



Capital Wave Return to Swimming Plan for Fall

**2021 / 2022 Inaugural Swim Season for the Capital Wave
Swimming and Water Polo Club**

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Capital Wave Return to Swimming Plan for Fall

Please note that this is a living document. Ensure that you have the latest version of this document as posted on our Club's website -

<https://ottawawaterpolo.com/covid-19-info/>

Thank you to Swim Ottawa for their guidance in the completion of this document.

Committee

Capital Wave Board of Directors:

- Jason Plomp
- Kim Darling – designate to monitor latest COVID developments
- Anna Chang
- Ahmed Abdelfattah
- Fraser Anderson
- Masha Bhullar
- Rodrigo Rojas
- Lisa Bloom

Assessment of Risk

- There have been minimal numbers of COVID cases in Ottawa. Our population has a high vaccination rate.
- Other aquatic groups use the same facilities. There are separate designated spots to prevent group mixing when there are back-to-back groups.
- Our participants are between the ages of 7-13 and coaches range from 15-60.
- Physical distancing can be maintained within our pools, and for now change rooms will be limited to after training only for 5-10 minutes maximum. They will be cleaned between user groups.
- All swim training for fall will be at indoor pools.
- All staff and swimmers who are eligible must be fully vaccinated. Swimmers who are between 1st and 2nd doses will not be permitted to swim at The University of Ottawa.
- Coaches will re-evaluate the effectiveness of the Return to Training Plan as needed or as recommended by local government and the governing bodies of Swim Ontario and, if appropriate, Ontario Water Polo.

Program Requirements

- All registrants who are eligible must be fully vaccinated. Proof of second dose is required.
- All registrants will complete forms for the new season this fall. The following forms must be completed via their Swimming Canada Registration system account for the 2021-2022 swim season to be fully registered:
 - Acknowledgement and Assumption of Risk;
 - COVID-Attestation;
 - Code of Conduct and Concussion Awareness forms (Rowan's Law Requirements)
- All coaches must be fully vaccinated. Proof of second dose is required.
- All coaches will complete forms for the new season this fall. The following forms can be accessed

via their CSCA account for the 2021-2022 season and must be completed to be fully registered:

- Acknowledgement and Assumption of Risk;
- COVID-Attestation;
- Code of Conduct and Concussion Awareness forms (Rowan's Law Requirements)
- Offence Declaration

Attendance Record Keeping

Attendance will be recorded on a Google drive spreadsheet accessible to all coaches. These records will be retained for 10 years.

Health Monitoring and Communication Procedures

The Daily Self-Screening Protocol is in place to try and prevent sick or symptomatic athletes, coaches and/or parents from leaving their homes and decrease the likelihood of spreading infection.

Before In-Person Training Session

Participant (athlete or staff) shall not attend practice if they:

- Have been diagnosed with COVID-19, or are waiting to hear the results of a lab test for COVID-19
- Have symptoms of COVID-19, even if mild
- Have been in contact with a suspected, probable, or confirmed case of COVID-19 in the last 14 days
- Have been told by public health that you may have been exposed to COVID-19
- Have returned from travel outside of Canada with symptoms of COVID-19

Swimmers and coaches complete self-assessments before every practice (Appendix A: <https://covid-19.ontario.ca/school-screening/>). Coaches will verbally ensure all athletes have completed self-assessment and will deny access if not completed.

- Any swimmer or coach that experiences any symptoms of a fever, recent cough, unusual fatigue, headache or has had any exposure to someone who has any symptoms, must stay at home and seek medical treatment.
- Swimmers, coaches and staff must answer 'no' to all screening questions (see Appendix A). Any 'yes' responses by any swimmer or coach, will not be cleared for that practice, and must stay home and seek medical treatment.
- If the coach can not attend practice, they must contact the Head Coach, Club President and COVID Officer. If a qualified and available coach replacement can not be found for that practice, the training will be cancelled until such coach can be found, or the coach in question is cleared by a medical professional.
- Any swimmer or coach that has had a fever or symptoms of illnesses, will not be allowed to attend practices until cleared by our Covid Officer who follows Ottawa Health protocol.

During Training Sessions

- Athletes and staff should monitor their health during a training session, and if they feel ill or experience signs or symptoms of COVID-19 (even mild) they must leave the training session and contact their medical provider (doctor/nurse practitioner) to consider the appropriateness of further investigations.
- Further investigations may include a test for COVID-19, which then may lead to the notification of

appropriate public health officials regarding a positive test result and our COVID Officer at covid@capitalwave.ca.

- Public health officials will determine any requirements related to the facility and/or group operations as well as any requirements around contact tracing as it relates to managing the spread of the virus.
- The athlete or staff member may not return until receiving clearance from the physician, and if a test for COVID 19 was completed, a negative test result will be required before further training is permitted by the club's COVID Officer. If home isolation is required, Public Health guidelines must be followed.

