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# U.S. Masters Swimming COVID-19 Safety Plan Addendum

**Until directed otherwise, all sanctioned events must complete this COVID-19 Safety Plan Addendum and email it to their LSMC sanctions chair in addition to completing the** [**standard sanction application on usms.org**](https://www.usms.org/volunteer-central/guide-to-local-operations/event-management/pool-meet-management/sanction-application-process)**. Please copy** [**events@usmastersswimming.org**](mailto:events@usmastersswimming.org) **on correspondence so the National Office can gather comprehensive best practices and assist as needed.**

## Guidance and Recommendations

### Event Directors

* The event director is responsible for researching and abiding by all current applicable federal, state, local, and facility orders related to COVID-19, clearly communicating protocols in published event information and providing email updates to attendees as needed.
* Require all attendees (swimmers, volunteers, officials, and facility staff) to complete a USMS COVID-19 Participant Screening Form.
* Discourage travel. Attendees should travel from no farther than a 100-mile radius from the event venue. In areas where population density is greater (or the boundaries of the LMSC don’t exceed a 100-mile radius), travel should be limited to within the LMSC.
* Require all attendees to wear face masks at all times, except while in the water. Provide disposable masks in case attendees forget to bring their own.
* Limit event lineup to individual races (i.e., no relays).
* Provide plenty of time between heats to avoid crowding behind the blocks.
* Meet warm-up and post-race cool-down need to be tightly managed like a workout to maintain social distancing with limited number of swimmers in each lane starting from opposite ends.
* No spectators or nonessential attendees.
* Limit bathroom access (swimmers arrive and leave in their suits).
* No hospitality (attendees should bring snacks, water, etc.).
* Space out seating areas.
* Provide hand washing stations and hand sanitizer.
* Check temperature of each attendee before entry to the facility.
* Sanitize common areas and surfaces frequently.
* Utilize plexiglass barriers to help protect volunteers and officials while interacting with attendees.

### Swimmers

* At the end of each race, clear the area quickly to avoid crowding behind the blocks.
* Swimmers should not ask timers for their times.
* Swimmers in the next heat should be positioned at least 6 feet behind the timers and not move up to the blocks until instructed to do so.
* Once races are completed, exit the facility without lingering to socialize or cheer on teammates.
* Swimmers should not congregate on the side or at the end of the pool to cheer for friends.

### Officials and Timers

* Referee and starter should be on opposite sides of the pool.
* Stroke & turn officials should remain in the middle of their jurisdiction at the ends of the pool.
* Stroke & turn officials should stand back from the starting block while the swimmers get up and take their position. Do not move up to the edge of the pool until the swimmer has left the block and is in the water.
* Sanitize any equipment before use (e.g., podium, microphone, etc.)
* There should be only ONE starter using the microphone. Do not share or switch off.
* Officials should wear masks, but the referee may lower for whistles and the starter may lower for starting commands.
* All officials should be equipped with radios.
* Physical DQ slips shouldn’t be used and passed around. Call all DQs in over your radio and have the administrative official or Hy-Tek operator enter them into the computer. Mark the DQs on your heat sheet in case there are any questions.
* Timers should remain 6 feet back from the blocks at the start of the race and only move up to the pool’s edge at the end of the race to stop their watch and/or push their button. Then they should move back to their original position.
* There should only be one timer per lane.

