



Lakeside Swim & Racquet Club

P. O. Box 9614 / Henrico, VA 23228

Email: golsrc@yahoo.com

Websites: www.golsrc.com or www.lakesideswim.club or www.lakesidetennis.club



Lakeside Swim & Racquet Club

Rules and Guidelines for

Summer Season 2020 (Phase 2)

Purpose

In an effort to keep us all safe and minimize the potential spread of Covid-19, LSRC is implementing the following changes and recommendations for the opening of the 2020 swim season under Phase 2 of the Forward Virginia plan. Member participation in adhering to these guidelines is appreciated.

Current Version: 2020-04 Prior Version: 2020-03 (Original)
Release Date: **06/10/2020**

Member Use of Pool Facilities

People may sign up for lap swimming and structured exercise using an online system (SignUp Genius). Members without access to the online process can call LSRC (804-264-1605) to reserve their lane for 2-hour slots.

Members may be at the pool and not swim, but they must remain with their household and 10 ft apart from others.

How to sign up for lap swimming:

1. Go to Sign Up Genius (link = <https://www.signupgenius.com/go/30E0B45ADAF2BA6FF2-lsrc>)
2. Select the lane you want to reserve and the time you want to reserve it. Remember, we have 2 slots per lane so there may be someone else in the lane with you. All time slots include one 15-minute safety break. There will be lanes identified in the recreation pool as "lap walking only".
 - 10:30 - 12:15 - Morning 1 24 slots
 - 12:45 - 2:30 - Afternoon 1 24 slots
 - 3:00 - 4:45 - Afternoon 2 24 slots
 - 5:15 - 7:00 - Afternoon 3 24 slots
3. Sign- ups will be posted a week at a time and available by 12pm every Sunday.
4. Please sign up for only 1 slot per day.
5. This procedure is subject to change as needed.

When you arrive:

1. Go to the LSRC Front Gate and follow the check-in procedure. (Answer questions, membership check, and reservation check)
2. Sign in on clipboard. Every person must sign in. Parent's signature for minor children is an indication that children have passed the COVID assessment screening.
3. Familiarize yourself with the information on the posted signage

Additional Information/Changes

- LSRC will not attempt to separate any parent from their child in the use of these communal spaces; observing an adult with a child is tantamount to assuming the adult and child live together and are free to assemble together
- Lifeguards who are actively lifeguarding are not expected to monitor behaviors outside of the pool (Typical duties of an active lifeguard)
- Please maintain 10 ft of distance from lifeguarding stations
- Should an unexpected or emergency closure of the Club be required, LSRC will notify membership via its website and an email blast to members with email addresses; members without email addresses will receive a phone call
- Members are responsible for their personal clothing and towels, making sure to take all personal items home and properly cleaning those before bringing items back to LSRC

- There will be no "lost and found," and articles left behind will be disposed of with the exception of glasses. These will be cleaned and individually wrapped in ziploc bags.
- Designated COVID-19 Point of Contact
 - LSRC designates the SwimMetro "Manager on Duty" as the responsible person for responding to COVID-19 concerns
 - The LSRC Director whom members can contact for COVID-19 concerns or questions is: Donna Clements, Chairman of the Special COVID-19 Committee and Grievance Committee
 - All staff and volunteers should know who these persons are and how to contact them
- Protective Face Coverings
 - LSRC encourages the use of [protective face coverings](#) as feasible. Face coverings are **most** essential in times when physical distancing is difficult
 - Those wearing face coverings are advised to not wear them in the water; face coverings can be difficult to breathe through when they're wet
 - The protective face cover is meant to protect other people in case you are infected, and the face cover is not a substitute for social distancing
 - Face coverings are not recommended for children under the age of 2 (or those who cannot remove the mask on their own)

**THE FOLLOWING ARE THE GUIDELINES FOR PHASE 2 WITH THE LSRC
POLICIES IN GREEN BELOW EACH REQUIREMENT.**

Safer at Home: phase two
Swimming Pools

Scope: Indoor and outdoor swimming pools.

Phase 2: Establishments must either implement the following mandatory requirements or remain closed.

Businesses must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the "Guidelines for All Business Sectors" document (below). If businesses choose to offer fitness and exercise services, they must adhere to the following additional requirements for outdoor operations:

- Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.
 - **LSRC has posted signage for all members in multiple conspicuous places**
- Post signage to provide public health reminders regarding physical distancing, gatherings, options for high risk individuals, and staying home if sick.
 - **LSRC will post signage for all members in multiple conspicuous places**

