

# Kawartha Trent Synchrono Club

Return to Sport Framework

August 2020



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## **Legal Disclaimer**

This document is meant to provide information and guidance as to best practices based on current information available from OAS (Ontario Artistic Swimming) and CAS (Canadian Artistic Swimming) both of whom use outside third-party sources, including World Health Organization, Government of Canada and Government of Ontario.

KTSC must adhere to the requirements put in place by OAS, the Ontario Government, the City of Peterborough and Trent University in order to provide artistic swimming activities, programs and services sanctioned by OAS.

This document is not intended to provide legal advice, or to establish a contractual obligation.

OAS and KTSC are responsible for assessing the risks in their particular environment and establishing the appropriate safety procedures to minimize those risks, while following the advice and instructions of public health, government authorities, and facility operators.

Additionally, it is an individual's responsibility to assess their personal risks in connection with participating in artistic swimming activity in consultation with medical professionals, and for the outcome of their decisions and actions.

Should an organization or individual choose to discount, or circumvent, public health, government, facility, CAS, or OAS guidelines, such action will result in the suspension of a sanction for artistic swimming activities, programs, or services, and disciplinary action.

## **Introduction**

As we enter the 2020-2021 Season, KTSC is committed to the health and safety of all participants. As such, the resumption of sport will be a more complex process. Coordination with both Ontario Artistic Swimming and Trent University is necessary to ensure the health and safety of our members, which is the highest priority. KTSC will be strict in following regulations and guidelines put in place to allow for the Return to Sport of our athletes in the most safe way possible.

The situation and information around COVID-19 continues to change. KTSC will continue to monitor and work with our partners to make adjustments when necessary. In these unprecedented times, it is important to keep things in perspective and make the best of what we have. In addition to Artistic Swimming skills, KTSC will be focusing on skills that make a well-rounded athlete, which encompasses their physical well-being, mental health, personal growth and sense of community.

## **Designated COVID-19 Response Coordinator**

Proper planning and clear communication will be key in keeping all members safe and healthy during this new normal. KTSC's Head Coach and Board of Directors have been working hard to develop this plan to safely return our athletes to training.

KTSC has assigned Crystal Lyons as our Designated COVID-19 Response Coordinator, who will be the primary contact for all that is COVID-19 related.

The roles and responsibilities of the designated COVID-19 Response Coordinator include:

- Keeping updated on policies and procedures outlined by public health and government authorities, facility operators, CAS, and OAS, and monitoring local daily situation reports
- Working with local facilities to comply with all public health and facility requirements
- Ensuring an Emergency Action Plan is current and complete for each training facility
- Ensuring a Health & Safety Bin that includes alcohol-based hand sanitizer and PPE is available at each training facility
- Ensuring that a detailed cleaning log is posted and retained to track cleaning and disinfecting activities
- Ensuring that the attendance of all participants is recorded at every practice
- Ensuring that the club follows-up with all individuals to determine the reason for any unplanned absences and whether the absence is due to illness
- Communicating with club managers and coaches on any training restrictions or recommendations
- Implementing attendance protocols at every practice to help with communication if an investigated or confirmed case of COVID-19 is reported
- Ensuring training group size complies with public health agency and facility guidelines
- Ensuring signage is in place so that all risk mitigation measures are easy to follow
- Distribute, collect and review the Declaration of Compliance: COVID-19 forms for all participants
- Responsible for responding to COVID-19 concerns. Everyone in the club should know who this person is and how to contact them
- Being the primary contact for participants to self-report COVID-19 symptoms or exposure, while maintaining a high level of confidentiality
- Liaising with the local public health unit for contact tracing, infection control, etc.
- Reporting any suspected or confirmed cases of COVID-19 through the OAS Injury or Illness Report Form
- Collaborating and coordinating with facilities in the instance that any new COVID-19 cases arise
- Modifying, restricting, postponing, or canceling return to training due to an evolving COVID-19 related outbreak or emergency within the club or at the facility

- Reporting to the OAS COVID-19 Response Coordinator any COVID-19-related outbreak or emergency within the club. An outbreak is defined as 2 or more cases of COVID-19 diagnosed within a training group within a 14-day period.

## **General Information on Return to Sport**

### **COVID-19 and Pool Safety**

For the safe Return to Sport, it is important that participants understand a few basics about COVID-19, including common signs and symptoms. These can include;

- new or worsening cough
- shortness of breath or difficulty breathing
- temperature equal to or over 38°C
- feeling feverish
- chills
- fatigue or weakness
- muscle or body aches
- new loss of smell or taste
- headache
- gastrointestinal symptoms (abdominal pain, diarrhea, vomitin)
- feeling very unwell

The following is an excerpt from the Canada Artistic Swimming (CAS) COVID-19 Return to Artistic Swimming Resource Document:

*COVID-19 has a fragile lipid outer membrane and is therefore highly susceptible to soaps and oxidants, such as chlorine. According to the Centre for Disease Control (USA), there is no evidence that COVID-19 can be spread to humans through the use of pools, hot tubs or spas. Proper operation maintenance, disinfection with chlorine or bromine of pools should inactivate the virus (CDC 2020).*

*As new information and research becomes available, the general knowledge about pool safety will continue to increase and will influence decisions made by facility management.*

*General pool safety is among the ongoing challenges for all partners to manage, and for the Canadian aquatic community, a safe and responsible return to the pool is critical.*

## **Principles of Return to Artistic Swimming**

Ontario Artistic Swimming's Framework for Return to Artistic Swimming outlines principles of returning to Artistic Swimming;

The four Aquatics Canada sport organizations (Canada Artistic Swimming, Diving Plongeon Canada, Swimming Canada and Water Polo Canada) have developed principles for a safe return to sport framework that form the foundation for the return to artistic swimming programs or activity. These principles include:

## **Physical Distancing**

Physical distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. Return to sport must adhere to physical distancing in accordance with requirements of public health authorities and facility operators.

## **Hygiene**

In addition to physical distancing, hand-washing and cough etiquette add another layer of protection against the spread of COVID-19. Return to sport plans must implement and monitor appropriate individual personal hygiene practices among staff, coaches and all participants at home (away from training) and during training.

## **Equipment Cleaning**

Surfaces frequently touched with hands are most likely to be contaminated however Corona viruses are one of the easiest types of viruses to kill with the appropriate disinfectant product when used according to the label directions.

## **Individual Health Monitoring**

Daily individual health monitoring processes need to be in place. Individuals should not return to sport if they have been unwell (even mild symptoms), have had contact with a person who has tested positive for COVID-19 or have traveled outside the country in the past 14 days. Staff or athletes at risk for severe illness from COVID-19 are recommended to review their specific health concerns with their primary care provider prior to attending training sessions.

## **Safe Sport Environment**

In these unique times, our commitment to providing a safe sport environment for all participants cannot waver. A return to sport program must be designed to ensure all aspects of a safe sport environment can be implemented and followed.

## **Planning and Communications**

A robust return to training plan that includes regular communication and education with key stakeholders including athletes, coaches and others is key for any club.

## **Club Risk Assessment**

Clubs are required to complete the Risk Assessment and Mitigation Checklist tool created by Own the Podium as part of their return to artistic swimming process. This must be done for each facility in which the club wishes to train.

KTSC has completed the risk assessment tool for Trent University, and received a score within the low-low/moderate accepted range. A copy has been retained for our records.

