



“Return to Swimming” at Ellon: Briefing Pack

Introduction

The following document provides the instructions and procedures for us to return to swimming at the Ellon Pool from the 14th September until 30th September.

A further pack will be issued for the Inverurie pool when we return there, after 30th September.

Should you have any queries, please direct them towards:

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| Matt Cowan | officials@gasc.co.uk | Lead COVID Officer |
| Iain Chirnside | president@gasc.co.uk | President |
| Sonia Boyd | gascsec@gmail.com | Secretary |
| Richard McLaughlin | headcoach@gasc.co.uk | Head Coach |

COVID – Please ensure completion prior to attending, participation won’t be possible without them

- Self-declaration (once)
- Health Screen Survey for returning to training (once – to be updated if circumstances change)
- Covid-19 Privacy Policy v2 (once)

We will also require you to read and agree to the COVID-19 Return to Training Briefing Document.

Location

Ellon Academy Community Campus, Kellie Pearl Way, Ellon, AB41 8LF.

Date and Date

Training will commence Monday 14th September. Ellon is a 5 lane pool, it has been divided into 3 extra wide lanes allowing 10 swimmers per lane.

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| Monday | 4-6pm |
| Tuesday | 6-7.15am |
| Thursday | 6-7.15am |
| Sunday | 1-2.30pm |

The club will have informed you on your training times from those above separately.

Procedure

The following Procedure will be used. We recognise that this is a lengthy procedure, but please read and ensure that you are able to fulfil the requirements.

Everyone is reminded to follow current NHS guidelines, if they develop COVID-19 symptoms or have been in contact with someone confirmed to have COVID-19.



Arrival at Campus

- Swimmers should arrive beach ready.
- Swimmers should arrive at the facility.
- by car no more than 10 minutes prior to the scheduled start of the session. Arrival by bicycle or on foot is not encouraged.
- Vehicles should queue at the designated 'drop off' point at the back of the community car park. If the area is full, they should park at the bottom end of the community car park at the front of the building awaiting entry to the drop off area. Swimmers and drivers should remain within their vehicle.
- The Covid Liaison Officer will be present at the back door of the pool building to signal swimmers to leave the vehicle one at a time and direct them into the pool hall and complete a register. The driver and vehicle must leave the drop off area immediately.
- Hand sanitiser will be provided for use immediately prior to entry to the building, and on exit from the building.
- It is not planned, but swimmers and coaches may be temperature-checked at the proposed fire exit 'entrance' and asked a series of health check questions prior to acceptance to each session.
- Showers will be available for a **quick rinse** pre and post swim.
- Swimmers must arrive **masked**, 'beach ready', wearing costume and suitable loose clothing such as a onesie, tracksuit, shorts and t-shirt with sliders / flip flops. Changing cubicles **will be** available for a **quick** change and storage of bag and clothes. 3 showers will be available for a **quick** rinse pre and post swim. **Swimmers are still to come beach ready to limit the time spent in the changing room.** Swimmers should not gather in any area and remain socially distanced.
- Cap, goggles (**plus spares**), hand sanitiser, towel and **any medication, such as inhalers** should be brought in a swimming bag. A Ziploc bag should be brought for storage of facemasks.
- Water bottles should be full of fresh water, and clearly marked with the swimmer's name.
- Swimmers will be informed of any training equipment required prior to each session. This **must** be sanitised prior to, and after each session. **Only this equipment** should be brought to the session in a clean kit bag. If only a kick board is required for the session, it can be carried by hand and will not require a kit bag.
- **Parent / Guardian must be easily contactable and available to immediately collect their swimmer if they become unwell.**

Entry to Pool area

- Swimmers should follow the directions to the changing area. A walk-through video has been provided.
- Footwear must be removed before entering the changing area and should not be put on until out of this area.
- Use the cubicle to change and leave bag in the cubicle (all items and clothes to be placed in bag). Remove mask and place into Ziplock bag. **No valuables to be taken to the pool as there will not be secure storage.**



- Due to only 20 cubicles available, the facility has requested that siblings are asked to use the same cubicle one after the other and leave their bags in the same cubicle.
- The facility has also requested that other swimmers may have to share a cubicle, again only one person at a time. They will place all their belongings in their bag and leave to one side in the cubicle.
- Swimmers should put on their cap and goggles and proceed under the direction of the coach to their designated lane. This will have been pre allocated. Swimmers must remain socially distanced.
- The number of swimmers will be determined by bather load guidance, this will be 10 per lane with the pool having been divided into 3 wide lanes.
- Swimmers should place their water bottle (and equipment) on an area of pool deck closest to their designated pool lane, maintaining any required social distancing.
- The swimmer's lanes will be determined in advance of each session and based on placing swimmers of similar ability per lane.
- Coaching sets will be designed so to prevent divergence from social distancing requirements.
- Visits to the toilet should be kept to a minimum. Anyone who wishes to use the toilet should use the antibacterial wipes provided to wipe down before and after use. These wipes should be discarded into the bin and **NOT** flushed down the toilet. Swimmers and Coaches are reminded to thoroughly wash their hands using soap and water prior to coming back onto pool deck. Swimmers will be instructed where and how to re-join the session.
- Coaches' equipment will likely consist of a stopwatch, dry board pens and a whistle. These will be brought by each coach and sanitised prior to and after each session and must not be shared. The use of whistles should be kept to an absolute minimum.
- Coaches do not have to wear masks poolside whilst coaching. They should however maintain social distance from each other, LLA staff and swimmers. Masks should be used Before and After every session and when moving through the building.
- A whiteboard stationed at the pool will be used by one coach only per session and wiped thoroughly using disinfectant wipes before and after each session.
- Coaches will be stationed at designated areas of the pool deck, adhering to current guidance on social distancing.