## COVID-19 Safety Plan Details (include additional pages as needed)

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| Describe current applicable federal, state, local, and facility orders regarding size of gatherings, testing, other COVID-19 protocols, etc. (include links where appropriate) |
| The Tennessee Pledge provides guidelines for Sport and Swimming Pools, which states the following:   * Limit fan attendance and athlete session attendance to allow social distancing * Consider caps on number of teams and athletes * Ensure adequate spacing for athletes and teams * If large crowds are anticipated, establish “guest flow” plan * Running or similar events with larger groups of participants should consider utilizing smaller heats/waves or interval starts * Manage the number of people in restroom facilities * Participants, coaches, officials, and spectators should wear face covering when possible * Athletes and coaches should refrain from high fives, handshaking and avoid contact with teammates, opposing teams, coaches and officials and fans. * Consider limiting teams to your region and conference * Disinfection and handling of sporting equipment * Consider using virtual participation or spectating options where possible * Limit award ceremonies or post event celebrations to reduce potential for large crowds * Limit group sizes of aquatic fitness classes, swim lessons, swim practices and competitions or gatherings * Provide physical reminders of social distancing * Implement cleaning and disinfecting practices * For venues with lifeguard on duty, assign COVID-19 monitoring and cleaning responsibilities to a staff member other than a lifeguard on duty. |
| Describe venue cleaning protocol for before the event, during the event, and after the event |
| Before and after the St. Patrick’s Day Invitational the facility will be disinfected and sanitized with OT-Plus & BNC-15, which is dispensed using a Ryobi backpack Sprayer. During the event KAC staff will be disinfecting and sanitizing highly toughed surface areas every hour. During the event doors will be propped open to decrease the amount of surfaces touched. Highly touched surfaces including : bathrooms, rails, and door handles will be disinfected hourly. After the event is over and everyone has left the facility, staff will disinfect and sanitize the facility using QT-Plus and BNC-15 including:   * Restrooms (deck, lobby, bathrooms, and locker rooms) * Benches, chairs, bleachers * Rails on bleachers, glass dividers and step rails * Dive blocks, plungers for timing system * Tables * Party rooms * any other area that was used during the meet |
| Describe screening of attendees (swimmers, volunteers, officials, staff) for entry to venue |
| When swimmers register they will be required to fill out the USMS COVID-19 Attendance Screening Form. They will need to turn in this form the day of the event. There will be a table located outside the front entrance of the facility. All swimmers, coaches, staff, and volunteers will check in at the table, turn in their Attendance Screening Form and have their temperature checked before entering into the building. At this point any individual that is exhibiting signs and/or symptoms of COVID-19 will not be allowed to attend the event. Hand sanitizer will be available for all attendees to use before entering the facility. All attendees that enter the facility will be required to wear a face covering at all times unless they are actively swimming or at the starting blocks immediately before swimming. |
| Describe face-covering requirements and enforcement |
| All attendees will be required to wear a face covering while attending this event. The only individuals who are exempt from wearing a face covering are the swimmers who are racing or getting ready to step onto the block. Once the swimmers exit the water they will be asked to place their face covering back on. If anyone refuses to wear a face covering they will be asked to leave the event. There will be designated hanging stations for face covering throughout the facility for swimmers to hang their mask when racing, warming up, and cooling down. |
| Describe modifications to registration and check-in area and process |
| We will encourage online registration for this event. In a case where an individual does not have access to online registration we will allow paper entries. Swimmers will check in outside the facility at the front entrance. There will be tables where swimmers will check in, turn in their USMS COVID-19 Attendee Screening Form and have their temperature checked. Once all is completed they will be allowed to enter into the facility. |
| Describe warm-up social distancing requirements and enforcement |
| Teams will be assigned lanes for warm-ups. Each lane will have a max capacity of 6 swimmers to ensure that social distancing can take place in each lane. Coaches will be asked to stagger each lane for warm ups. They will also be asked to tell their swimmers what warm up is going to be at their designated team area where all swimmers and coaches will be wearing face covering before reporting to their lanes. When they get to their lanes the swimmers will need to get into the water right away to avoid overcrowding behind the blocks. If coaches are practicing starts they will need to do this in a way where all swimmers can still be socially distanced on deck or in the water. If there is no coach present then swimmers will be asked to socially distance themselves in the water and maintain no more than 6 swimmers per lane.  Depending on number of swimmers who register, we will split the warm up sessions until age groups and/or teams. If we have multiple large teams register then we will do 1-2 sessions for large teams and then 1-2 sessions for small teams. We will be using the HMG competition pool, which has 16 25 yard lanes. We will also be using the Palmer Center Foundation Warm Pool, which has 4 25 yard lanes. The warm pool will be designated to a specific age group depending on how many I have register (i.e. 65 + warm pool only etc).  