

## BSC Returning to the Pool

This document is based upon the document created by Swim England – [Returning to the Pool - User Guidance](#). This document has been modified to be relevant to Berkhamsted Swimming Club.

Please note, all that is outlined within this document is being added as an additional “Code of Conduct” for the Club to cover the Covid-19 situation. Failure to follow this may mean action being taken by the Committee in line with a Code of Conduct infringement.

Please ensure that you keep up to date with all BSC information by referring to Emails, Social Media (BSC’s Facebook, Twitter & Instagram) and finally the central repository the Back to the Pool webpage - <https://uk.teamunify.com/SubTabGeneric.jsp?team=erhbosc&staid=157177>.

Please be aware, this is a living document and may change as we live and learn in these new conditions and we begin to understand and implement the various activities to give your swimmers the opportunity to swim. We will advise what changes and when and flag what these changes are. The responsibility please, is upon you to keep up to date with these changes.

It is strongly recommended that every parent installs OnDeck on their smartphones, this will give you access to key information i.e. TeamFeed. To install this, please go to your usual Apps Store and search for OnDeck. To logon, please use your primary email for the website Account and the same password.

BSC takes the safety of swimmers, coaches, volunteer, parents and centre staff very seriously. Outlined within this document are the steps everyone must take to ensure the safety of all.

If at any time you have questions, please contact one of the following people;

**Chair** – Steve Moren – [chair@berkosc.org.uk](mailto:chair@berkosc.org.uk)

**Head Coach** – Geoff Wood – [headcoach@berkosc.org.uk](mailto:headcoach@berkosc.org.uk)

**Covid Leads** – Marina Evans, Louisa Miles or Nicky Wharton – [covidlead@berkosc.org.uk](mailto:covidlead@berkosc.org.uk)

**Covid Liaisons** – these are volunteer parents who will be registering swimmers and poolside throughout our training sessions at the present moment in time.

Training Groups – due to the current limited number of spaces available per session, swimmers will be allocated to “groups/squads”. You **MUST** remain in these groups at all times. If there is an urgent need to move groups for a very valid reason, please discuss with the Head Coach in advance of the session. BSC like others is trying to maintain “bubbles within bubbles” for the safety of all.

The groups/squads will now be named relevant to a colour Red, Yellow, Blue & Green.

Once you have been allocated a Coloured Squad”, you must stay with that group and attend only those training sessions for that group.

The training sessions will not be as normal, the emphasis of these sessions will be to build up the fitness of all swimmers, to focus on skills and drills, with some fun mixed in.

The number of sessions available will change over time, please appreciate that currently we will not be able to provide as many sessions as we have done previously. It is likely that BSC will also incur additional costs, if we are lucky enough to be able to get more pool lane time. Additionally, we are

currently in “holiday schedule” and as soon as we can, we will advise the “school term schedule”, but there is a lot of work to do.

Where we run two sessions, one after another, there will be a 15-minute slot to clear the previous swimmers from the pool and surrounding areas.

Further specific questions and answers can be found on our Back to the Pool webpage under the BSC Survey Summary & Back to the Pool – Phase 2

<https://uk.teamunify.com/erhbsc/UserFiles/File/Documents/Coronavirus/bsc-survey-summary-back-to-the-pool-phase-2.pdf>





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## Infringement of the Processes

- As outlined, BSC must ensure everyone stays safe, to this end we will be introducing a verbal warning/yellow/red card system for those (swimmers, coaches, volunteers and parents) who do not follow these processes. We appreciate that initially everyone needs to become familiar with these and therefore for the first two weeks, the person will be advised of the area of concern, unless there is a blatant infringement.
- We will then inform all when the following process starts;
  - For the first infringement, a verbal warning will be given by the coach and noted.
  - 2<sup>nd</sup> infringement will then be donated by a “yellow card” and noted.
  - 3<sup>rd</sup> infringement will then receive a “red card” and noted.
    - Upon receiving a “red card”, the person will be advised that they are barred from the pool/Centre for one week.
    - The infringement process will then reset.
    - If a subsequent “red card” is given, the person will then be barred for two weeks.
    - A third round of “red card” will then be referred to the Committee for appropriate investigation and action.

## Booking & Timetable

- Please check our webpages/TeamFeed for any changes to the session times.
- In the event that a session has to be cancelled, BSC will endeavour to get this out as quickly as possible via the mechanisms already mentioned.

## Before Leaving Home

- Do not come to the Centre if you are showing any symptoms of Covid-19 (temperature, cough, difficulty breathing or anosmia e.g. loss of taste or smell)
- Arrive ready to swim with your costume under your clothes, leave the Centre as soon as you can.
- Shower at home, pre and post swimming (showers at most pools will not be operational, including hair dryers).
- Check the centres website for any changes, parking, travel arrangements and plan your journey accordingly.
- Take hand sanitiser with you.
- Take any equipment/aids with you (floats, kickboards etc.) we will not be using the centres equipment.
- Ensure you only go to the centre if you have already booked for you particular session.
- Please wear flip-flops / sliders / crocs etc and ideally no socks, this ensures that we do not bunch up when entering the pool area. Please then take off outside shoes when entering the pool area, for your own health.

