



NCAP Standard Operating Procedures

-Version 2, June 1st, 2020-

- PPE requirements:
 - All coaches will wear masks and gloves during practices at all times.
 - All athletes will wear masks entering and exiting the facility, on deck and during dryland activities.
 - If space permits over 6 feet of separation between athletes, masks are not required during dryland workouts once athlete is in designated spot.
 - Exceptions will be made for athletes with conditions that prohibit them from wearing a mask pending medical documentation.
- Social distancing requirements:
 - Athletes and coaches must maintain 6 feet distance at all times.
 - There will be markings taped along the entrance for athletes to line up 6 feet apart.
 - There will be a grid area taped on the pool deck for athletes to leave their personal belongings to ensure social distancing.
 - Once athletes enter the building, they will go to their grid spot and await instructions from their coach.
- Facility procedures:
 - There will be a one-way entrance and one-way exit.
 - Locker rooms will be limited to restroom use only.
 - There will be a 20-minute window between practices.
 - All athletes from previous practice must exit the facility before the athletes for following practice may enter.
 - All common areas, including restrooms, will be disinfected between practices.
 - The facility will be cleaned daily following all practices.
 - Athletes should take temperature at home right before coming to practice and remember the temperature reading to relay to their coach.
 - Athletes with a temperature of 100.4 degrees will not be permitted at practice.
 - Temperatures will not be recorded.
- Athlete/family protocol:
 - Athletes must arrive and depart in their swimsuit.
 - Athletes will not be able to change or shower at the facility.



- Athletes will only be permitted to line up to enter 5 minutes before their scheduled practice time.
 - If they arrive early, they should wait in their car until the appropriate time to enter the facility.
 - Athletes must leave the facility immediately at the completion of any practice.
- Parents/spectators will not be allowed in the facility at any time and are expected to practice social distancing while waiting for their athlete.
 - We will ensure that the appropriate number of coaches are present during each practice to comply with MAAPP.
- Athletes should bring their own water bottle (already filled) and any other equipment required by their coach.
 - Athletes will not be permitted to store their equipment bags at the facility.
- Criteria that must be met by athlete and anyone residing in their household in order to be eligible to attend practice:
 - Cannot have had contact with anyone who has tested positive for COVID-19 in the last 10 days.
 - Cannot have had a temperature over 100.4 degrees, a cough or difficulty breathing in the last 10 days.
 - If the athlete or anyone residing in their household has traveled over 100 miles or by air, the coach must be notified over email.
- Any athlete or staff member experiencing any symptoms of a fever, recent cough, unusual fatigue, headache or has had any exposure to someone who has any symptoms should remain at home and seek medical treatment.
 - If any athlete or staff member has a fever or symptoms of illnesses, they may not attend practice until 10 days after the fever or symptoms has ceased.
 - Athletes and staff must see a physician and be cleared for training after being diagnosed or suspected to have COVID-19.
- For us all to stay healthy and be able to keep swimming, we ask our athletes to please practice responsible social distancing when they are away from the pool as well.
- Should we feel anyone is consistently not adhering to social distancing guidelines, they or their family's participation in NCAP activities may be suspended.
- Positive test procedure:
 - Should someone test positive for COVID-19 within the membership, the following measures will take place:
 - The individual should let the staff know immediately.
 - The facility will be shut down for no less than 24 hours to deep clean.



8120 Woodmont Ave. #101 ★ Bethesda, MD 20814
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FACILITY RE-OPENING MESSAGING AND PLANNING

The following is being provided to assist in the development of your 'Facility Use Plan', to be shared with local public health officials and facility operators. It is important to remember that all plans must comply with local, state and federal public health guidelines.

MESSAGING

We believe swimming, like walking, hiking, running, and cycling, is a critical healthy activity within our communities. Swimming does not require direct contact between teammates or coaches and social distancing can be maintained throughout practice. As with all exercise and activity at this time, swimming must comply with standards for social distancing and safety within aquatic facilities. We know, with collaboration between USA Swimming coaches, public health officials, and facility operators we can create safe plans for using aquatic facilities to promote physical and mental health opportunities compliant with public health directives. The CDC has indicated that there is no evidence the disease spreads through treated water. Proper operation and maintenance (including disinfection with chlorine and bromine) of these facilities should inactivate the virus in the water.

