

COVID-19 Exposure Control, Mitigation and Recovery Plan



Supervision-

Plan Monitor- Jessica Compton- Manager Shore Aquatic Center

Support- Coordinators Sarah Tiemersma and Virginia smith

Daily supervisors are any employees scheduled as Head Guard or other employees assigned to be COVID-19 Supervisor during busier time frames (open swims, swim lessons, etc.).

PPE Utilization-

- a. All staff are equipped with their own CPR face mask, fabric mask, and gloves
- b. Face shields, ponchos, and safety glasses are available at each First Aid station in the building
- c. First Aid Station- FOH, BOH/Lifeguard Office, SPARK Squad.
- d. Additional face shields, gloves, paper masks, ponchos , and safety glasses are also available in Janitors closet.

On-site Physical Distancing

Staff and patrons must abide by all COVID-19 Physical/Social Distancing Signage and verbal reminders from staff-

- a. Banners in parking lots in both Community Center and Shore Aquatic Center entrances.
- b. Floor markings indicating 6ft physical distancing is required
- c. Signage to remind patrons and staff to keep 6ft distance, wash their hands, stay home if sick or have said yes to any of the 5 indicators of potentially having COVID-19.

Hygiene

- A. All staff and patrons must follow signage to frequently wash and sanitize hands, use a Kleenex to blow nose.
- B. Use paper towels to dry hands
 - Paper towel dispensers are pull down, limiting the need to touch a button after someone else.
- C. Soap and sanitizer dispensers are touchless.
- D. All trash should be placed in garbage cans after washing, sneezing, anything that requires a product to be used and thrown away.
 - Staff wear gloves when removing trash bags, trash is automatically taken to outside dumpster.

Sanitation

- a. The facility will operate on a 90-minute schedule, with 30-minute breaks, and 1 60-minute break at 12 hours of operation (only M-F).
- b. During the 30-minute shutdown, staff will fog all locker rooms and community changing rooms with Virex cleanser while wearing masks, gloves and goggles.

- c. FOH staff will continuously wipe and sanitize the door handles, front counters, self-check stations, pens and any item that may be touched by a patron or staff with repeated use.
- d. SPARK Squad will sanitize after every activity, wiping down tables and chairs and cleaning all toys and equipment used for activities.
- e. The playground will be sanitized each day before kids arrive to ensure a clean and safe play area.
- f. Each evening when the facility is closed a professional service will clean the entire facility including but not limited to all touch surfaces, windows, door handles, latches, counter tops et.

Symptom Monitoring

- a. All staff and patrons will do a self-assessment before entering the facility.
 - 72 hours without a sore throat, tight chest, fever
 - Exposed to anyone with COVID-19
 - Exposed to anyone who may potentially have COVID-19
 - Have been diagnosed with COVID-19 and not completed a 14-day quarantine.
- b. Staff will take their own temperatures when arriving at work after agreeing that they have not met any of the above criteria.
- c. Temperatures will be kept in schedule book and held in COVID-19 file after each week.
- d. Temperatures that read 100* should be retaken after 5 minutes, anyone still with 100* temperature will be separated and asked to seek medical attention immediately.

Incident Reporting

Report of Symptoms/Positive Testing

- a. Should a staff member show any symptoms of COVID-19 and know they have been exposed or potentially been exposed should contact their coordinator immediately
 - i. Virginia-Welcome Desk, Spark Squad
 - ii. Sarah- Head Guard, Lifeguard, Swim Instructors, Aerobics Instructors
 - iii. Jessica/Steve- Maintenance, Party Crew, Janitorial
- b. Should a staff member have symptoms at work and think they have been exposed, they will be immediately separated and taken to the hospital for immediate testing. Anyone working with that person will also be requested to get tested. All staff will be taken off the schedule and put on sick leave until negative testing has been returned.
 - A. In the case that a patron or staff member informs the Manager that they have tested positive for COVID-19, the Manager or Executive Director will immediately contact the Health Department as well as anyone that may have had direct contact with that person.
 - B. If a staff member reports they have tested positive or believe they may have been exposed, staff who have worked with that employee will be contacted and asked to get tested.

Location Disinfection Procedures

- A. Schedule and step by step instructions on how to sanitize lockers rooms and universal changing rooms will be listed in janitor closet located on the pool deck.
- B. Schedule and step by step instructions on how to sanitize FOH are located in the COVID-19 binder at the Welcome Desk counter.
- C. Schedule and step by step instructions on how to sanitize BOH are located in the COVID-19 binder at the Head Guard counter
- D. Schedule and step by step instructions on how to sanitize SPARK Squad/Community Center are located in the COVID-19 binder at the counter in the Community Center.
- E. Schedule and step by step instructions on how to sanitize the playground are located in the 'OLD' mechanical room.

COVID-19 Training

- A. All staff will watch the Coronavirus Training PowerPoint and sign they have viewed and understand it.
- B. All staff will sign and agree to a mask and temperature policy
- C. Staff will be trained on specific COVID-19 operations for their respective position.

Exposure Response Procedures

- A. Notify Coordinator if you have symptoms, been exposed or have tested positive.
- B. Should a staff member inform their coordinator they have COVID-19
 - a. The Coordinator will then notify the Manager/Executive Director who will inform the local Health Department.
 - b. Staff will be taken off the schedule immediately and sent for testing. Anyone that has had direct contact with that employee will also be sent for testing and monitored for symptoms at home in quarantine until the Health Department determines they have passed enough negative tests to return to work, or they have tested positive and need to remain isolated for two weeks.
- C. Should a patron notify supervisors that they have tested positive, Management will contact the Health Department with the person's name and contact info as reported on their account, also reporting the times and dates that patron was in the facility, what activities they participated in as well as those they may have had contact with.

Post Exposure incident mitigation and recovery plan

- A. Management will follow the direction of the Health Department on who will need to quarantine.
- B. Management will follow the direction of the Health Department on if and for how long the facility will need to remain closed.
- C. Management will follow the direction of the Health Department on when it is safe to reopen and how the facility reopen should it need to close due to Covid-19.