## At the Centre

- Please follow all the Centre guidance, signage and staff instructions.
- Ensure that you follow all social distancing at all times.
- Use hand sanitiser/wash stations wherever made available.
- Spend as little time as possible in the changing rooms.

- BSC recommends that when leaving the pool, the swimmer should dry themselves down as much as possible on poolside and then put on warm clothes over their costume.
- If needed, have a blanket available in the car to keep the swimmer warm.
- The reason for this recommendation is although the Centre will have additional cleaning in place, touching communal surfaces enhances the risk of infection.
- Most Centres will not have showers or hair dryers functioning. If anyone must shower after a session due to medical reasons, please let us know.

## In the Pool

### Respect

- People of different standards and abilities will use the pool. Please respect their right to enjoy their swim and ensure you keep your distance.

### Changing Stations

- At each pool, around the side of the pool will be designated “stations” where swimmers can change ready to get into the pool and where they can leave their belongings. They must return to these stations after the session finishes.
- Upon entry to the pool area, as swimmer must walk clockwise around the pool until they come to the last vacant station.
- Once the session has completed, they must continue to walk clockwise until they reach the designated exit.
- For those who wish to do so, please feel free to bring a waterproof bag/container/swim bag to store your items in during the session.

### Lane Allocation

- Once you have booked your session, the Head Coach will advise you which lane you will be swimming in, you will always remain in this lane at all training sessions, do not change lanes unless you are told by the coach.
- Each lane will have 4 starting positions;
  - At the “block end”
  - At the opposing end
  - One swimmer one third of the way down the lane from either the block end or the opposing end
- You will swim in each lane in a clockwise direction.

### Speeding and Overtaking

- Please do not overtake whilst swimming.
- Before pushing off at each turn, check to see if you have enough space in front of you
- Always ensure that you maintain the same space between you and the swimmer in front, adjust your stroke rate to do so

### 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 swimming without stopping; so keep yourself to the edge of the lane allowing others to turn at the wall, turning your head away and allowing others to maintain social distancing measures.

### Starting Blocks

- Where the Centres can, all starting blocks will be removed. If the blocks are there, they are not to be used by swimmers in any shape or for i.e. sitting on them or getting out of the pool.

### Getting Out of the Pool

- In most pools, the step supporting bars/hand rails and other hard surfaces will have been removed.
- To get out of the pool, please do so via the pool sides, not via the steps.

### Session Plans

- Session plans will be pinned to one of six A3 easel whiteboards (three at either end of the pool).
- These will list the training to be carried out.
- Swimmers are not to congregate around these, but should be able from the pool, see the session plan.

### Use of Toilets

- In all Centres, the toilets in the changing rooms will not be open, if a swimmer needs a toilet, the disabled toilets will be open.

### Parents at the Centre

- It is recommended that parents do not stay inside the Centre
- Some Centres will open the gallery, if you wish to stay please;
  - Remember social distancing
  - Follow the one-way systems (in some instances you may have to exit the Centre to get back to the gallery)
- Pick your swimmer up the external exit
- No parents will be allowed in the changing rooms

### Reporting Covid-19 Infection

- The following actions are relevant to swimmers and parents and anyone who you are living with or have regular contact with, known as the "Family Group".
- If a Family Group believes they have the symptoms of Covid-19, no one from this Family Group must attend the pool, they must get themselves tested.
- Until such time as the test has confirmed the infection or a 7-day period has elapsed and no symptoms have occurred within the Family Group, no one from the Family Group must attend the Centre.
- You also need to inform BSC (using the contacts outlined earlier) of the infection and advise that you will not be attending training sessions.
- Once you receive confirmation of the test, you must also inform BSC. If the test is negative the Family Group will be allowed to return to the Centre and training sessions.
- Upon a positive confirmation of infection, BSC will do the following, anonymously;
  - Inform the Centre of the infection (this they will also get via Track & Trace)
  - Advise those families in the same training session that there has been an infection. This ensures that families can then take a viewpoint on attendance of subsequent training sessions and also look for symptoms. Again, this is likely to occur via Track & Trace.
- Upon the swimmer or the Family Group being cleared of the infection, please contact BSC armed with confirmation of no infection and arrange a restart of attending training sessions.

### Will the Centre or BSC close the Centre or stop sessions?

- At present we are awaiting guidance on this.

- The current thinking is that if a session has 3 cases reported, the session will be suspended for 7 days.
- For the centre, it is currently believed that upon the notification to Public Health England (PHE) of a number of cases, that the Centre maybe temporarily closed for a deep clean, visited by and an assessment taken.