## **Facility Readiness**

KTSC has been working with Trent University to confirm the readiness against Facility Readiness Evaluation Checklist given by OAS. Trent University has safety measures in place that adheres to the checklist, such as;

- Designated entry and exit plans
- Group and space limitations based on government regulations and appropriate for each facility space, with attendance being taken with their Legend software system, which will assist with contact tracing

- Scheduled entrance and exit times to avoid large numbers congregating at entrance and exits
- Marked pathways and flow to navigate through the facility
- Designated workout zones/pods to help manage physical distancing
- Enhanced cleaning protocols, with cleaning time scheduled in for extra sanitizing by staff
- Additional resources available to promote a safe and hygienic environment, such as tissues, no-touch trash receptacles, hand soap, alcohol-based hand sanitizer, disinfectants and disposable towels.
- PPE expectations for user groups and staff, with a Mask Policy put in place
- Lifeguard training and protocols adjusted to account for COVID-19 concerns
- KTSC members will be required to complete, and confirm verbally before entry, our health checklist. Other facility members will also follow a screening and attestation process coordinated by the facility staff.
- KTSC has an updated Emergency Action Plan that was developed with input from Trent staff
- Trent University has formed a committee that will address any suspected COVID-19 cases on campus.

## Club Requirements for Return to Artistic Swimming Activity

KTSC acknowledges that Ontario Artistic Swimming has specific guidelines for clubs to return to artistic swimming activity. OAS states that:

*“The following measures must be followed by all Organizations while any federal or provincial COVID-19 related public health requirements or Emergency Orders are in place:*

**a. Sanction:** *All Organizations must seek a sanction from OAS prior to the resumption of any artistic swimming program or activity*

**b. Risk Assessment:** *All Organizations must complete the Risk Assessment and Mitigation Checklist tool as part of their return to artistic swimming activity process. Organizations must retain a copy of the completed Risk Assessment and Mitigation Checklist for their records and may be asked to provide it to OAS. Only clubs that have a VERY LOW RISK, LOW RISK, or MODERATE RISK (low-moderate) will receive a sanction to resume artistic swimming activity*

**c. Point of Contact:** *All Organizations delivering sanctioned, in-person artistic swimming programs or activity must appoint a designated COVID-19 RESPONSE COORDINATOR and submit their name to OAS. This appointment must take place prior to the resumption of any artistic swimming program or activity and be in place until Ontario achieves and maintains Phase 4 for three (3) consecutive months*

**d. Registered:** *All Individuals participating in sanctioned artistic swimming programs or activity (virtual or in person) must be registered, with up-to-date contact information entered in the CAS online registration system. This ensures participants are insured to take part in any artistic swimming activity*

**e. Waivers and Attestation of All Participants:** All Organizations delivering sanctioned artistic swimming programs or activity must facilitate the completion and storing of the following documents prior to the resumption of any in-person artistic swimming activity:

- OAS Declaration of Compliance: COVID-19 by coaches, officials, athletes, and other participants
- Waiver or Assumption of Risk (minors) agreements by coaches, officials, athletes, and other participants
- Code of Conduct for Athletes: COVID-19
- Preregistration health survey for athletes
- Participant attestations prior to every in-person training session

**f. Facility Readiness Evaluation:** All Organizations must assess the facility's readiness against safety measures set out in the Facility Readiness Evaluation Checklist. Organizations must retain a copy of the completed Facility Readiness Evaluation Checklist for their records and may be asked to provide it

**g. Emergency Action Plans:** All Organizations must update their Emergency Action Plans for each facility or training space. In order to do so, Organizations must review and understand any requirements imposed by the facility operator

**h. Attendance:** All Organizations delivering sanctioned, in-person artistic swimming programs or activity must record the attendance of all participants at every practice and ensure the records are available to be accessed quickly to ensure efficient contact tracing

**i. Symptoms:** Any Individual answering "yes" to any of the Government of Canada COVID-19 self assessment tool questions or the COVID-19 Daily Self-assessment Attestation may no longer participate in the program or activity until such time as test results are received and they are cleared by their local Public Health unit to do so

**j. Application of Health Orders:** All Organizations and Individuals delivering sanctioned, in-person artistic swimming programs or activity reserve the right to ask any participant exhibiting COVID-19 signs or symptoms to follow public health orders and return home

**k. Reporting:** All Organizations delivering sanctioned, in-person artistic swimming programs or activity must report any investigated or confirmed case of COVID-19 through the OAS Illness or Injury Form

**l. No Travel:** Until further notice, OAS will not accept sanction requests for travel. Individuals should not seek artistic swimming opportunities outside the Organization(s) with which they are registered. Organizations assume all risk and liability should they facilitate any travel involving their participants

**m. No Social Activities:** Until further notice, in-person social activities will not be sanctioned or covered under the OAS insurance policy. Organizations assume all risk and liability should they facilitate any social activities involving their participants

**n. Violations:** Should an Organization or Individual choose to discount, or circumvent, public health, government, facility, CAS, or OAS guidelines, such action will result in the suspension of a sanction for artistic swimming programs or activity, and disciplinary action."

## **Individual Health**

In their return to sport framework, OAS outlines that it is the responsibility of all individuals to undertake their own personal risk assessment and determine whether they are willing and able to return to sport in person. The situation may change over time and individuals (or their parents or guardians) should be regularly re-assessing the risk, including the risk to their household and also their workplace. Participants understand the following key definitions:

- Quarantine/ Self-Isolation - When a person who is experiencing COVID-19 signs and symptoms stays at home and does not go to work, school, or public places. (WHO). See the following website for tips on self isolation.  
<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-how-to-self-isolate.pdf?la=en>
- Self-Monitor – checking yourself for common symptoms of COVID-19, even minor. See the following website for tips on self monitoring.  
<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-self-monitor.pdf?>

For a safe return to sport, it is important that all participants understand their responsibilities.

- Athletes, coaches and anyone else who will be part of the artistic swimming training environment must self-monitor for symptoms of COVID-19 by completing a COVID-19 daily Self assessment on training days. .
- Individuals should not attend an in-person artistic swimming program or activity if, in the last 14 days, the individual has:
  - Developed SYMPTOMS of COVID-19 (and where unrelated to pre-existing conditions such as allergies or asthma), including fever or chills, runny nose or nasal congestion, new or worsening cough, difficulty breathing, sore throat or trouble swallowing, nausea, vomiting, diarrhea, loss of smell or taste, muscle or joint aches, headache, or conjunctivitis (commonly known as pink eye)
  - Returned from TRAVEL outside of Canada
  - Had CLOSE CONTACT with:
    - Someone who returned from travel outside of Canada in the last 14 days and who is experiencing symptoms or signs of COVID-19
    - Someone who is experiencing symptoms or signs of COVID-19
    - Someone with a confirmed case of COVID-19, or is being investigated for a case of COVID19
    - Been notified by their local Public Health unit that they may have been exposed to COVID-19 and need to self-isolate
- Individuals experiencing symptoms or signs of COVID-19 should call their local Assessment Center for guidance on testing and self-isolating. Testing is recommended for anyone with symptoms or signs of COVID-19, even mild ones. Individuals should not attend an in-person artistic swimming program or activity until test results are received and they are cleared by their local Public Health unit to do so
- If the test for COVID-19 is NEGATIVE, the individual may seek documentation from their primary health care provider that confirms the illness is not COVID-19 and they may return to training when symptom free for 48-hours