For cool down during the meet we plan to have the shallow end of the HMG Competition pool available. We will take the 8 lanes and designate 1-2 lanes to each team or I would designated the lanes based off of age group. This will depend on how many I have register for the meet. Each lane will have a sign which stated who the lane is for (i.e. Lane 1: Team KAC or Lane 1: 18-24 etc. MAX 6 SWIMMERS ONLY)  Swimmers will be directed to exit the water and move to the coaches’ side of the deck. They will then talk with their coaches and then go to the cool down pool. If their designated lanes are full the swimmer will need to wait to cool down.  The Palmer Center Foundation Warm Pool will be strictly for the higher risk individuals (i.e 60+ or 65+). The 4 lanes will have a max of 4 swimmers to a lane and will also be split by groups (Lane 1: 65-74, Lane 2: 75-84, Lane 3: 85-94, Lane 4: 95+ etc.). Note: This will be adjusted depending on who many we have register. |
| Describe venue facilities that are available and off-limits to participants |
| The deck bathrooms will be limited to volunteers and officials only with a max of 3 individuals at one time. The locker rooms will be limited to swimmers only and will have a max of 8 swimmers total. The family bathrooms will be limited to swimmers only and will only have a max of 1 swimmer per bathroom. The lobby bathrooms will be available for KAC staff to use with a max of 2 people per bathroom. Signs will be posted the doors of these bathrooms limits listed. Also, the bathrooms will be disinfected every hour of the competition.  The play pool and outdoor waterpark will be off limits to all participants. The YMCA locker rooms will also be off limits to all participants. |
| Describe participant deck space usage requirements and enforcement |
| Only swimmers, officials, volunteers, and coaches will be allowed access onto the main deck. Each team will have a designated area on the deck, which will allow for social distancing. We will recommend all swimmers to bring their own chairs. While on the pool deck swimmers, officials, coaches and volunteers will need to wear a face covering. Volunteers will have designated spots for their job. Timers on deck will be positioned behind the blocks against the wall. The timers will be asked to stand back away from the block while the swimmers are on the block. Once the swimmers have started the timers will then be allowed to step up to the block. We will have a modified “bullpen” to help with flow of the meet. The swimmers will arrive to the “bullpen” before their event on the left side of the HMG competition pool. The swimmers will stand on the designated lane number while the previous heat is swimming. Once the heat of swimmers finish the swimmers will be asked to exit the pool to the right. At this time the timers of each lane will need to step back to allow the swimmers to pass. Those swimmers will filter to the coaches’ area and the cool down area. The swimmers that are in the “bullpen” will be called to the blocks once the blocks are cleared. This means that only the timer and one swimmer will be behind the blocks at once. Swimmers will be required to wear a face covering to the block and we will have designated hanging stations for their mask. The swimmers that are exiting the pool will also be asked to place their face covering back on before progressing to the coaches’ area. The timers and officials must wear a face covering at all times.  The officials that are positioned on the start end will be asked to step back during the start of the race to ensure social distancing is occurring. |
| Describe swimmer requirements for races (entering and exiting the pool) |
| The swimmers will need to arrive to the modified “bullpen” before their event. This modified “bullpen” will allow for flow of the meet. This will also allow for swimmers to not have to bypass any other swimmer when they are going to the blocks because the numbers will be laid out 8-1, which is the flow of the blocks. Note: this bullpen is not a huge bullpen like you would see in age group competition. This is only to help with the flow of the meet. They will stand in the bullpen at their designated lane. There will be numbers placed on the ground, which will designate their lanes. The announcer will call the heat to the block prior to the race. Swimmers will then have time to get ready for their heat. They will enter from the right side of the HMG competition pool. The swimmers will then gather their belongings and exit the deck to their left toward the coaches’ area. Once they are done talking with their coaches they will then procced to the warm up and cool down pool and then to their team area.  There will be no relays offered at this meet due to social distancing requirements. |
| Describe other participant interaction modifications (awards, results, etc.) |
| Results for this meet will be posted on our website. Any awards given out will be prepackaged and given to coaches and the coaches will give the awards to their swimmers at practice or another time. No award ceremony will happen at the meet due to social distancing rules. |
| Describe post-event notification protocol, in the event that an attendee subsequently tests positive for COVID-19 |
| In our meet announcement, we will impress upon swimmers the importance of reporting to the meet director if, after the event, they become test positive for COVID-19. If a swimmer reports a positive COVID-19 test after the event, KAC staff would take all necessary steps to notify the right individuals and organizations. We would also makes facility and equipment was cleaned to prevent any spread. |