FACILITY, LOCAL, STATE, AND FEDERAL REQUIREMENTS

Recommendations:

- Each team/club should have a COVID-19 liaison responsible for staying up to date on community and state recommendations and any associated changes.

Plan building considerations:

1. What limits and phases has your state/municipality outlined for gatherings in the coming weeks/months?
 - a. Is the transmission rate in your region low to zero?

- b. Does your local health care system have capacity, or is it over-extended due to COVID-19 cases?
2. Who will make the decision about access to your facility?
 3. For a facility of your size, what is the capacity for that space within those guidelines?
 4. Have you reviewed/complied with the OSHA COVID-19 return to work guidelines? (attached)
 5. Have you reviewed/complied with the White House guidelines? (attached)

MITIGATING HAZARDS

Recommendations:

- Eliminate use of low ventilated spaces and rooms that prevent social distancing, such as locker rooms and small dryland rooms.
- Increase water sanitation level - As example keep chlorine closer to 2.0 PPM
- Create visible markers on the floor to indicate appropriate spacing on the pool deck, entrances, etc.

Plan building considerations:

1. How will you manage/sanitize bathroom use?
2. What is your plan/checklist for cleaning and disinfecting surfaces?
3. How will you control access/egress of the facility?
4. How will you limit contact points in the facility (e.g., open doors, water bottles, equipment, etc.)?
5. What is your plan should a coach, athlete, etc. become sick?

SAFE PRACTICES/ PPE

Recommendations:

- A coach or staff member should ask athletes, as they come into practice, if they feel ill in any way, specifically listing certain symptoms, and send home those athletes reporting feeling ill or experiencing symptoms.
 - o Symptoms include mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC.
- Athletes/coaches who begin to cough/sneeze for any reason, must move away from others until coughing/sneezing dissipates.
- Athletes should change clothes and shower at home.

Plan building considerations:

1. What is your staffing plan: coaching, lifeguards, a person to control flow of athletes in and out of the facility, and other programmatic considerations?
2. What will be the structure of your practice time, time between sessions, numbers of workouts per week for each group, dryland, etc.?
3. How will you maintain spacing in the pool during workouts?
 - a. Examples: staggered starts, opposite ends, numbers per lane, communication with athletes, stations, markers visible to athletes for start and stop points, (e.g., visible spacing marks on pool deck, on lane lines, etc.) coaches on both end of the pool?
4. What is your plan for staff/coaches protective measures?



FACILITY RE-OPENING MESSAGING AND PLANNING

- a. Personal Protective Equipment (PPE) such as masks
- b. Spacing
- c. Equipment to wear during cleaning
- 5. What is your plan for ensuring all standards for Safe Sport are maintained?
- 6. What is your plan for increasing air flow?
 - a. Open doors, outdoor pools, move dryland outside, increase air turnover rate

COMMUNICATION

Recommendations:

- Athletes must see a physician and be cleared for training after being diagnosed or suspected to have COVID-19.
- Make it clear that there is no penalty for missing practice and that if an athlete, or any member of their family does not feel well, they should stay home.

Plan building considerations:

1. Have you approached other user groups about how to best work together to return to the facility?
2. What is your communication plan for parents?
 - a. Include practice health and safety expectations, drop-off and pick-up patterns, lane groupings by family instead of age-groups, etc.
3. Have you produced visual aids to explain to parents and athletes spacing protocols? (samples attached)

PROGRAMMATIC CONSIDERATIONS

Recommendations:

- Be clear and consistent about expectations and enforce policies.
- Move dryland outside where possible.
- Utilize a staff member to help athletes move from one area of the facility to another.

Plan building considerations:

1. Have you created a financial model for different numbers of athletes allowed per/hour?
2. What is your plan for coaches with health vulnerabilities?
 - a. For example, keep them actively involved in your program by continuing remote dryland, zoom team meetings etc.
 - b. Anything that helps reduce load at pool, but keeps families engaged.
3. How will you model proper practice requirements?
 - a. As example, bring older swimmers back first, let them learn the system so they can serve to model behavior for younger athletes.