Protocol for a Positive COVID-19 Test

Should any swimmer, coach or staff test positive for COVID-19, these measures are to be followed immediately:

- Athlete must stay home.
- The individual must notify the club at covid@capitalwave.ca
- The club will notify the Pool Supervisor of the facility the individual trained at.
- The team will be notified and will follow directions of health officials as to next steps.
- The individual will require proof of medical clearance prior to returning to the team or any club events.
- Swim Ontario will be notified of any COVID-19 positive test of any participant (athlete, coach, volunteer, staff...) by completing the Incident/Injury Report Online Form. Requested information will include: gender, age and their recent training activity over the preceding 14-day period.

Coaches Requirements Training

Pre-Training

Coaches will host a mandatory "Zoom" meeting with athletes (and guardians) before training to discuss responsible training behaviour and expectations.

- Coaches will not use whiteboards/shared surfaces to communicate workouts.
- The training schedule/details will indicate arrival time to ensure physical distancing.
- Coaches will communicate the necessary training equipment prior to each session.
- Coaches will take detailed attendance and confirm that athletes have completed mandatory daily self-screening protocol.
- Coaches will ensure that there is no penalty for missed practices, making it clear that if an athlete or household member does not feel well, they must stay at home.

Training Session

- Coaches will wear appropriate Personal Protective Equipment as required by Ottawa Public Health guidelines and Ottawa University guidelines.
- Coaches will practice respiratory etiquette, hand hygiene and physical distancing protocols during training, ensuring Open and Observable environments are maintained.
- Coaches will wear Capital Wave apparel identifying them as a coach for the club.
- Coaches will foster and maintain a good working relationship with lifeguards.

After Training

- Coaches will ensure athletes leave the training environment in a staggered manner in order to maximize physical distancing. Athletes are responsible for their own equipment, not coaches.
- Once athletes have left the training environment, coaches will exit immediately and use good hand hygiene practices (hand sanitizer) following the facility guidelines.
- Coaches will re-evaluate the effectiveness of the Return to Training Plan as needed or as recommended

by local government and the governing bodies of Swim Ontario and, if needed, Ontario Water Polo.

Swimmer and Family Requirements

Pre-Training

- Athletes will come prepared wearing their suits and having water bottles filled and equipment bags with them at the designated time for each training session.
- Athletes should arrive (and leave) the facility wearing a mask.
- Athletes will not use the change rooms and should shower at home before and after training.
- Athletes are expected to review workout expectations before arriving at the pool.
- Training equipment must be brought in an equipment bag that can be transported to and from their designated spot to their lane (i.e. not dropped or thrown around, to minimize contact).
- Coaches have asked that only pull buoys, fins and kickboards be used. Snorkels have **not** been approved for use by the City of Ottawa for indoor pools at this time.
- There will be no sharing of equipment between swimmers, nor will city equipment be available for use.
- Activation should be completed before entering the facility, either at home or outside of the facility. If activation is completed on site, outside of the facility, athletes must ensure physical distancing practices are in place.
- Upon arrival on the pool deck, coach will confirm swimmers have completed their COVID-19 Self-Assessment. (Appendix A).
- Swimmers must maintain physical distancing of 2 meters at all times
- Ensure there is a 2m distance between swimmers, parents and coaches during drop-offs & pick-ups.
- Swimmers must sanitize their hands at hand-sanitizer stations before entering the facility.
- Swimmers are to drop off personal belongings at assigned locations and await instructions from the coach to enter the pool/begin practice in an orderly, physically distanced manner.
- Swimmers will proceed to their designated end of pool (i.e. deep/shallow), and lane number.

Training Session

- Athletes will follow all current Swimming Canada guidelines applied to lane usage and capacity. (<https://www.swimming.ca/content/uploads/2020/11/Increasing-Swimming-Lane-Ratios-Safely.pdf>)
- Athletes will follow all direction from Coaches and City / University staff when it comes to providing a safe environment for all.

After Training

- Mandatory transition times of 15 minutes will be built in between training groups. Coaches will ensure athletes leave the training environment in a staggered manner in order to maximize physical distancing.
- Athletes are responsible for their own equipment, not coaches.
- Athletes will leave the pool immediately after training, ensuring that masks are worn as soon as possible after training.
- Athletes will attend all pre & post training Zoom calls that are scheduled to evaluate the Return to Training Plan and safety procedures. Athletes should clarify all aspects of the Return to Training Plan to ensure their safety and the safety of other athletes.

Safe Sport

An open and observable environment will be maintained at all times. A coach/staff shall never be alone with an athlete.

