

**City of Ventura**  
**Ventura Aquatic Center COVID-19 Operation Plan**

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## **Key Objectives**

- I. To reopen the Ventura Aquatic Center (VAC) amid COVID-19 with adherence to state, county, city, and CDC orders and guidelines.
  - A. The City of Ventura believes the health and fitness benefits associated with swimming are an important consideration for reopening the Ventura Aquatic Center (VAC).
  - B. The City of Ventura has developed a reopening plan that meets current state, county, city, and CDC orders and guidelines for reducing the spread of COVID-19.
  - C. Included in the city's VAC reopening plan:
    1. Centers for Disease Control and Prevention (CDC) research on proper pool chemistry and COVID-19.
    2. CDC recommended guidelines for cleaning and disinfecting community facilities.
    3. Guidance from USA Swimming for acceptable social distancing in a pool setting.
- II. **Facility Location:** Ventura Aquatic Center, 901 South Kimball Road, Ventura, CA 93004.
- III. **Staffing:** The facility will be operated by Ventura Aquatics Section staff. Staffing includes an Aquatics Supervisor, Aquatics Coordinator, Head Lifeguards, Lifeguards, Front Desk Staff, and Pool Maintenance Team.
- IV. **Schedule:** Beginning Monday, June 29, 2020, the City of Ventura will offer 40 hours of public lap swim, Monday thru Saturday, providing up to 680 swimmers with access to the VAC per week. When it is safe, additional aquatic programs and activities will be offered and scheduled hours of operation adjusted accordingly.
- V. **Public Lap Swim:** Provide the community with access to public lap swim. Access will be managed through an advanced online reservation system. Participants must attest to showing no signs or symptoms of COVID-19 prior to participating.

## **Safety Guidelines**

- I. **Social Distancing:** Social distancing between employees and swimmers will be required. Staff will be instructed to maintain at least 6-feet of physical distance between themselves and swimmers. To support physical distancing requirements, spacing designations will be marked on the pool deck, outside of the pool, and along the path of travel inside the facility. A plexiglass partition will also be placed at the front public counter, acting as a “sneeze guard” between staff and customers.
- II. **Pool Capacity:** Capacity will be set to ensure that swimmers and employees are able to maintain social distancing while on the pool deck. The maximum number of swimmers per lane will be set based on state, county, and USA Swimming guidelines for reducing the spread of COVID-19 while swimming laps.
- III. **Pool Chemistry:** The CDC’s Model Aquatics Health Code and the County of Ventura Public Health Department state that proper operation and maintenance of swimming pools should prevent COVID-19. In consideration for reopening the Ventura Aquatic Center, the automated chemical system will maintain chlorine levels between 2ppm-10ppm, and pH levels between 7.4 and 7.6. Employees will check and log pool chemistry levels before and after each public lap swim session. If the pool chemistry is not within the identified ranges, the pool will be closed until the range can be achieved
- IV. **Face Coverings:** All employees and customers will be required to wear face coverings at the facility unless wearing a face covering poses a health risk. For safety reasons, face coverings will not be allowed in the water. Staff will ensure that their face coverings:
  - Fit snugly but comfortably against the side of the face.
  - Are secured with ties, ear loops or elastic bands.
  - Allow for breathing without restriction.
  - If cloth, include multiple layers of fabric and can be laundered and machine dried without damage or change to shape.
  - Will be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately before and after removing.
- V. **Personal Protective Equipment:** Personal Protective Equipment (PPE) will be provided to all employees. PPE requirements will follow guidance from the Centers for Disease Control and Prevention (CDC) and Ventura County Department of Public Health. As such, the PPE expectations and the provision of PPE will be based on the most recent guidance and is subject to change.

**VI. Hygiene:** Employees will be required to ensure proper hygiene is consistently practiced. Hand sanitizer stations will be available on the pool deck for use by employees and customers. Emphasis will also be placed on CDC recommended hygiene habits including covering your nose and mouth when you cough, not touching your face, and avoiding high-touch objects.

**VII. Hand Washing:** Employees will be required to wash their hands often while at work, especially:

- After having been in a public place and touched an item or surface that may be frequently touched by other people.
- Before, during, and after preparing and eating food.
- Before and after treating a cut or wound.
- After using the bathroom facilities.
- After blowing their nose, coughing, or sneezing.
- After touching garbage or recycling items.

Employees are required to follow five steps to wash their hands:

1. Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather hands by rubbing them together with the soap. Lather the backs of hands, between fingers, and under fingernails.
3. Scrub hands for at least 20 seconds.
4. Rinse hands well under clean, running water.
5. Dry hands using a clean towel or air dry them.

**VIII. Cleaning:** Employees will disinfect all high use areas and surfaces at the facility including but not limited to; restrooms, sinks, tabletops, counters, door handles and push bars, electronics, etc. Common and shared surfaces will be disinfected after each use. In addition, all high use areas and equipment will be cleaned and sanitized at the end of each day by contracted janitorial staff. Gloves will be worn when performing cleaning activities and hands will be washed after cleaning.