OTHER CONSIDERATIONS AND COMMUNICATION TO SHARE WITH STAFF, ATHLETES, PARENTS, ETC.:

Recommendations:

- Risk factors for consideration to participate include autoimmune disease, diabetes, asthma, cardiovascular disease, etc.
- Athletes and families who travel during phase one and two will need to self-isolate for 14 days before returning to practice.
- Make sure that your state and region satisfy the Federal government's gating criteria (as outlined in the "Opening Up America Again" guidelines) and have entered Phase One of the Phased Comeback.
- States and regions with no evidence of a rebound and satisfy the gating criteria a second time may proceed to Phase Two of the Phased Comeback, in which all individuals, when in public recreation areas, should maximize physical distance from others.
- Be aware that although restrictions are eased when your state and region move from Phase One to Phase Two or Phase Three of the Phased Comeback, safety precautions must remain in place in accordance with state requirements relative to availability of vaccinations or effective treatment for the coronavirus.
- make sure to communicate with all staff, athletes, parents and participants that they should not swim if they or anyone with whom they reside:
 - > Are exhibiting any symptoms of the coronavirus: mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC.
 - > Have been in contact with someone who has tested



FACILITY RE-OPENING MESSAGING AND PLANNING

positive for COVID-19 in the last 14 days.

- > Are a vulnerable individual and your state and region is in Phase One or Phase Two.
- > A vulnerable individual is a person with underlying conditions or considered to be at a higher risk demographic as outlined by jurisdictional, state or federal guidelines.

SWIMMING SAFELY

Recommendations:

PREPARING TO SWIM - Protect against infections:

- Wash your hands with a disinfectant soap and water (for 20 seconds or longer) or use a hand sanitizer if soap and water are not readily available, before going to the pool.
- Do not share equipment.
- Bring a full water bottle to avoid touching a tap or water fountain handle.
- If you need to sneeze or cough, do so into a tissue or upper sleeve/arm area.
- Arrive as close as possible to when activity begins.
- Avoid touching gates, fences, benches, etc. if you can.
- Do not attend practice if you, or a member of your household does not feel well.

WHEN SWIMMING

- Follow directions for spacing and stay at least six feet apart from others.
- Do not make physical contact with others, such as shaking hands or giving a high five.
- Avoid touching your face.
- Avoid sharing food, drinks, or towels.
- Maintain appropriate social distancing from other athletes when taking a break.
- Wear your suit to and from practice.

AFTER SWIMMING

- Leave the facility as soon as reasonably possible after practice.
- Wash your hands thoroughly or use a hand sanitizer after leaving the pool.
- Do not use the locker room or changing area.
 - > Shower at home, wear your suit to and from practice
- No extra-curricular or social activity should take place.
 - > No congregation after swimming.

EXPECTATIONS FOR TRAINING AND COMPETING

Recommendations:

- Children should still be active for at least 60 minutes per day, even though they can't gather.
- As we return to action, we must consider injury and progressive return.
- At-home workouts must be simple, low impact and low risk. Return to the pool should build off of the at home dryland workouts.

- Must emphasize movement quality, not the quantity of exercise; proper movement is key.
- Coaches should use downtime to ensure all safety skills are up to date: complete sport safety, concussion training, etc.
- Social distancing will need to be accounted for in practice planning.
- Limit group sizes and staggered sessions.
- Most injuries occur early in the season, so do not rush deconditioned athletes back to full practice, or competition.
- Increase activities by 10% each week when we return.
- Focus should be on a healthy environment, quality experience, progressive training, and safety.
- No expectations for competing.