## Berkhamsted Leisure Centre (BLC)

- A strict one-way system is in place throughout BLC, this must be followed by everyone when in the centre, example, if you use the gallery, you will enter via one door at reception and must exit via the rear gallery door which will take you to a fire exit. To get back to reception or toilets, you must follow the one-way system and, in most cases, go outside to get back in. Those who do not follow this one-way system, will not be allowed back into the centre.
- Everyone Active (EA) are planning the programmes for the respective gym, hall & pool sessions so that entry and exit times between these groups are where possible not at the same time.
- We will release a video prior to the sessions starting explaining how to enter the Centre etc.

### BLC Cleaning Regime

- EA have invested a lot of money to be able to open the centre and adhere to the constraints, these consist of the following;
  - Sanitiser stations all-round the centre, which must be used, especially entering and exiting the premises.
  - Signage depicting the strict one-way system.
  - Devices to sanitise changing rooms (these will be used two or three times a day to keep the changing rooms as Covid free as possible). These areas will be cleaned via this method at least last thing at night, ready for the morning, and once during the day. The centre is reviewing the need to do these areas twice during the day. We are advised that these devices spray an area and leave a residue on all surfaces that disinfect (you may have seen the being used in a number of countries, inside and out).
  - Additional cleaning staff to regularly clean all areas as well as utilising centre staff to clean as they go.
  - All unnecessary surfaces and equipment will be removed i.e. steps and starting blocks will be removed from the pool.

### Arriving at the Pool

- Parents are to drop their swimmers off at the pool and if necessary, can escort them to the Registration Point.
- The session times provided will be inclusive of the 15 min registration/getting ready period.
- All sessions will start promptly (we have limited time and it's not fair on others to delay a session), if you are not poolside by the start time, you will be turned away.
- We ask that swimmers turn up at least 15 mins before the start of each session.
- The last person turning up should be no later than 5 minutes before the water session starts, this gives them enough time to register and get poolside.

### BLC – Entrance Process

- We will have a Covid Liaison Officer (CLO) volunteer(s) situated outside reception on the left of the entrance under the canopy, this is known as the Registration Point.
- Swimmers/parents will then queue to the left along the pavement, socially distancing two metres apart.
- Each swimmer must register with the CL, if you are not down for that session, you will be turned away.
- The swimmer will then go in the main entrance (following the Pool one-way signs on the floor) down to the male changing room and go straight through to poolside.



- You will enter poolside and walk round the pool clockwise to the last available “station”.
- There they disrobe to their costume and wait there until the coach advises that they get into the pool.

#### BLC – Exit

- Once the session has been completed, we strongly recommend that swimmers dry themselves down by their station and put on warm clothes.
- Everyone will then exit via the female changing room going clockwise around the pool.
- For those who wish to change, there are a small number of changing cubicles in the female changing room where they can do so.
- Upon exiting the female changing room, swimmers follow the signs to the fire exit at the rear of the leisure centre car park (adjacent to the pitches), where parents can collect their swimmers.
- Parents are then to pick up their swimmers from the rear car park, keeping socially distant from other families.



## Tring (TR)

The gallery at the Centre will not be open.

### TR Cleaning Regime

- TR have reviewed and adapted their cleaning regime; these consist of the following;
  - Sanitiser all-round the centre, which must be used, especially entering and exiting the premises.
  - Signage depicting the strict one-way system as well as social distancing.
- Additional cleaning staff and cleaning routines to regularly clean all areas as well as utilising centre staff to clean as they go.
- All unnecessary surfaces and equipment will be either removed or denoted as not in use i.e. seating, locked alternative cubicles etc.

### TR – Entrance Process

- At present only Masters are expected to train at the pool, therefore there will not be an external registration Point. However, swimmers are expected to be on time and if a swimmer turns up late and the session has started, they will be turned away.
- Swimmers will enter the Centre via the main entrance and go to the entrance directly connected to the pool (just to the right of the gallery).
- Each swimmer must register with the coach, if you are not down for that session, you will be turned away.
- You will enter poolside and walk round the pool clockwise to the last available “station”.
- There they disrobe to their costume and wait there until the coach advises that they get into the pool.

### TR – Exit

- Once the session has been completed, we strongly recommend that swimmers dry themselves down by their station and put on warm clothes.
- For those who wish to change, there are a small number of changing cubicles in the female changing room where they can do so. The male changing room will be closed.
- Again, go around the pool clockwise and use the door you entered the pool by and go straight, in front of you will be the Emergency Exit and then walk back around to the Car Park at the front. If you do need to go via the female changing room, exit using the same Emergency Exit situated to the left of the Gallery entrance.
- Parents are to wait outside, in front of the main reception area. Swimmers will come around the external one-way system from the Emergency Exit.

Tring Video - <https://youtu.be/p5fgbw9g8il>

Knox Johnston (KJ)  
Work in progress