- Hot tubs, spas, saunas, splash pads, spray pools, and interactive play features must be closed.
 - **During phase 2 the wading/baby pool will remain closed**
 - **The sandbox and other communal play areas will also be closed**
- Indoor and outdoor swimming pools may be open for lap swimming, diving, exercise, and instruction only.
 - **LSRC will open for lap swimming in both pools with weekly sign up**
- Lap swimming must be limited to three persons per lane with ten feet of physical distance per swimmer.
 - **The Virginia Department of Health has acknowledged that swimmers sharing a lane must pass each other closer than the 10 foot distance and will allow that as long as the swimmers are continually moving.**
 - **LSRC is only allowing 2 swimmers per lane.**
- Diving areas must be limited to three persons per diving area with ten feet of physical distance per diver.
 - **The diving well in the recreation pool will be open for practice diving**
 - **Swimming in the well, other than to exit from a dive is not permitted**
 - **People waiting to use the diving board must maintain the 10 foot separation while waiting their turn. Look for markings on the concrete to determine 10 ft of distance.**
- Swimming instruction and water exercise classes must be limited to allow all participants to maintain ten feet of physical distance at all times unless necessary to protect the physical safety of the participant.
 - **Classes like water aerobics may be held in lanes as long as the physical distancing is maintained**
 - **Classes must reserve the necessary lanes (limit 2 lanes per class) and have a leader outside of the water directing exercises**
- Seating may be provided on pool decks with at least ten feet of spacing between persons who are not members of the same household.
 - **Deck chairs and loungers are spaced at 10 ft intervals**
 - **Members may bring their own chairs if placed 10 ft apart from other individuals and chairs**
- All seating (including lifeguard stations) must be cleaned and disinfected between uses.
 - **Chairs and loungers that have been disinfected will be marked as cleaned**
 - **Chairs ready for member use will be identified by their tipped positioning against the table. Loungers ready for member use will be identified by their backs folded downward**
- Employees working in customer-facing areas are required to wear face coverings over their nose and mouth, such as using CDC Use of Cloth Face Coverings guidance. Lifeguards responding to distressed swimmers are exempt from this requirement.
 - **All guards are required to wear masks when not lifeguarding**
- Provide hand sanitizing stations, including at the entrance/exit and where shared equipment is utilized.
 - **Hand sanitizer will be administered to all members as they arrive**
 - **Additional hand sanitizer is available at the check-in / exit station if needed**
 - **Members are also encouraged to bring their own sanitizer for personal use**
- Facilities should screen patrons for COVID-19 symptoms prior to admission to the facility. Patrons should be asked if they are currently experiencing fever (100.4 degrees Fahrenheit or higher) or a sense of having a fever, a new cough that cannot be attributed to another health condition, new shortness of breath that cannot be attributed to another health condition, new chills that cannot be attributed to another health condition, a new sore throat that cannot be attributed to another health

condition, or new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise). Anyone experiencing symptoms should not be permitted in the facility. Screenings should be conducted in accordance with applicable privacy and confidentiality laws and regulations.

- **SwimMetro will ask screening questions outlined above to all members during check-in**

FAQ (Frequently Asked Questions)

1. **Why is there a change from 6 feet to 10 feet?** The Governor and the VDH recommends the additional distance due to the physical nature of exercise and outdoor movement.
2. **Will there be marks on the ground like at the stores to help maintain social distancing?** Yes. Marks are placed around the facility to help members maintain their social distance while waiting in line. If marks are not on the ground, please maintain the 10-foot distance.
3. **Can I come to the pool and not swim?** Yes. Remember you must maintain a social distance of 10 feet with people that you do not live with. Not doing so can result in fines and/or closure of the pool, not to mention sickness.
4. **Why can't we just hang out in the pool as long as we are 10 feet apart?** The guidelines allow us to open for lap swimming, exercise, and diving only. Phase 3, when established, should give us more latitude for recreational swimming activities.
5. **If I am in the recreation pool, can I walk laps or do I have to swim?** You can walk laps as long as the 10-foot distance is maintained with the other person in your lane (exception made when passing by each other)
6. **The rules say 3 to a lane for swimming, why do we only have 2 slots?** The Covid-19 committee felt that the demand would not be that high for lap swimming under Phase 2. If the demand gets close to capacity we will open up the third spot on each of the lanes.
7. **Can we bring guests?** Under phase 2 there is a limit to our capacity therefore we are restricting the pool use to members only at this time.
8. **Why are the swim times spaced so far apart?** SwimMetro needs to clean every two hours according to the guidelines and this establishes a time for them to do so.
9. **Can I stay at the pool after my swim time is over?** Yes. This may change if we reach full capacity, but currently people may stay as long as they follow the phase 2 guidelines. LSRC reserves the right to ask members to leave the pool after 2 hours if members are waiting to enter the pool and we are at capacity.
10. **Why is the drinking fountain out of order?** Communal drinking fountains are not recommended at this time. Please bring your own water to consume.
11. **Do I have to make a reservation to dive?** No. If diving is all you plan to do in the pool then it is not required. If the wait for the boards gets too long, this policy may change.