FACILITY SAMPLE DIAGRAMS

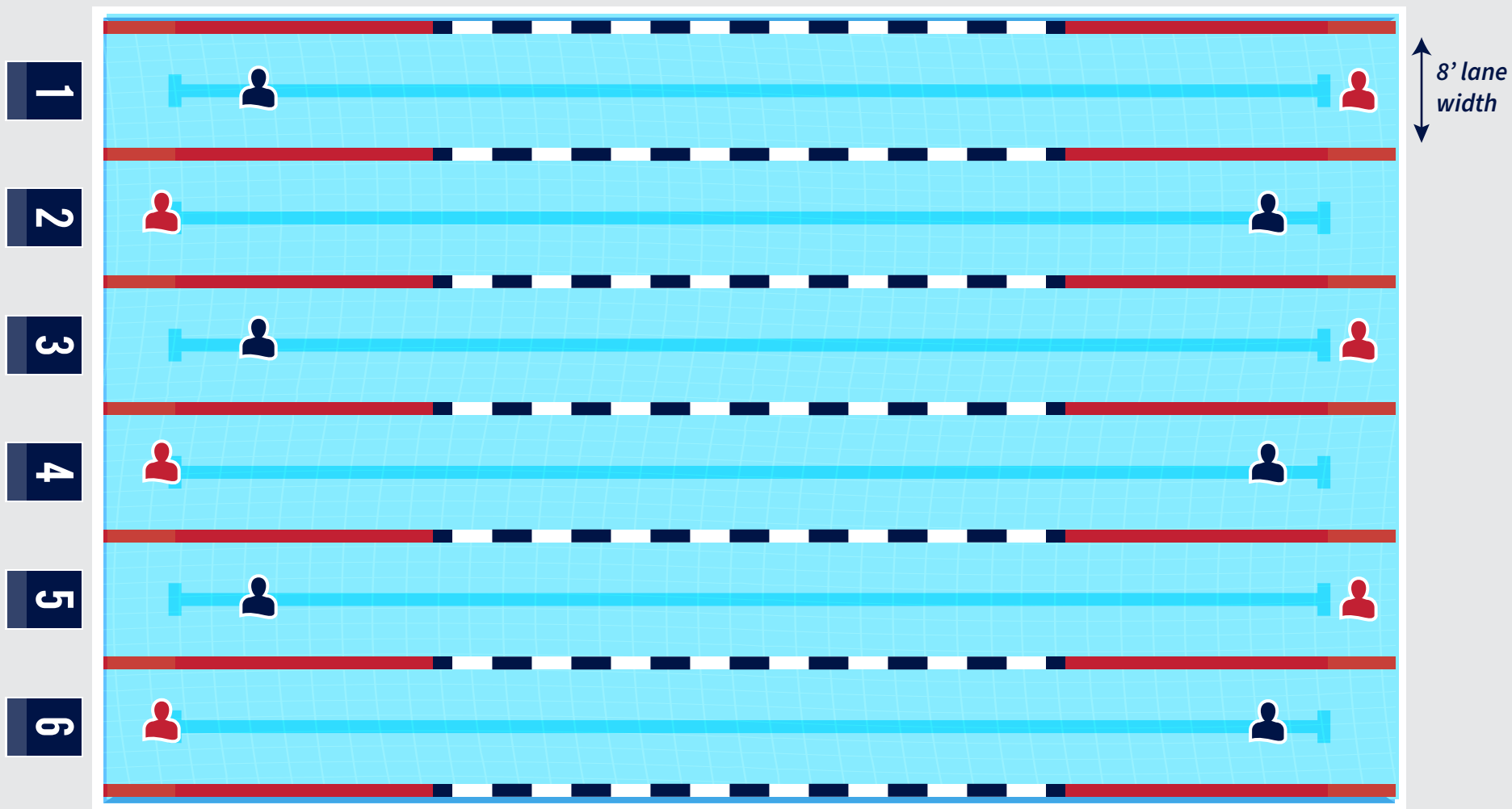
The following pages display programming model layouts that promote "social distancing".

Examples are set starting and ending places in pool and maintain spacing during rest intervals (assuming minimum eight-foot wide lanes).