Exit from Pool area / Leaving Campus

- The end of the session will be staggered, swimmers will walk up poolside (socially distanced) and return to changing rooms, quick rinse if required (only 3 swimmers in shower at a time), return to their cubicle, change, put on mask and leave ensuring nothing is left behind and replace footwear on the way out.
- Once changed, swimmers must immediately leave the campus to their awaiting vehicle. They must maintain social distancing and not gather in groups to chat.
- Parents / guardians must ensure they are waiting at the end of each session for their swimmer/s to exit. Parents/ Guardians will not be allowed to enter the facility and are discouraged from congregating outside.
- Swimmers and coaches will be regularly reminded not to unduly touch any surface while at the pool facility.
- Swimmers **must** adhere to instructions from LLA staff, coaches and Covid liaison officer. Wilful disregard of these instructions may result in disciplinary procedures being triggered.





| Location & Description of Hazard: | People at Risk: | Level of Risk (High/Medium/Low): | Action(s) to Mitigate/ Remove Risk: | Person responsible for resolution: | Residual Risk: After resolution |
|--|--|----------------------------------|--|--|---------------------------------|
| <p>Spread of infection. Infection of staff, members / GASC Member on Entry & Exit of Campus</p> <p>Cross contamination of infection. Infection of LLA staff and GASC Members</p> | <p>LLA staff, Coaches, swimmers, parents</p> | <p>High</p> | <ul style="list-style-type: none"> • Wear face masks when entering the Campus, • Use antibacterial hand sanitiser prior to entering and on exit of Campus • Swimmers / Coaches / Volunteers who are unwell should not attend, in line with NHS & Government procedures. Where swimmers / coaches have COVID-19 symptoms, the advice is to return home, self-isolate and follow NHS guidelines • All swimmers to adhere to the 2 mtr rule at all times. Avoid unnecessary contact with hard surfaces • Wipe down equipment before and after use. • No Parents / Guardians / Visitors are permitted to enter the Campus. | <p>LLA staff, Coaches, swimmers, parents</p> | <p>Low</p> |
| <p>People with / developing COVID-19 symptoms attending Campus</p> | <p>LLA staff, Coaches, swimmers, parents</p> | <p>High</p> | <ul style="list-style-type: none"> • Isolation area within the building identified as Workbase 1, down the community corridor on the left. In case of any individuals who present as unwell during the session. Request for immediate collection by parents/carers. Person to be removed to Isolation Area and to be supervised to avoid unnecessary distress to a swimmer / Coach. • LLA Staff use dynamic risk assessments through process due to needs/ conditions of swimmer / Coach. • If under 18 - The COVID-19 Liaison Officer should inform the parent/guardian that their swimmer has been removed from the session and requires collection from the venue. If 18 & Over – Working with the facility staff, the COVID-19 Liaison Officer should support the member till they have left the facility safely • Liaison officer to ensure suitable supervision is given. If suitable supervision is not available, the session will end, and the Liaison officer will attend to the unwell person. • Appropriate care taken when treating individuals presenting with COVID-19, PPE equipment used. <ul style="list-style-type: none"> - Follow procedures to remove from campus where someone becomes unwell. - Emergency contacts informed immediately - NHS guidance followed at all times. - Remove individual to designated isolation area, Workbase 1 in the community wing - Supervised until arrival of emergency contact. | <p>LLA staff, Coaches, swimmers, parents</p> | <p>Low</p> |



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| | | | <ul style="list-style-type: none"> - Remove from campus. - Self-isolate following current NHS guidelines <ul style="list-style-type: none"> • Facilities informed and deep clean carried out of areas deemed exposed to potential infection following covid-19 decontamination-in-non-healthcare-settings guidance. | | |
| <p>Spread of COVID-19 infection.</p> <p>Infection of GASC Members while using pool facilities</p> | <p><u>LLA staff,</u> <u>Coaches,</u> <u>swimmers,</u> <u>parents</u></p> | <p><u>High</u></p> | <ul style="list-style-type: none"> • Social distancing should be adhered to for all LLA Staff / GASC Members • All swimmers must adhere to the 2m rule while in the pool and continuous swimming is encouraged. Any swimmer wishing to stop or rest for any reason to notify coach, if agreed to exit at shallow end and observe 2 mtr social distance from anyone on pool deck area and swimmers in water. • Entry and exit must be made from the Shallow end of the pool and without the use of the side ladders to reduce cross contamination and the need for deep cleaning. • Swimmers to be emailed/sent programs prior to session and then just reminded as they are going, to help prevent any gathering at pool end. Any instruction given to swimmers will be done in alternate Lanes, this will reduce the grouping of swimmers at one end of the pool only. All group discussions will be made with swimmers adhering to the 2 meter rule. • Swimmers will not borrow or use any other swimmers' equipment at any time. • All waste must be removed by the swimmer and returned home. | <p><u>LLA staff,</u> <u>Coaches,</u> <u>swimmers,</u> <u>parents</u></p> | <p><u>Low</u></p> |