THE FOLLOWING PHASE 2 ADDITIONAL GUIDELINES WILL BE ADHERED TO BY SWIMMETRO EMPLOYEES AND MANAGEMENT

Guidelines for All Business Sectors

Physical Distancing Best Practices:

- Establish policies and practices for physical distancing between co-workers and between members of the public
- Provide clear communication and signage for physical distancing in areas where individuals may congregate, especially at entrances, in seating areas, and in check-out lines
- Limit the occupancy of physical spaces to ensure that adequate physical distancing may be maintained (See sector-specific guidelines for more detailed information.)
- Encourage telework whenever possible
- For those businesses where telework is not feasible, temporarily move or stagger workstations to ensure six feet of separation between co-workers and between members of the public
- Limit in-person work-related gatherings, including conferences, trade shows, and trainings
- When in-person meetings need to occur, keep meetings as short as possible, limit the number of employees in attendance, and use physical distancing practices

Enhanced Cleaning and Disinfection Best Practices:

- Practice routine cleaning and disinfection of high contact areas and hard surfaces, including check out stations and payment pads, store entrance push/pull pads, door knobs/handles, dining tables/chairs, light switches, handrails, restrooms, floors, and equipment
- Follow CDC Reopening Guidance for Cleaning and Disinfection and use an EPA-approved disinfectant to clean
- For high contact areas, routinely disinfect surfaces at least every 2 hours. Certain surfaces and objects in public spaces, such as shopping carts and point of sale keypads, should be cleaned and disinfected before each use
- To the extent tools or equipment must be shared, provide access to and instruct workers to use an EPA-approved disinfectant to clean items before and after use
- Provide a place for employees and customers to wash hands with soap and water, or provide alcohol-based hand sanitizers containing at least 60% alcohol. (See sector specific guidelines for more detailed information.)
- When developing staff schedules, implement additional short breaks to increase the frequency with which staff can wash hands with soap and water. Alternatively, consider providing alcohol-based hand sanitizers with at least 60% alcohol so that workers can frequently sanitize their hands
- Provide best hygiene practices to employees on a regular basis, including washing hands often with soap and water for at least 20 seconds and practicing respiratory etiquette protocols
- A CDC training video is available here: <https://www.cdc.gov/handwashing/videos.html>.

Enhanced Workplace Safety Best Practices:

- Prior to a shift and on days employees are scheduled to work, employers should screen employees prior to starting work. Employees should also self-monitor their symptoms by self-taking of temperature

to check for fever and utilizing the questions provided in the VDH Interim Guidance for COVID -19 Daily Screening of Employees before reporting to work. For employers with established occupational health programs, employers can consider measuring temperature and assessing symptoms of employees prior to starting work/before each shift. CDC considers a person to have a fever when he or she has a measured temperature of 100.4° F (38° C) or greater, feels warm to the touch, or gives a history of feeling feverish

- Implement practices such as those described in VDH Interim Guidance for COVID - 19 Daily Screening of Employees for examples of a screening questionnaire. A sample symptom monitoring log is available in this Interim Guidance
- Instruct employees who are sick to stay at home and not report to work. If an employee becomes ill or presents signs of illness, follow CDC What to Do if You Are Sick guidance. Employers should post signage in the common languages of the employees telling employees not to come to work when sick
- Develop or adopt flexible sick leave policies to ensure that sick employees do not report to work. Policies should allow employees to stay home if they are sick with COVID-19, if they need to self-quarantine due to exposure, and if they need to care for a sick family member. Employers should recommend that employees follow CDC guidance on If You Are Sick or Caring For Someone
- Some employees are at higher risk for severe illness from COVID-19. These vulnerable employees include individuals over age 65 and those with underlying medical conditions. Vulnerable employees should be encouraged to self-identify and employers should take particular care to reduce their risk of exposure, while making sure to be compliant with relevant Americans with Disabilities Act (ADA) and Age Discrimination in Employment Act (ADEA) regulations

1. Consider offering vulnerable employees duties that minimize their contact with customers and other employees (e.g., restocking shelves rather than working as a cashier), if agreed to by the employee.

2. Protect employees at higher risk for severe illness by supporting and encouraging options to telework.

3. If implementing health checks, conduct them safely and respectfully, and in accordance with any applicable privacy laws and regulations. Confidentiality should be respected.

4. Other information on civil rights protections for workers related to COVID19 is available [here](#).

- Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
- Implement staggered shifts for both work periods and break periods. Consider cohort scheduling where groups of employees only work with employees in their group.
- Limit the number of employees in break rooms and stagger breaks to discourage gatherings.
- Use messaging boards or digital messaging for pre-shift meeting information.
- If the building has not been occupied for the last 7 days, there are additional public health considerations that should be considered, such as taking measures to ensure the safety of your building water system. However, it is not necessary to clean ventilation systems other than routine maintenance as part of reducing the risk of coronavirus transmission.
- Establish a relationship with your local health department and know who to contact for questions.

APPENDIX

Data Sources

CDC/Centers for Disease Control & Prevention
EEOC Pandemic Preparedness in the Workplace
Virginia State Government (Governor's office & Department of Health)
Henrico County Government

Regulatory Awareness

LSRC will follow requirements, restrictions, and limitations as outlined by Governor Northam's [Executive Orders](#) relating to the COVID-19 pandemic, which currently includes observing the separation of persons by 10 feet.

Additionally, LSRC will follow any additional guidelines outlined by local ([Henrico County](#)) or other Commonwealth of Virginia, [Department of Health](#), regulatory agency policies on gathering requirements or recommendations to determine if events, such as aquatic fitness classes, swim lessons, swim team practice, swim meets, or pool parties can be held.

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