**IX. Symptom Checks:** When staff enter the facility at the beginning of their assigned shift, a wellness check will be administered by management staff. The wellness check will include a temperature reading and questions related to symptoms associated with COVID-19. Staff experiencing any COVID-19 related symptoms will not be allowed to work. Wellness checks will be submitted to the Risk Management Division daily.

## **Guidelines for Public Lap Swim**

### **I. Public Lap Swim:**

- A. Lap swim sessions will be 45-minutes each, with a 15-minute transition time between sessions. Swimmers will be allowed to participate in one lap swim session per day.

### **II. Facility Amenities, Fees, and Available Equipment:**

#### **A. Open Amenities**

##### **1. 50-meter lap swim lanes (18 Lanes)**

- a) Public lap swim: one (1) swimmer maximum per lane, seventeen (17) swimmers' maximum per session, with one (1) lane open as needed.

##### **2. Restrooms**

- a) If needed, two (2) private restrooms will be available for swimmers.

#### **B. Closed Amenities**

|                            |                          |
|----------------------------|--------------------------|
| Lockers and Changing Areas | Showers and Suit Spinner |
| Chairs and Lounge Chairs   | Drinking Fountains       |
| Picnic Table Area          | Benches                  |
| Locker Rooms               | Recreation Pool          |
| Water Slides               | Activity Pool            |

#### **C. Cost**

|                      |        |
|----------------------|--------|
| Senior Lap Swim Rate | \$3.00 |
| Adult Lap Swim Rate  | \$5.00 |

#### **D. Equipment**

- 1. No facility owned equipment will be available for public use.
- 2. Swimmers may bring approved personal equipment for use during lap swim such as kick boards, pull buoys, fins, snorkels, float belts, etc.

### **III. Standard Operating Procedures for Public Lap Swim:**

#### **A. Public entrance**

1. All swimmers will enter the facility through the main facility entrance.
2. Swimmers will be allowed to check in 15-minutes before their reserved lap swim session.
3. Entry doors will be secured open. The public will be encouraged to avoid touching gates, handrails, fences, etc.
4. Swimmers will stand on floor markers while waiting to be checked in for their reserved lap swim session by front desk staff.
  - a) Floor markers will be placed 6-feet apart to support physical distancing guidelines.

#### **B. Lap Swim**

1. Swimmers will be required to follow established physical distancing guidelines, including maintaining physical distancing between swim sets and intervals.
2. Swimmers will be reminded to not make physical contact with others, such as shaking hands or giving high fives.

#### **C. Public Exit**

1. Swimmers must exit the pool when the “alert” message is sounded.
  - a) Swimming extra laps after the “alert” message is not permitted.
2. Swimmers must exit the facility immediately after lap swim.
  - a) Swimmers will be allotted 5-minutes at the conclusion of each lap swim session to dry off, collect their belongings, and exit the facility.
3. Congregating at the facility after lap swim will not be allowed.
4. Swimmers will exit the facility using an exit that is located away from the main entrance and waiting area.

#### D. Pool Safety Rules:

1. If you are sick or experiencing any symptoms associated with COVID-19, such as a dry cough, fever or difficulty breathing, please do not enter the facility until you are healthy and symptom free.
2. Face coverings are required at the facility unless you are in the water or wearing a face covering poses a personal safety hazard.
  - a. Face coverings are not allowed in the water.
3. Online reservations are required for public lap swim.
  - a. Sessions are 45-minutes each.
  - b. Currently, one (1) swimmer is allowed per lane.
  - c. Swimmers are allowed one (1) reserved swim session per day.
4. You may arrive up to 15-minutes prior to your reserved swim session.
  - a. Please wait on designated floor markers outside of the facility until it is your turn to check-in.
5. You may be asked questions about symptoms of COVID-19 and/or any known exposure to COVID-19 upon check-in.
6. Enter through designated entrances only.
7. Admission to the facility is for customers with reserved swim sessions only.
8. You must arrive in your bathing suit, ready to swim. Deck changes are not allowed.
9. Locker rooms are closed. Restroom facilities are available for emergencies only.
10. You must bring your own approved pool equipment such as kick boards and pull buoys. Ventura Aquatics Center equipment is currently not available for public use.
11. At the conclusion of each swim session, please gather your belongings and exit the pool promptly using designated exits only.
12. Congregating on the pool deck is not allowed.

13. All State of California, County of Ventura, City of Ventura, and CDC guidelines for reducing the spread of COVID-19 must be followed.

14. All Ventura Aquatic Center rules, guidelines, and city staff directions must be followed. Any violations will result in removal from the facility.

## **Facility Staffing Plan**

### **I. Staff Wellness Checks:**

1. Head Lifeguard conducts required staff wellness checks and sends results to Risk Management Division.

### **II. Facility Opening Procedures:**

1. Sign in at Front Desk with gloves on.
2. Turn on lights
  - a) Unlock doors
3. Entry and exit gates and locker rooms
4. Remove pool cleaner (as needed)
5. Take chemical readings
  - a) Record results in chemical log.
6. Inspect backboard.
7. Bring rescue tube, canopy, back board, first aid kit, whistle, and umbrella to tower.
8. Bring first aid kit, go-bag, gloves, and radio to canopy.
9. Inspect first aid kit and replace any supplies needed.
10. Inspect the facility, including the pool deck, and pick up any trash or lost and found items.
11. Clean high-use areas and equipment used by staff.