- Self-isolation is also recommended for Individuals who have had CLOSE CONTACT with someone who is experiencing symptoms or signs of COVID-19 (e.g. household members). It is expected that the symptomatic person is getting tested. Such Individuals should not attend an in-person artistic swimming program or activity until test results are received and they are cleared by the Public Health unit to do so
- Individuals who experience COVID-19-like symptoms must report their absence and advise the Organization’s COVID-19 Response Coordinator if the absence is possibly COVID-19 related
- Individuals who experience COVID-19-like symptoms, which are related to an existing condition such as seasonal allergies or asthma, can continue to attend an in-person artistic swimming program or activity when they are experiencing these symptoms as normal. If they experience any change in symptoms, they should seek assessment by a health-care provider
- Individuals who are at elevated risk for COVID-19 infection, or those who live with someone who is at elevated risk, should take any necessary further precautions to protect themselves. Athletes, coaches and club managers should work together to support and implement these further measures to ensure an inclusive and safe environment. If an individual is concerned about their risk level, they should consult with a medical professional and consider refraining from participating in artistic swimming activity. Information related to who may be at elevated risk for infection is available on the Government of Canada COVID-19 website.

### **Younger Participants (under 18 years of age)**

The parents or guardians of younger participants must:

- Sign the Declaration of Compliance – COVID-19 and Assumption of Risk Form providing permission for them to participate in artistic swimming activity
- Consider carefully whether their child is able to follow directions on social distancing and personal hygiene practices before registering them for artistic swimming activity
- Assist their younger participant in self-monitoring for symptoms of COVID-19 and completing a “self” health check on training day
- Report any absence and advise the Organization’s COVID-19 Response Coordinator if the absence is possibly COVID-19 related
- Develop a plan to pick up their child from training promptly if they are presenting with a COVID-19- like symptom while at training.

### **COVID Alert App**

OAS recommends that all Individuals participating in artistic swimming activity in Ontario download the COVID-19 Alert app to be notified if they have been in contact with anyone with COVID-19.

# Best Practices of Participants

## Physical Distancing

- All participants to maintain a minimum of 2 meters social distancing
- Avoid handshakes, hugs, high fives or other contact
- Face masks to be worn when in the building and not training
- Spectators/Parents are not permitted to watch training or to go into the facility

## Hygiene

- Clean/wash your hands frequently with soap and water for at least 20 seconds
- When soap/water is not available, use hand sanitizer
- Avoid touching our eyes, nose and mouth at any time
- Avoid touching, adjusting/readjusting your face mask
- On arrival at all facilities, participants must use hand sanitizer
- Avoid touching any unnecessary doors, railings etc
- Do not share food or drinks
- Place bags and equipment in identified areas and keep all belonging inside bag, unless using items
- Equipment used for training will be stored in identified areas along pool deck during water training

# Best Practices for Coaches

- All staff will continue to keep up to date on all COVID-19 related information and facility specific guidelines to ensure the safety of all participants
- Appropriate physical distance will be kept at all times
- Staff will be wearing masks as all times during coaching
- Detailed attendance will be kept
- Any equipment used by coaching staff will be sanitized by coach between uses and all coach personal belongings will be stored in specified areas during practice
- There will be a First Aid Certified coach at each land training practice
- Coaches have taken into account the adapted training hours, time off, potential health implications of reduced training volumes experienced during COVID-19. Many swimmers will have experienced diminished strength, conditioning, flexibility and endurance capacity during the prolonged time away from training. Coaches will be adjusting training to reflect the current needs of athletes to avoid injury and promote a safe return

# Mask Policy

KTSC athletes will be expected to wear a mask in all training facilities, including when on deck. An exception may be made when exercising and the coach deems it unsafe to do so, or when in the water. Coaches will be expected to wear masks while coaching.

KTSC members must understand and adhere to Trent University's Mask Policy. This policy states:

*“All persons who enter or remain in the indoor spaces of Trent University, or in outdoor spaces where physical distancing cannot be achieved, are required to wear a face covering that covers the nose, mouth, and chin. The face covering must be worn inside Trent University buildings at all times, with the following exceptions:*

- when eating or drinking in a physically distanced setting;*
- in a single person indoor space such as an office, study carrel or residence room;*
- when a manager or instructor responsible for a multi-person indoor space, such as a lab, classroom or common area, determines that physical distancing can be maintained and/or, physical barriers are sufficient;*
- if wearing a mask would constitute a safety hazard;*
- when required to receive medical services.*

*A person shall be exempt from wearing a face covering at Trent University if:*

- The person is a child under the age of two years; or is a child under the age of five years either chronologically or developmentally and he or she refuses to wear a face covering and cannot be persuaded to do so by their caregiver;*
- The person is incapacitated and unable to remove their face covering without assistance;*
- Wearing a face covering would inhibit the person’s ability to breathe such as, but not limited to, during athletic, fitness or physical activity or any activity that would preclude its use (such as swimming);*
- For any other medical reason, the person cannot safely wear a face covering such as, but not limited to, respiratory disease, cognitive difficulties or difficulties in hearing or processing information.*
- For any religious reason, the person cannot wear a face covering.*

Full policy can be found online at:

<https://www.trentu.ca/governance/sites/trentu.ca.governance/files/documents/Masks%20and%20Face%20Coverings%20Policy.pdf>

## **Health and Safety**

A Health & Safety Bin will be available during each training session that includes Personal Protective Equipment (PPE) for at least 2 people, to be used by the coach and athlete in the case of injury where the coach needs to attend to the injury and physical distancing cannot be maintained. This will also include materials necessary to sanitize all equipment.

The Health and Safety Bin to include a first aid kit and PPE including disposable, non-medical masks, eye protection (e.g. safety goggles or face shield), hand sanitizer with at least 70% alcohol, disinfectant, paper towel, tissues, etc.

## **Daily Attestation and Attendance**

Health monitoring, attestation and attendance procedures must be followed by all members. Members will be responsible for personal health monitoring on a daily basis. KTSC will be tracking this by:

- Providing all members with the KTSC Daily Health Checklist.  
See Appendix A.

- Prior to each practice, participants (and their parents/guardian if they are minors) should complete the health checklist. A new checklist should be done each day and must be signed and dated.
- Prior to entering a facility, participants must check in with the Designated COVID-19 Response Coordinator or designated coach, and submit this checklist and give a verbal attestation that there has been no changes since filling out the form.
- The Designated COVID-19 Response Coordinator or designated coach will then check and record the participants' temperature.
- The participant can then enter the facility through the appropriate means (see Physical Distancing; Entrance Procedures).

*No participant (coach or athlete) will be allowed to attend practice without following these attestation and attendance procedures.*

## **Training Environment**

### **Training Squads and Cohorts**

Starting in September, KTSC will be offering their Competitive and Novice training programs. Within each of these programs, training squads of up to 8 athletes will be developed. Each training squad will be assigned a coach, who will remain the same throughout the season. 2-3 squads will be scheduled together, to form a cohort. The aim will be to only train these cohorts together whenever possible, to limit contact within the club.

These training squads and cohorts will be chosen by the coaching staff with the following in mind:

- Athletic ability
- Schedule and training time
- Athlete mental health and community

### **Types of Training**

In order to adhere to guidelines set out for the safe return to sport, both programs will have one or more of the following aspects within their training hours, which may adjust throughout the season in response to changing schedules, guidelines and/or expectations.