SOCIAL DISTANCING PRACTICE LAYOUT

25-YARD, 6-LANE POOL

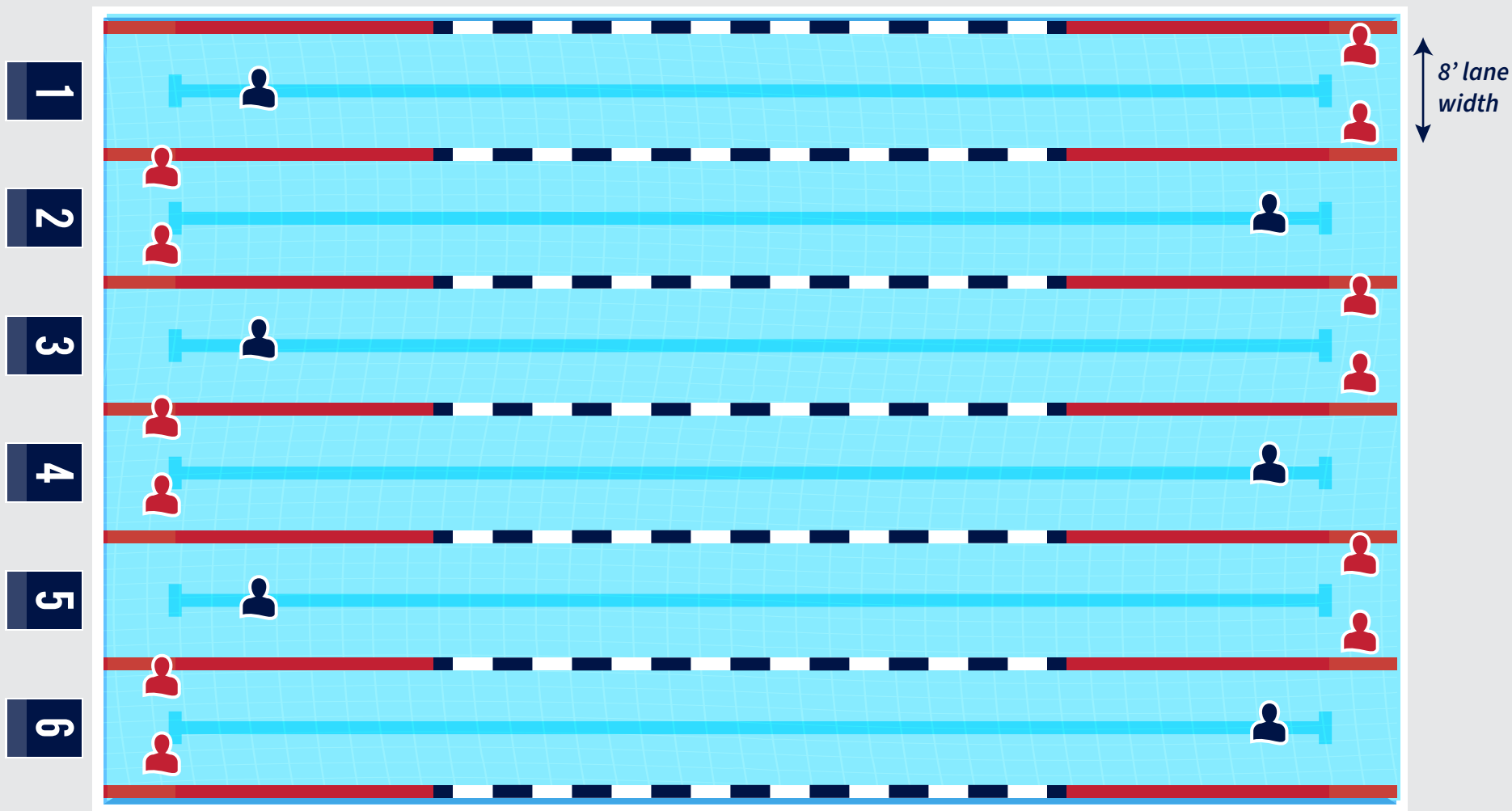


12 SWIMMERS



SOCIAL DISTANCING PRACTICE LAYOUT

25-YARD, 6-LANE POOL

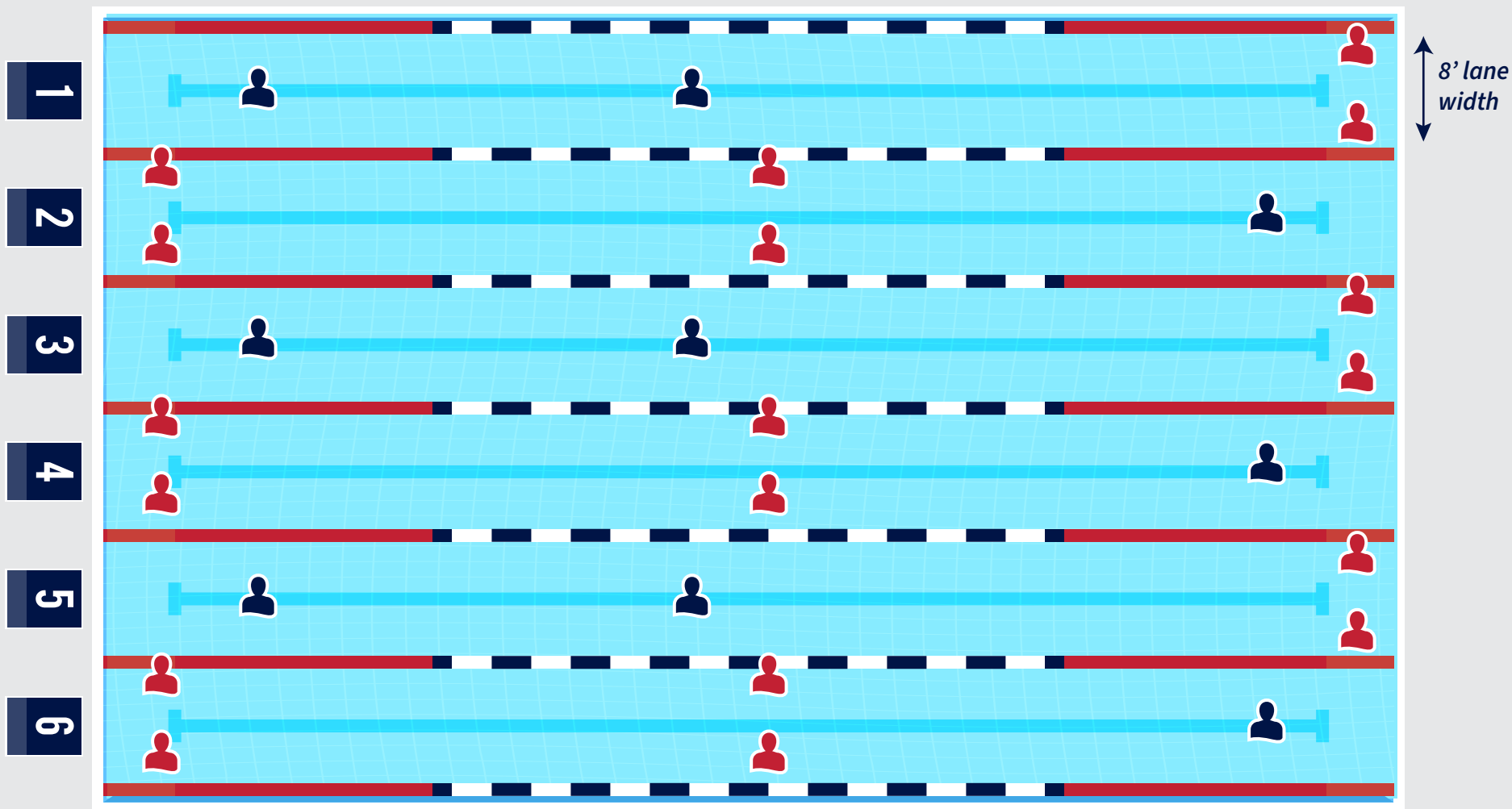


18 SWIMMERS



SOCIAL DISTANCING PRACTICE LAYOUT