### **III. Before the Facility Opens to the Public**

1. Post facility guidelines on A-Frame at:
  - a) Entrances.
  - b) Along paths of travel to and from the facility.
2. Clean public high-use areas.
3. Print reservation list.



4. Check in swimmers and conduct wellness assessment in Attachment G.
5. Direct swimmers to designated areas.

#### **IV. During Lap Swim:**

1. Lifeguard A:
  - a) Lap swim supervision on tower
2. Lifeguard B:
  - a) Close / lock pool gates.
  - b) Clean high-use areas and equipment used by staff.
  - c) Rotate with Lifeguard A as needed.
  - d) Sit stationed under canopy next to exit.
3. Front Desk
  - a) Clean high-use areas and equipment used by public and staff.
  - b) Check in all swimmers.
  - c) Print reservation list for next lap swim session.
4. Aquatics Facility Maintenance
  - a) Take chemical readings.
    - (1) Record results in chemical log.
  - b) Provide support cleaning high-use areas.

#### **V. At the End of Lap Swim:**

1. Clean high-use areas and equipment used by public and staff.
2. Print reservation list for the next lap swim session.

#### **VI. Facility Closing Procedure:**

1. Inspect the facility, including the pool deck, and pick up any trash or lost and found items.
2. Turn off lights and set alarm code.



### **Staff Acknowledgment of COVID-19 Safety Procedures and Guidelines**

I \_\_\_\_\_, in returning to work at the Ventura Aquatic Center, acknowledge receipt of all safety procedures and guidelines set forth by the State of California, County of Ventura, Centers for Disease Control and Prevention (CDC), USA Swimming, and the City of Ventura connected with reducing the spread of COVID-19. I understand these safety procedures and guidelines and will adhere to and enforce them while working at the Ventura Aquatic Center.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Front Desk Cleaning Checklist

**DATE:**

| <b>Once Per Hour</b>                          | 7:15am | 8:15am | 9:15am | 10:15am | 11:15am | 12:15pm | 1:15pm | 2:15pm |
|---|--------|--------|--------|---------|---------|---------|--------|--------|
| All door handles in hallway area              |        |        |        |         |         |         |        |        |
| Drinking fountain in hallway                  |        |        |        |         |         |         |        |        |
| Counter space (on public side of plexi-glass) |        |        |        |         |         |         |        |        |
| Card reader (in between each use)             |        |        |        |         |         |         |        |        |

| <b>Once Per Shift</b> | 7:15am | 11:15am | 2:30pm | 7:00pm |
|-----------------------|--------|---------|--------|--------|
| Computer keyboard     |        |         |        |        |
| Front desk counter    |        |         |        |        |
| Computer mouse        |        |         |        |        |
| Phone                 |        |         |        |        |
| Pens that were used   |        |         |        |        |
| Chair                 |        |         |        |        |
| Cash drawer           |        |         |        |        |
| Scanner               |        |         |        |        |

## Lifeguard Cleaning Checklist

**DATE:**

| Once Per Hour                      | 7:15am | 8:15am | 9:15am | 10:15am | 11:15am | 12:15pm | 1:15pm | 2:15pm |
|------------------------------------|--------|--------|--------|---------|---------|---------|--------|--------|
| Chair and rails on lifeguard stand |        |        |        |         |         |         |        |        |
| All handrails                      |        |        |        |         |         |         |        |        |
| Outside showers (if used)          |        |        |        |         |         |         |        |        |
| Push bar on exit gate              |        |        |        |         |         |         |        |        |

| Once Per Shift                           | 7:15am | 11:15am | 2:30pm |
|--|--------|---------|--------|
| Restrooms                                |        |         |        |
| Sinks                                    |        |         |        |
| Toilet handle                            |        |         |        |
| Shower                                   |        |         |        |
| Shower rail                              |        |         |        |
| Shower seat                              |        |         |        |
| Soap dispenser                           |        |         |        |
| Chair under lifeguard canopy             |        |         |        |
| Rescue buoy and any additional equipment |        |         |        |

## **COVID-19 Daily Staff Wellness Assessments Procedure**

- Attachment A1: COVID-19 Daily Staff Wellness Assessments Procedure
- Attachment A: PPE for Wellness Assessments
- Attachment B: Daily Wellness Assessment Checklist 04.09.2020 - fillable
- Attachment C: COVID-19 Guidance for Managers 6.10.2020
- Attachment D: Employee Certification to Return to Work After Exhibiting Symptoms of COVID-19 or Suspicion of Having or Being Exposed to COVID-19 06.03.2020
- Attachment E: COVID-19 Guidance for Staff 06.12.2020

## **Additional Attachments**

- Attachment F: Ventura Aquatic Center - Additional COVID-19 Guidelines for Staff
- Attachment G: COVID-19 Public Wellness Assessment Procedures