- In pool water training
  - This training can/will include: swim skill training, artistic swimming specific technical training, routine and creativity training, strength and conditioning and flexibility training.
- In person land training (either on deck or at a separate facility)
  - This training can/will include: strength and conditioning, flexibility and mobility, creativity and expression and mental training
- Virtual training using Zoom
  - This training can/will include: strength and conditioning, flexibility and mobility, creativity and expression and mental training

Participation in all scheduled training is required if participating in our programming this season (unless participant is ill).

## **General Training Expectations**

In an effort to safely ease athletes back into training after a longer than normal break, and in order to comply with guidelines and restrictions, KTSC will be gradually returning to training. As outlined by Trent University, KTSC will begin the season allowing 8 swimmers in the pool, with an additional 10 people on deck (including coaches). This will run for at least two weeks. During this period we will be taking advantage of deck space by having some athletes train on deck, preparing for the October lands skills competition, while others train in the water.

After this period, KTSC will meet with Trent University to review guidelines. If it is deemed safe and appropriate to do so, we may increase the maximum allowed swimmers in the pool to a 12, with 8 additional people on deck (including coaches).

After Thanksgiving, KSTC will add additional land training at a different facility, after a new facility assessment is complete and a sanction is received from OAS.

All KTSC members must understand the following general training expectations:

- Anyone not following the procedures as will face disciplinary action up to and including removal from KTSC programming without refund
- Until further notice, change rooms will be used for washroom and showering prior to swimming purposes only
- Athletes must arrive already in their training gear (e.g. Bathing suit under clothing) and must leave facilities in their training gear
- Water bottles must be filled prior to arriving to the training facility
- Goggles must be worn during in water training
- Coaches or other athletes cannot help athletes with their gear if 2 meter distancing cannot be maintained (e.g. putting on a bathing cap). All gear or equipment should be ready to go upon arrival if athlete is unable to make adjustments themselves
- No high-risk skills may be attempted, no spotters, no partner work and no drills that put athletes as high risk for injury

## **Facility Procedures - Trent University**

KTSC has been working with Trent University and Ontario Artistic Swimming on the return to sport and the safe return to our programming.

Trent University will provide a contract covering September – December 31, 2020. KTSC and Trent will be in regular communication to evaluate the return to sport and assess needs for future programming.

KTSC members will be expected to follow all facility guidelines and procedures, including, but not limited to:

- Physical distancing of 2 meters at all times
- Following posted directional arrow/signage
- Wearing masks/face coverings when in the facility, in accordance the Trent Mask Policy
- Follow proper entrance and exit procedures
- Ensure that KTSC does not exceed the maximum allowable members on deck and in the pool at all times

## **Facility Entrance Procedures**

- Members are expected to park, or be dropped off, at parking lot F (the large athletic parking lot)
- Members *must* complete the attestation process at each and every practice. The Designated COVID-19 Response Coordinator, or an assigned coach, will be stationed outside the building, no earlier than 10 minutes prior to practice, to complete this process
- Members can then enter the facility through the south entrance (covered portico entrance closest to the Justin Chiu Stadium). Parents/guardians are not to accompany athletes into the building.
- Members should proceed through the lobby, following all arrows/signage.
- Members must scan their membership cards to proceed past the front gate
- Following all directional arrows and signage, members should then proceed on deck through the doors by the guard office (just before the vending machines), leaving their outdoor shoes on the boot mats provided.
- Members will be given a number that coincides with a designated area on deck which will remain the same for the remainder of the season. Athletes should head straight to this space and await instructions from their coach.
- Physical distancing of 2 meters from all individuals should be maintained at all times while arriving to practice.
- Failure to adhere to these procedures may result in removal from the program, with no refund.

## **Facility Exit Procedures**

- After practice, athletes should return to their designated area to dry off and collect their belongings.
- At the direction of the coach, all athletes will leave the deck area through the doors by the guard office
- Following all directional arrows and signage, members are required to exit the building through the doors at the north entrance doors (up the stairs through the PSB Wilson Lounge).
- Parent\guardians should be waiting for the swimmers outside the doors. A coach will exit the building immediately following practice, and will wait outside the north entrance until all swimmers have been picked up by their parent/guardian.
- Athletes must be picked up within 10 minutes of the conclusion of practice. Failure to do so may result in the families being charged, to cover the cost of the coach waiting
- Physical distancing of 2 meters from all individuals should be maintained at all times while leaving practice.

- Failure to adhere to these procedures may result in removal from the program, with no refund

## **Change rooms**

In the Framework for Return to Artistic Swimming Activity in Ontario, Version 3, published August 15, 2020, OAS outlines that:

*"Until all government restrictions are lifted, use of change rooms is restricted to use of washroom facilities only. Individuals should arrive and leave in the attire required to participate in the artistic swimming activities "*

Therefore, KTSC athletes will be directed to arrive at the pool ready to go, and will be instructed to leave the pool immediately after practice. Change room facilities will be used for showering prior to entering the pool, as mandated by Trent University and for washroom purposes only.

This will be reassessed as appropriate based on guidance from OAS.

## **On deck Expectations**

At the beginning of the season, athletes will be given a number associated with a designated area on the pool deck. Athletes' swim bags and approved equipment only may be brought on deck, and must be kept in a designated area, and athletes must remain in their space until a coach gives them further instructions.

While training on deck, swimmers will be spaced along the deck in 5 meter increments. Coaches will remain 2 meters from athletes at all times. Under extenuating, emergency situations, coaches will be expected to use PPE.

Coaches will also have designated areas for their personal belonging to be stored during practice.

## **In Pool Expectations**

### **Stationary Drills**

Stationary drills can be used for much of the time during an artistic swimming practice. Following the guidelines given by Ontario Artistic Swimming, athletes will be stationary, with athletes remaining 5 meters apart within the lanes. Staggering with adjacent lanes allows for distancing to be maintained within, and between the lanes.

Training squads will remain in their designated area within the pool, as previously scheduled by the Head Coach.

Coaches will monitor distancing at all times from the deck, and will maintain 2 meter social distancing with others on deck at all times.

### **Length Swimming**

All lengths swimming will start in the shallow end and will use a double lane system of swimming. In this structure, one lane will be used to travel from shallow to deep, and the

other lane will be used to travel from deep to shallow. This will be made clear to athletes at the beginning of each set.

To start the lengths, one athlete will be in the lane of travel to start, with another athlete spaced out by 2.5 meters in the feeder lane. Pylons will be placed on either side of the pool every 2.5 meters, providing a visual for swimmers. Once the first athlete is 2.5 meters away, the next athlete can move into the spot and begin, as the remaining athletes shift into positions.

To end the length, the first athlete will move to the empty lane, moving to the appropriate pylon marker, maintaining the distance from other swimmers. Coaches will be monitoring and instructing at all times from on deck. Coaches will maintain proper social distancing from others on deck at all times.

Training squads will remain in their designated lengths within the pool, as previously scheduled by the Head Coach.

### **Combined in Pool Training**

Once maximum swimmer capacity allows it, there may be two groups training differently at a time. Each group will be assigned to their own lanes, and will maintain physical distancing throughout the entire time.

See Appendix B for diagrams explaining training organization.