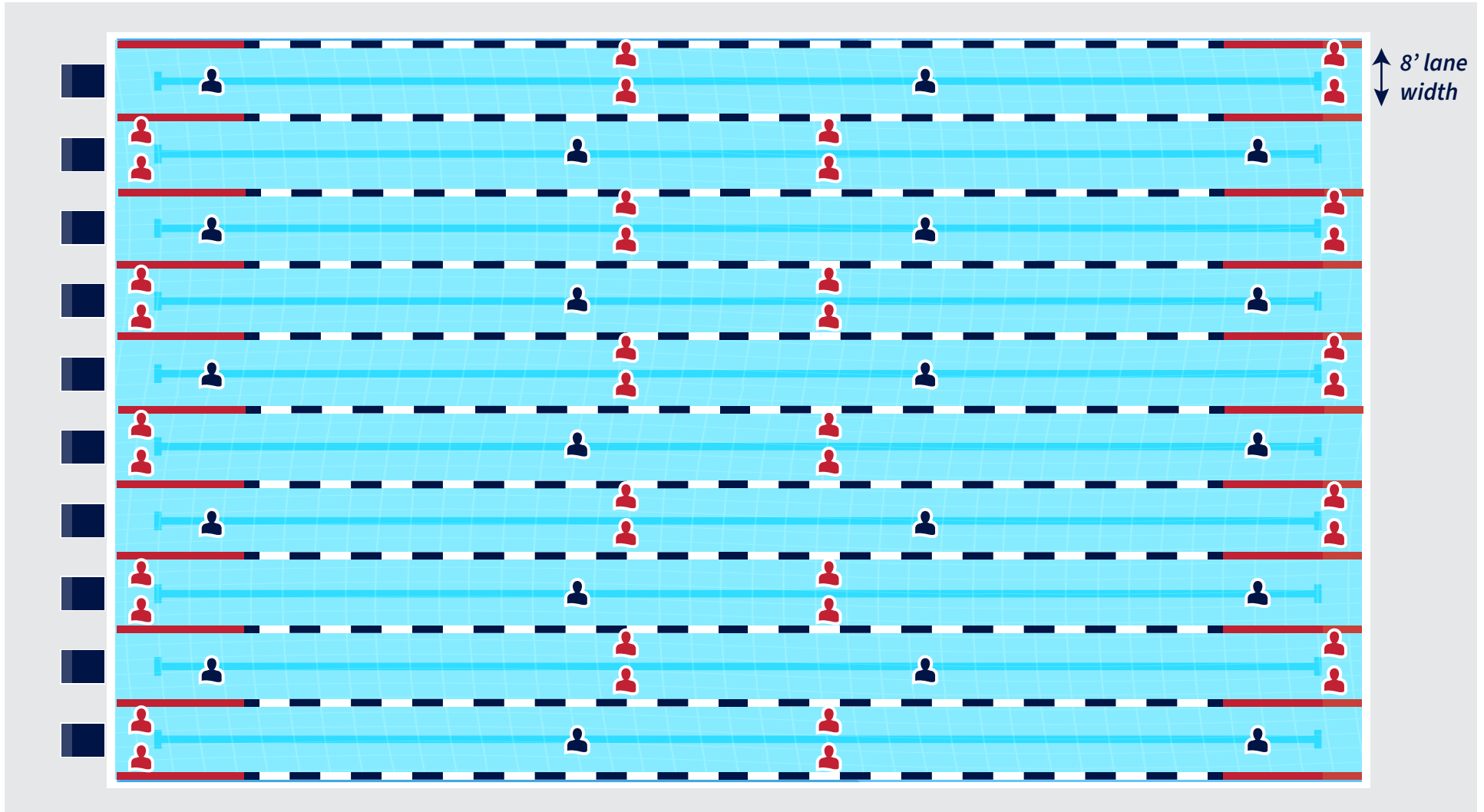
25-YARD, 6-LANE POOL



27 SWIMMERS



SOCIAL DISTANCING PRACTICE LAYOUT 50-METER, 10-LANE POOL



60 SWIMMERS



SOCIAL DISTANCING PRACTICE LAYOUT

25-YARD, ON-DECK, SIT DOWN SLIDE SETS IN CIRCLES

Swimmers maintain 6 feet apart. Mark deck with 2-inch wide colored duct tape.

Sit down/slide in to enter water.

End of set climb out and go to assigned spot.

The more "eyes" on deck the better.

Use cones or other barriers to help with separation – deck needs to be wide enough to accommodate 6' of social distance.

