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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. Distributing Ziploc bags to participants (write their name with a Sharpie) can help facilitate compliance by providing a clean and dry place to place the mask while they are in the water and reduce the number of masks discarded throughout the venue.
* No spectators or nonessential attendees.
* Limit bathroom access (swimmers arrive and leave in their suits).
* No hospitality (attendees should bring snacks, water, etc.). If food or drinks need to be provided, use individually wrapped or sealed containers in a grab and go setting.
* Space out seating areas and preassign to groups or individuals if possible.
* 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.
* Publish results online only to avoid crowds at results posted on-site
* To eliminate the need for meetings that typically are held in-person (for officials, safety personal, open water safety briefings, etc.) publish information in advance and/or organize virtual meetings via Zoom.
* Avoid or minimize post-event socials and awards ceremonies.
* To minimize the number of attendees in the venue at any given time, consider splitting the event into sessions
* If you become aware of COVID-10 exposure (i.e. an attendee tests positive shortly after the event and could have exposed other attendees, communicate to all attendees through email or other possible means the possible exposure times and locations so attendees may determine if quarantining and/or testing are needed. [Here are positive test protocol recommendations](http://www.aquatics-coalition.org/wp-content/uploads/2020/09/Recommended-Guidelines-for-Positive-COVID-19-Test.pdf) from the [Aquatics Coalition](http://www.aquatics-coalition.org/).

### Event Directors (continued)

* Pool Meets:
  + Limit event lineup to individual races (i.e. no relays).
  + Provide plenty of time between heats and events 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.
* Open Water Races:
  + Avoid mass starts and use wave, time trial, or rolling starts instead to avoid crowding.
  + Provide a receptacle for swimmers to discard masks as they enter the water and masks for swimmers to wear as soon as they exit the water.

### Swimmers

* At the end of each race, clear the area quickly to avoid crowding behind the blocks.
* Swimmers should not linger to ask for times once race is completed.
* 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 venue 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.
* Swimmers should remove mask just before entering the water and put a mask on as soon as race is completed. For pool meets, use a Ziploc bag to keep the mask dry. For open water races, check with race director to ensure masks will be available once you finish your swim.

### 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 to the edge of the pool until the swimmer 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) |
| Our state and facility guidelines allow 50 people in an activity, plus staff and volunteers as long as we are under 50% capacity. The maximum capacity at the Inwood Athletic Club Pool is 400, so we are well under the 50% mark with participants(50), coaches(2-5), lifeguards(2) and volunteers(12-15).  We will have swimmers complete a self screening form and take their temperature with a contactless thermometer before entering the pool area. Masks are required at all times by anyone in the pool area unless they are swimming, entering or exiting the water, or actively lifeguarding. Surfaces are cleaned every half hour by staff. |
| Describe venue cleaning protocol for before the event, during the event, and after the event |
| Our pool is hosed down with a chlorine spray during the day between large groups and upon closing at the end of each day. It will be hosed down before warm ups and after the meet is over. Surfaces are cleaned by hand with disinfectant every half hour around the entire pool deck. Bathrooms are cleaned by the custodial staff roughly every hour throughout the day. |
| Describe screening of attendees (swimmers, volunteers, officials, staff) for entry to venue |
| We will use the USMS Covid Attendee Screening Form to screen all swimmers, volunteers, officials and staff. We will take temperatures with a contactless thermometer at the time of entry. If the answer to any of the questions is yes or there is a fever of 100.4 or above, the participant shall not attend unless clearance has been given by their medical provider.  Forms will be kept by the Meet Director for 90 days following the meet. |
| Describe face-covering requirements and enforcement |
| Face coverings are required at all times except for when participants are swimming, entering or exiting the water. Hooks are available on the wall behind the blocks to hang masks on, or participants can put them in a personal container and leave them behind the blocks. Reminders will be given to swimmers who are not swimming and are not wearing a face covering. |
| Describe modifications to registration and check-in area and process |
| Registration will be done online ahead of the meet entry deadline. There will be a check in area in the lobby by the main doors to the building. This is a large, open area that can accommodate 50 people. The first check in table will be for a quick temperature check and confirming registration. The Covid screening form and waiver will be included with the meet information and can be printed and brought in that day. If someone is checking in and has not filled out the Covid screen or waiver they will be directed to a different table to fill one out before going in the pool area. |
| Describe warm-up social distancing requirements and enforcement |
| The day before the meet, an email with warm up protocol and lane assignments will be sent via email. The general warm up time will be split into 2 groups with the following schedule:  20 minutes - Warm Up A (up to 25 swimmers) 1 swimmer at each end and 1 in middle  20 minutes - Warm Up B (up to 25 swimmers) 1 swimmer at each end and 1 in middle  15 minutes - One way starts, walk around. Swimmers will walk on the side nearest their lane and should stay 6 feet apart while waiting behind the blocks. |
| Describe venue facilities that are available and off-limits to participants |
| Men’s and women’s locker rooms are available for bathroom use. We also have 4 family style changing rooms that we recommend for changing. Water fountains are not available for use and swimmers should bring their own drinks and snacks. |
| Describe participant deck space usage requirements and enforcement |
| Our facility has bleachers lining one side of the pool that are marked with tape in 6 feet increments for distancing. Swimmers may also bring their own chairs for seating anywhere on the far end or other side of the pool. Swimmers should not gather behind the blocks for any reason unless they are preparing to swim a race. |
| Describe swimmer requirements for races (entering and exiting the pool) |
| While the heat before is finishing their final length, swimmers in the next heat should remove masks and either hang them on an available hook or place in their own storage container and leave behind the blocks. Following the race, swimmers may exit the water at the end of their lane and should retrieve their mask immediately. They may also swim to the side and either cool down in the designated lanes or exit the pool from the ladder and retrieve their masks. We recommend swimmers bring a towel behind the blocks or have a small washcloth in their container to dry their face before placing the mask back on, so they can do so before walking back to their seat.  We will have 1 timer per lane. They should stay 6 feet behind the blocks except for when the swimmer in the water is finishing their race and the timer needs to stop the watch and button. Timers will have masks on at all times.  RELAYS – Relays will be swum in lanes 2,4,6,8, with the odd numbered lanes remaining empty. Only swimmers in the current heat should be behind the blocks, and swimmers should use the space behind their lane as well as the lane number below to stay spread out. Once a swimmer has completed their leg of the race, they should move under the rope to the lower numbered lane next to them and float or stand there while their relay finishes. Swimmers should stay at least 6 feet apart in these lanes while they wait for all swimmers to finish. Once all swimmers are done, they may climb out at a ladder or side and retrieve their masks. |
| Describe other participant interaction modifications (awards, results, etc.) |
| Our meet will be on Meet Mobile so swimmers can see results on their device at their seat.  We plan to have heat awards, and will have a designated masked volunteer to hand these out to the deserving swimmer at the end of each heat. |
| Describe post-event notification protocol, in the event that an attendee subsequently tests positive for COVID-19 |
| Our facility has standard communication forms for the following scenarios:  Direct exposure and need for quarantine (Based on more than 15 minutes in close contact with someone who developed symptoms and tested positive.)  Indirect exposure and monitoring requested but quarantine not required (Based on being in the area on the same day as someone who later tested positive, with or without symptoms. However, no prolonged close contact was experienced.)  The meet director would work with the Inwood Athletic Club HR Coordinator on contacting the appropriate participants with the letters. |