### **Equipment & Equipment Cleaning**

KTSC understands only equipment that has been approved by Trent University can be brought on deck. Athletes and coaches will be expected to engage in good personal hygiene, extending to their personal equipment. KTSC will provide wipes and/or cleaning products for athletes to ensure their equipment is clean. Coaches will ensure athletes clean all equipment prior to and after use. Please see Appendix C for list of requested equipment.

### **Virtual Training**

For the purpose of Virtual Training this season, KTSC will be using the Zoom closed video conference service. Participants have to enter through a secure login or private access where the coach is able to see each participant on their computer screen at all times.

It will be led by a KTSC coach and involve only the athletes that are registered with KTSC. All aspects of a safe sport environment will be followed; including observing guidance on one-on-one interactions (e.g. the training session involves more than a single minor athlete and coach.) It will involve activities that are used for artistic swimming-related skill development and general fitness.

Athletes must be in a well-lit and safe area at home clear of obstructions and debris.

## **Safe Sport**

KTSC is committed to providing a safe environment for our swimmers to train and develop as athletes. The club's return to artistic swimming plan has been designed to ensure that artistic swimming activity is conducted in an open and observable environment at all times:

- Observe safeguarding best practices and avoid situations where a coach, official or participant might be alone with a minor or vulnerable person
- All interactions between an athlete and an individual who is in a position of trust should normally be in an environment or space that is both "open" and "observable" to others, including any training or communication done virtually
- Electronic communication (e.g., email, text, Zoom) should never be in the form of one-on-one interaction, and should always be conducted in a group session
- Training sessions should include a minimum of three (3) people to ensure alignment with the Rule of Two

## **Attendance**

Attendance will be recorded and kept to assist with contact tracing if necessary. This includes volunteers, coaches and athletes. Records should include: name, contact info (email and phone number), facility, date and time of arrival and departure.

## **Emergency Action Plans**

Updated Emergency Action Plans (EAP) have been updated for Trent University. See Appendix D.

The EAP's include emergency plans for emergencies unrelated to COVID-19, as well as COVID-19 related situations. All KTSC coaches will be familiarized with the EAP through coach training.

## **Protocol for a Confirmed Case of COVID-19**

KTSC will follow the protocols outlined in the Ontario Artistic Swimming Return to Sport Framework. This framework outlines the following protocols to be followed.

## **Training Group Protocol for a confirmed Case of Covid-19**

The following steps should be taken if an individual who had participated in a training group session reports an investigated or confirmed case of COVID-19:

- The unwell individual is removed from the training group immediately
- Training for this specific training group is suspended indefinitely
- The local Public Health Unit will provide direction on testing and isolation of the ill individual and participants within the training groups
- Organizations should NOT provide notification to participants or their families if someone in the training group becomes ill at home or during practice, including if

they display signs or symptoms of COVID-19, unless directed by Public Health to do so.

- Any investigation of confirmed case of COVID-19 must be reported to OAS immediately through the OAS Illness or Injury Form
- The club Designated COVID-19 Response Coordinator must advise the facility operator immediately of any investigated or confirmed case of COVID-19 (the name of the individual should not be used, to protect their privacy)
- The Club Designated COVID-19 Response Coordinator should keep in contact with participants in the training group about their health
- Individuals who has been exposed to an investigated or confirmed case of COVID-19 will not be permitted to return to training until they have been cleared by Public Health to do so

## **If someone develops COVID-19 symptoms while training**

The following steps should be taken if an individual feels ill with COVID-19 symptoms while participating in artistic swimming activity:

- Stop Training
- The unwell individual is removed from the training group immediately and sent home or to a medical facility, depending on the severity of their symptoms
- Where the unwell individual is a minor, their parents or guardian should be contacted and asked to collect them from the facility immediately
  - The unwell individual should be separated from other and isolated and asked to wear a mask while waiting to be picked up
  - The unwell individual should be supervised by an adult prior to pick up
  - Anyone caring for the unwell individual should try to maintain a 2 meter distance and should wear a mask and eye protection (I.e.: goggles or a face shield)
  - Parents or Guardians must pick up their child as soon as possible if they are notified their child is ill
  - Parents should text their child's coach when they arrive at the north entrance when they arrive.
- The unwell individual (or their parent or guardian in the case of a participant under 18 years of age) should be encouraged to self-isolate and consult with their Public Health Unit to see what additional steps should be taken, which may include testing and contact tracing
- All participants in the training session must wash their hands with soap and water or hand sanitizer immediately and leave the facility or training space
- Where the participants in the training group are minors, their parents or guardians should be contacted and asked to collect them from the facility immediately
- Any areas, surfaces or shared objects used by the unwell individual should be cleaned and disinfected by a coach, 18 years or older, designated by the club to be in charge of the training session
- The coach will advise the Designated COVID-19 Response Coordinator that follow-up with the unwell individual (or their parents or guardian) is required
- The local Public Health Unit will provide any further direction on testing and isolation of any close contacts

- The club Designated COVID-19 Response Coordinator is required to keep in contact with all participants in the training group about their health
- Individuals who have been exposed to an investigated or confirmed case of COVID-19 will not be permitted to return to training until they have been cleared by Public Health to do so.

## **Return to training after having COVID-19**

The decision on when it is appropriate to return to artistic swimming activities following a positive COVID-19 test will require medical advice and clearance by a medical professional.

Any participant who contracted COVID-19 must meet the following minimum criteria prior to returning to training;

- Self-isolate for at least 14 days
- Be symptom-free for at least 48 hours
- Have written clearance to participate in artistic swimming activity from a medical professional

## **Registration**

KTSC will only allow athletes in compliance with the OAS Framework eligibility guidelines to participate in our programming. These athletes must complete KTSC's registration process to be registered with OAS. This includes the completion of all forms and waivers, the attendance at the mandatory Zoom parent and athlete meeting and submission of required fees.

The following forms must be completed and submitted:

- KTSC Registration and Health Form, including
  - Photograph and Information Permission Form
  - Agreement to Receive Electronic Communications
  - Acknowledgment of reading KTSC's Return to Sport Framework
- Declaration of Compliance: COVID-19
- Code of Conduct for Athletes
- Concussion Code of Conduct for Athletes
- Preregistration Health Survey for Athletes
- Trent University Waivers/Forms
- Acceptance of KTSC's Return to Sport Framework

## **Acceptance of this Document**

Each participant in our program (or parent/guardian if under the age of 18) must read and understand this document. An acknowledgment must be signed as part of registration and can be found in the registration package.

