounds and where proper social distancing cannot be maintained but should NOT be worn in the pool as they pose a breathing hazard when wet
4. Staying Home
 - a. Staff and members must stay home if they have symptoms of COVID-19, have tested positive for COVID-19, or were exposed to someone with COVID-19 within the last 14 days
5. Supplies
 - a. Maintain supply of soap for hand washing and hand sanitizer
 - b. The membership is highly encouraged to bring their own sanitizer
6. Signs and Messages
 - a. [Signs](#) will be posted in key areas around the facility and sent in email to promote the healthy behaviors listed above
 - b. [Additional Sign option](#)

Additional Brookside Facility Policies

1. Cleaning and disinfecting frequently touched surfaces several times per day
2. Clean and disinfect in accordance with CDC and EPA guidelines on COVID-19 and product instructions

3. Maintain daily cleaning of the facilities (floors, toilets, etc.)
4. Shared items such as lounge chairs, pool noodles, kickboards, and tubes will not be offered.
5. Members will be permitted to bring their own chairs if they so choose. Members will not be permitted to bring lounge chairs.
6. Members must wait for the office staff to escort them to the preferred table. At that time the office staff will sanitize the chairs and umbrella
7. Members are strongly encouraged to bring their own tablecloths
8. Fans in areas such as the office and bathroom will be run to increase circulation
9. All seating areas will be modified to ensure that individuals can remain at least 6 feet apart from those they don't live with
10. Sharing of objects such as food, equipment, toys and supplies with those not in the same household is prohibited
11. We will be limiting Brookside to staff and members ONLY. Guests will not be permitted
12. Parties will not be permitted
13. Bathrooms will be limited to 2 people at a time.
14. Playground, swing set, basketball and volleyball courts will be off limits at this time

Additional Brookside Operational Procedures

- Staff who are working in the office must wear face coverings
- Pool managers and lifeguards have been trained and certified with applicable rules and certification requirements
- Lifeguards should not wear face coverings while on the lifeguard stand or in the water
- Staff must be aware of local or state regulatory agency policies on gathering requirements or recommendations to determine if events can be held at the pool
- Staff shifts will be staggered to limit the number of staff present at the aquatic venue at the same time. Staff who are no longer on shift will not be permitted in the staff areas
- The managers on duty will be responsible for responding to COVID-19 concerns. All staff will contact the manager on duty with any concerns
- Staff must follow the COVID Communication System located within the facilities plan located in the office and posted in the breeze way
- Leave Policies
 - Staff and members must stay home if they have symptoms of COVID-19, have tested positive for COVID-19, or were exposed to someone with COVID-19 within the last 14 days
 - Once 14 days have passed and the CDC conditions below are met, an employee will be re-added to the normal working schedule or a member will be permitted at Brookside swim club
 - i. **If they have not had a test** they can return after these three things have happened:

1. No fever for at least 72 hours (that is three full days of no fever **without** the use of medicine that reduces fevers)
AND
 2. other symptoms have improved (for example, when cough or shortness of breath have improved)
AND
 3. at least 10 days have passed since symptoms first appeared
- ii. **If have had a test** to determine they can return after these three things have happened:
1. No longer have a fever (**without** the use of medicine that reduces fevers)
AND
 2. other symptoms have improved (for example, when cough or shortness of breath have improved)
AND
 3. received two negative tests in a row, at least 24 hours apart. Their doctor will follow [CDC guidelines](#).
- Back-up Staffing Plan
 - Managers will monitor absenteeism of staff and if greater than 3 employees are infected, the staff will review the roster of trained junior/back up guards and fill in the open shifts accordingly.
 - Recognize Signs and Symptoms
 - Staff temperature screening
 - i. must be less than 100.4 degrees
 - Managers will conduct daily temperature open of shift visual health checks to verify that staff are not exhibiting COVID-19 symptoms
 - If staff are not well on duty, the manager will arrange for transportation home or a healthcare provider.
 - A suspected member or staff will Immediately be separated to reduce risk of further exposure and the remainder of the Brookside COVID communications guidelines will be executed
 - Cleaning and Disinfection
 - i. Closing off areas used by a sick person and not using the areas until after cleaning and disinfecting them.

COVID-19 Communication Guidelines

Staff or members should immediately speak to the on duty manager or call (732) 828-9885 to self-report [symptoms](#) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days.

- Please refer to on site symptom signage or reference the website below from Brookside Staff computer for the latest CDC COVID-19 symptoms
 - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Manager on duty must notify the local health authorities of COVID-19 cases.

Middlesex County Office of Health Services
35 Kennedy Boulevard
East Brunswick, NJ 08816
Phone: (732) 745-3100
Fax: (732) 745-2568

- Notifying staff, patrons, and swimmers (as feasible) of potential COVID-19 exposures while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#)
- ADA Disabilities Act can be accessed from the Brookside Staff computer by going to site below
 - <https://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplace-and-americans-disabilities-act>
- Notifying staff, patrons, and swimmers of aquatic venue closures.

All hands staff meeting and training material

- New training material for staff
 - New guidelines
 - https://nj.gov/health/ceohs/documents/phss/Guidance_for_Operating_Pool_Bathing_Facilities_During_COVID-19.pdf
 - TPO to review NJDOH [content](#) for pool director
 - Hand sanitization
 - <https://www.cdc.gov/handwashing/videos.html>
 - Cleaning audit log
 - https://docs.google.com/spreadsheets/d/187YY2h-FP0zwHKTvI98PI4_eAVC270gXFMRKpyZgIP8/edit?usp=sharing
 - New 2020 club rules
 - <https://docs.google.com/document/d/1m-edA1j21LmUKEyJMJe3tlwxJonHuwB5aWCij59pgjs/edit?ts=5ec90390>
 - Communication system (contained in new rules document)
 - Social distancing
 - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
 - Recognize signs and symptoms
 - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
 - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/Aquatic-Venues-COVID19-Daily-Checklist-for-staff.pdf>
 - New signs posted on location
 - [Signs](#)
 - [Additional Sign option](#)
 - sign for 6 feet in pool
 - New process for sanitizing seats for guests as they arrive
 - Member will approach check in window
 - Check member into eSoft system.
 - Check to ensure the capacity alert threshold has not be reached
 - Staff will walk member(s) to preferred sanitized table
- MEMBERS MUST CHECK OUT
 - sign hung on gate to remind members to check out
- Will be required to utilize two bins for shared guard gear
 - One clean used for disinfected equipment
 - One dirty used for unsanitized equipment