# Appendix A

## KTSC Daily Health Checklist

Athlete/Coach Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

All participants (or their parents or guardians if under 18 years) must complete the self-assessment checklist below EACH DAY before practice

### Common COVID-19 symptoms:

- |  |  |
|--|--|
| <input type="checkbox"/> Fever (higher than 37.8 degrees Celsius)<br>or chills | <input type="checkbox"/> Nausea, vomiting, or diarrhea               |
| <input type="checkbox"/> Runny nose or nasal congestion                        | <input type="checkbox"/> Loss of smell or taste                      |
| <input type="checkbox"/> New or worsening cough                                | <input type="checkbox"/> Muscle or joint aches                       |
| <input type="checkbox"/> Difficulty breathing                                  | <input type="checkbox"/> Headache                                    |
| <input type="checkbox"/> Sore throat or trouble swallowing                     | <input type="checkbox"/> Conjunctivitis (commonly known as pink eye) |

### In the last 14 days, have you:

Developed any of the above SYMPTOMS or felt unwell? Yes \_\_\_ No \_\_\_

Had CLOSE CONTACT with:

Someone with COVID-19-like symptoms? Yes \_\_\_ No \_\_\_

Someone with a confirmed case of COVID-19? Yes \_\_\_ No \_\_\_

Someone who has returned from TRAVEL outside of Canada and has developed SYMPTOMS or feels unwell? Yes \_\_\_ No \_\_\_

Returned from TRAVEL from outside of Canada? Yes \_\_\_ No \_\_\_

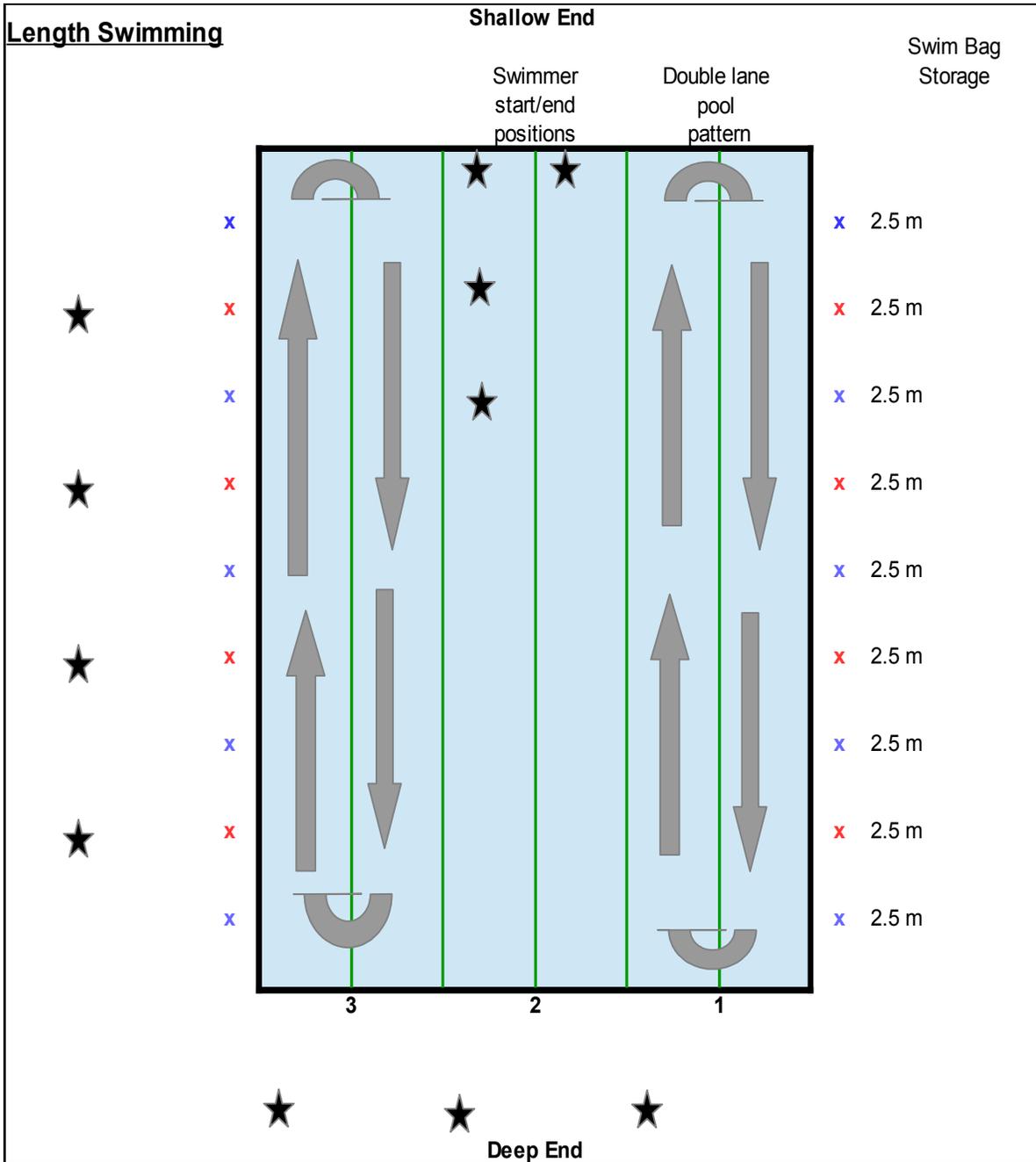
If YES to any of the questions above, **STAY AT HOME** and

- Stay home and self-isolate
- Report your absence and inform the COVID-19 Response Coordinator that your absence is possibly COVID-19 related
- Call a local Assessment Centre to get tested for COVID-19 and follow the direction

Signature \_\_\_\_\_  
(Parent Signature if under 18)

**Please submit completed questionnaire to your coach/Covid-19 Response Coordinator**

# Appendix B



**For 8 max in pool**

3 swimmers per double lane # 1 & 2  
 2 Swimmers per double lane #3  
 OR 2 single lane swim, with  
 1 swimmer per lane  
 Up to 10 swimmers/coaches on deck

**For 12 max in pool**

4 swimmers per double lane  
 Up to 8 swimmers/coaches on deck

★ = athletes

x = pylons to mark distance  
 (red or blue)

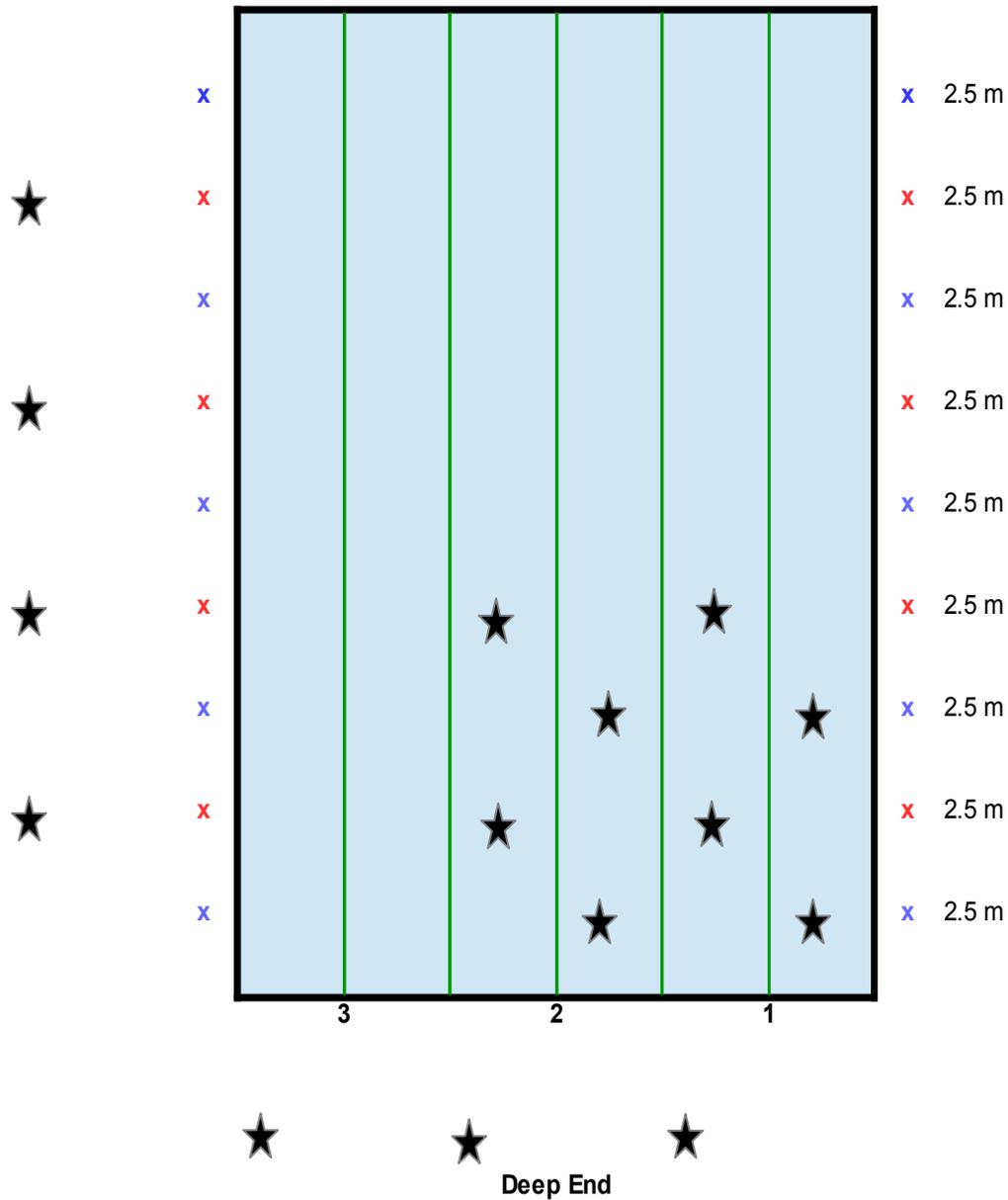
Note: not to scale

**Stationary Drills**

**Shallow End**

Swim Bag Storage

Swimmers spaced 5 m within each lane  
Swimmers staggered with adjacent lanes



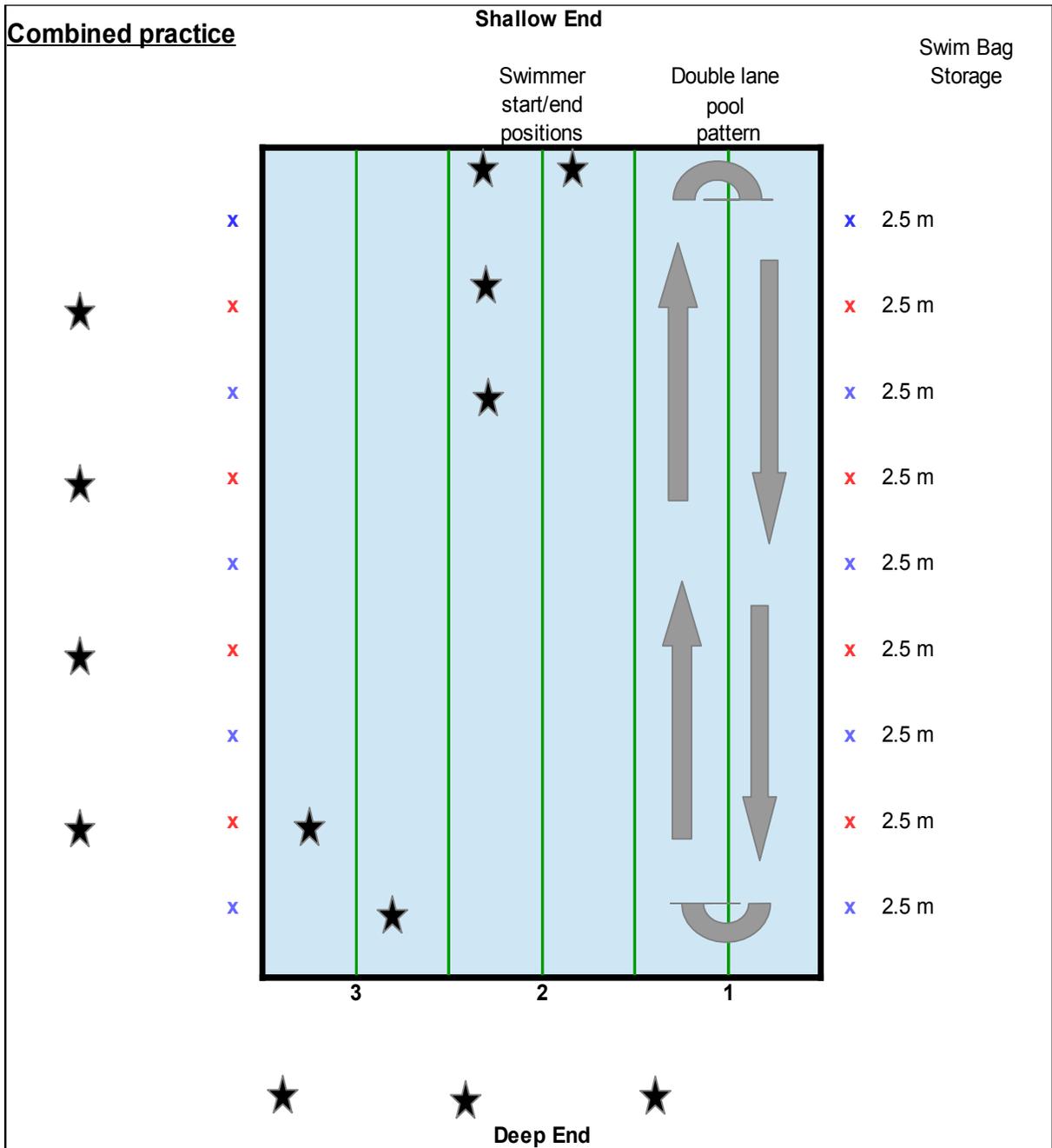
**For 8 max in pool**

1 group of 8 to 1 coach on mural side  
OR 1 group of 6 to 1 coach, mural side  
and 2 swimmers in remaining lanes,  
single swimmer per lane  
Up to 10 swimmers/coaches on deck

**For 12 max in pool**

6 swimmers to 1 coach on mural side  
6 swimmers to 1 coach on guard room side  
OR 2 groups of 6, 1 in shallow, 1 in deep  
Up to 8 swimmers/coach on deck

Note: not to scale



**For 8 max in pool**

3 swimmers per double lane # 1 & 2  
 2 single lane drills with  
 1 swimmer per lane  
 Up to 10 swimmers/coaches on deck

**For 12 max in pool**

3 swimmers per double lane # 1 & 2  
 Up to 6 swimmers in staggered  
 formation in double lane # 3  
 extending to shallow end  
 Up to 8 swimmers/coaches on deck

Note: not to scale

## Appendix C

### Equipment Requests

*Please note: Not all equipment will be needed right away and/or at every practice.*

KTSC requests that the following equipment be allowed on deck, as needed. Club members will be responsible for the cleaning of this equipment before and after each use. Below is outlined the equipment, its use and the cleaning procedures that will be done. All cleaning will be done with sanitizing products.

**Sound system and wooden storage cabinet** to remain in current storage location and KTSC be allowed access for practice

- These pieces of equipment are already stored on deck and in the back storage room and have not left the facility. These large items are essential to training, and are not portable, so that they could not be transported in and out of the building easily.
  - KTSC requests that we continue to be allowed to store and access our sound system, speaker and speaker stand, which have been stored in the back equipment room.
  - We also request continuous access to our locked wooden storage cabinet. This cabinet contains chords necessary to connect our sound system, our underwater speaker, a first aid kit, Health and Safety bin with PPE, swimmer health forms and rulebooks, chart paper and stand with whiteboards (to be used as a visual aid for physical distancing).
  - We would also request that we be allowed to continue to use our underwater speaker in the pool (please see cleaning protocols outlined below)
- **Sound system and Wooden Storage cabinet cleaning**
    - One coach per training session will be assigned to cleaning
    - Cleaning of all pieces will take place at the beginning of practice, prior to set up (pieces include sound system box, speakers, speaking stand, underwater speaker)
    - Gloves will be used while taking equipment out of storage
    - This will be recorded on the log sheet located on the outside of the wooden storage cabinet
    - Bluetooth technology will be used so coaches can connect their devices to the sound system, reducing the need for multiple coaches being in contact with the sounds system
    - If coaches need to be in contact with the sound system during practice, they will wipe down all surfaces immediately after use
    - The designated coach will clean equipment at the end of practice and record it on the log
    - Gloves will be worn while putting equipment back in storage.

*Continued on next page*

**Coaching and/or Designated COVID- 19 Response Coordinator** required personal equipment to be brought into each practice

- Plastic pylons to aid in physical distancing
  - Tape measure
  - PPE, thermometer and attestation essential
  - personal books or binders needed for planning and running practice
  - personal water bottles, filled at home
  - indoor deck shoes
- **Coach and/or Designated COVID-19 Response Coordinator equipment cleaning**
    - A specific coach will be assigned to cleaning equipment prior to use
    - This will be recorded on the log sheet
    - If coaches come in contact with equipment during practice, they will be expected to wipe it down after use
    - The same coach will clean equipment at the end of practice
    - This will be recorded on the log sheet

**Athlete required personal equipment** to be brought into practice

- swim bag
  - OAS has mandated it an added risk for athletes to use change room facilities for anything other than washroom use. Therefore, athletes are not allowed to use lockers at this time. We would like to be able to keep their belongings in their swim bag, to be kept out of the way in a designated area during practice
- indoor deck shoes
  - For on deck training, it may be required to warm up properly in order to safely train (e.g. jumping jacks, running on the spot etc). For the safety of our athletes, we request that CLEAN indoor deck shoes be allowed
- personal water bottles
  - Reusable water bottles to be filled at home (no use of water fountains)
- kick board/Flutter board
  - To be used for in-pool training. All swimmers would receive new flutter boards, ordered by the club, to ensure they have not been used at other facilities or outdoors. Coaches would ensure these are sanitized both before and after use.
- 2 clean, collapsible camping bottles
  - In artistic swimming, 20 L bottles are used to train positions and flexibility. All swimmers would receive new bottles, ordered by the club, to ensure they are clean and have not been used for any other purpose. Coaches would ensure these are sanitized both before and after use.

*Continued on next page*

- pull buoys
  - To be used for in-pool training. All swimmers would receive new pull buoys, ordered by the club, to ensure they have not been used at other facilities or outdoors. Coaches would ensure these are sanitized both before and after use.
  
- yoga mat
  - In artistic swimming, flexibility is a large training component. Therefore, athletes are required to train flexibility on land. To ensure this can be done in a safe manner, yoga mats would prevent slipping and protect joints. Coaches would ensure these are sanitized both before and after use.
  
- resistance band
  - These are used to aid in flexibility and strengthening exercises. The club would provide athletes with these bands, to make sure they are new and clean. They would be sanitized before and after use.

## Appendix D

### KTSC Emergency Action Plan Trent University Athletics

Emergency phone number (as dialed from pool office)	Fire, ambulance, police: 9-911 Trent University Security: 1333
Contact information for KTSC Head Coach: Dani Smith	Cell: 705-875-6578 Email: coach@kawarthatrentsynchro.com
Contact information for KTSC President: Crystal Lyons	Cell: 705-933-2100 Email: president@kawarthatrentsynchro.com
Contact information for KTSC COVID-19 Response Coordinator: Crystal Lyons	Cell: 705-933-2100 Email: president@kawarthatrentsynchro.com
Address of facility	PBS Wilson Athletic Complex Trent University 1600 West Bank Drive, Peterborough ON K9J 7B8  Closest major intersection: Water Street & Nassau Mills Road
Phone number of pool facility	705-748-1257
Address of nearest hospital	Peterborough Regional Health Centre 1 Hospital Drive Peterborough, ON K9J 7C6 705-743-2121  Closest major intersection: Hospital Drive and Weller Street
Phone number of Telehealth Ontario	Toll-free: 1-866-797- 0000

## Emergency Plan

Emergency Team	Roles and Responsibilities:
Lifeguard on Duty	<p>Immediately deals with situation and immediate care of the athlete.</p> <p>Once relieved by Lifeguard 2, with PPE, Lifeguard on duty responsible for:</p> <p>EMS Activation: Done as soon as situation is deemed an emergency or life threatening.</p> <p>Call 911, Trent Security and Trent Emergency Response Team (as per Trent Aquatics regulations)</p>
Lifeguard 2	<p>Put on proper PPE. Takes over from Lifeguard on Duty, give immediate care to athlete and providing emergency medical care.</p>
Lead Coach	<p>Scene Management: gather other athletes into groups, away from the scene and provide care and comfort as required</p> <p>A coach should accompany any athlete under 18 years of age to the hospital is parent is not available</p> <p>If not the Head Coach: contact Head Coach</p>
Head Coach	<p>Contact the athlete's parents or guardians.</p> <p>Contact Club President.</p> <p>Coordinate information provided to other athletes and families.</p> <p>Complete OAS Injury or Illness Report form and any facility accident report that is required</p>

## COVID-19 Emergency Plan

Emergency Team	Roles and Responsibilities:
Lifeguards	<p>Immediate care of the participant. Will lead and provide emergency medical care if the situation is deemed an emergency or life threatening.</p>
Lead Coach	<p>Participant is removed from the training group immediately and sent home or to a medical facility, depending on the severity of their symptoms</p> <ul style="list-style-type: none"> <li>• Where the unwell individual is under 18 years of age, their parent or guardian should be contacted and asked to collect them from the facility immediately</li> <li>• The unwell individual should be isolated and asked to wear a mask while waiting to be picked-up</li> <li>• Anyone caring for the unwell Individual should try to maintain a 2-meter distance and should wear a mask and eye protection (i.e., goggles or a face shield)</li> </ul> <p>Training for this specific training group is suspended indefinitely</p> <ul style="list-style-type: none"> <li>• All participants must wash their hands with soap and water or hand-sanitizer immediately and leave the facility</li> <li>• Where the participants in the training group are under 18 years of age, their parent or guardian should be contacted and asked to collect them from the facility immediately</li> </ul> <p>Any areas, surfaces, or shared objects used by the sick individual should be cleaned and disinfected</p> <p>The lead coach will advise the Designated COVID-19 Response Coordinator that follow-up with the unwell Individual (or their parent or guardian) is required</p> <p>Contact Head Coach if not present</p>
Designated COVID-19 Response Coordinator	<p>Report any suspected or confirmed cases of COVID-19 through the OAS Injury or Illness Report Form</p> <p>Notify facility staff. The name of the participant who has a suspected or confirmed case of COVID-19 should not be used to protect their privacy</p>
Head Coach	<p>Contact Club President.</p>