- The training session will be cancelled or additional staff will be arranged to provide coverage (i.e. 2 coaches) if less than minimum 3 people.
- Open and Observable environments will apply to online communication. All forms of electronic communication (email, text, Zoom, Skype, etc.) will never be in the form of one-on-one interaction and will always be done in a group setting.
- Communication will be done via emails to the parents' account. Texting, if done, will be directly to parents' mobile devices, not directly to athletes. For Zoom calls, a waiting room will be set up to ensure 2 or more athletes are on at any given time. Zoom organizers will immediately end all meetings to ensure everyone leaves the meeting simultaneously.

Disciplinary Action

- If any swimmer (or parent) fails to comply with any of the requirements described above, it will be grounds for corrective action up to and including removal from the session or removal from the program itself.
- Parents will be informed of any swimmer infractions by email following the practice.

Participant Education

Coach/Staff Education

- Orientations with pool managers of the City of Ottawa pools and the University of Ottawa prior to the start of the Fall session.
- Review the latest guidelines and directives from:
 - Swim Ontario – http://swimontario.com/news_detail.php?id=3408
 - Swimming Canada – <https://www.swimming.ca/en/resource-hub/>
 - Including Non-medical face mask guidelines from Public Health Ontario – [COVID-19 \(coronavirus\) in Ontario](#)
 - Ottawa Public Health – <https://www.ottawapublichealth.ca/en/index.aspx>

Facility Operating Rules and Procedures

- Every coach has done a pool orientation with the pool manager prior to the start of our Fall training program.
- Methods to enter & exit the pool area have been designed conjointly with each facility site supervisor and Capital Wave coaches.
- Facility maps for entrances and exits are included in the appendix for each pool: BMRC, University of Ottawa, and Sawmill.
- These procedures will be communicated by email and zoom call to each training group after club registration to the fall program is approved and before the first practice.
- Swimmers should arrive in their training suit.
- Showers should be taken at home both before and after practices.

- Washroom facilities will remain open, but all are encouraged to use home facilities prior to practice.
- Fountains will not be available. Swimmers should come prepared with filled water bottles.
- There will be a one-way entrance and one-way exit at each facility, to be communicated to the membership prior to the first practice via email, and a Zoom meeting.
- City/University staff will set-up the pool and do all disinfections between rental groups. All club members are to wait, masked and physically distanced, in their designated area, until the pool cleared for use.
- No Capital Wave swimmer or coach is allowed to set-up or tear-down the pool.
- All common areas, including restrooms will be disinfected between uses by City of Ottawa or university staff.
- Facilities are cleaned daily following all practices by City of Ottawa or university staff

Athlete and Parent Education Plan

- Each family will be provided a summary of the Capital Wave Return to Swimming Plan for the Fall before training resumes. It is also posted on the Capital Wave website.
- Families will be provided a summary page for the pool(s) their swimmer will be utilizing during the fall, including:
 - Program description: group name/swimmer composition, location, days/times, assigned coach.
 - Arrival, departure and organization information
 - Health monitoring process, including reporting requirements
 - Implications of not following rules (disciplinary actions)

Swim Training Schedule

| Training schedule 2021-2022 | | | | | | |
|--|---|-----------|----------|--------|----------|--------|
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Jr Waves A - 6:15-7:15 pm BMRC Coach Rodrigo | Jr Waves B - 6:00-7:00 pm Sawmill Coach Fraser | | | | | |
| Jr Waves C - 7:30-8:30 pm University of Ottawa Coach Fraser | 13U Comp - 7:30-8:30 pm University of Ottawa Coach Rodrigo | | | | | |

Appendix A: Health Screening Tools

Screening tool for City of Ottawa pools: [COVID-19 screening tool for students and children in school and child care settings \(ontario.ca\)](#)

Screening tool for University of Ottawa pool: For children 12 and over [COVID-19 Assessment Tool \(uottawa.ca\)](#). Swimmers under 12 use the same assessment tool as above for the City of Ottawa.

Appendix B: Information Sheet for each facility

Sawmill Creek Pool (City of Ottawa)

- The pool door will be opened by a lifeguard 10 minutes before our booking and our group will be admitted together at the same time. Coaches ask athletes to arrive at the pool 15 mins before the practice starts and can wait in their cars if needed. We will then enter all at once.
- During winter athletes will each take a blue bin to put their outdoor shoes (boots or no boots)
- Parents are allowed to park in the parking lot if they choose to
- After entering the facility, club coaches and athletes will go through the family changing room and place their belongings under a green check mark and wait for instructions.
- Once the practice is completed, athletes will head into their respective changing rooms where they can quickly change and exit the facility the same way they came in.



Bob MacQuarrie Recreation Complex Pool (BMRC) (City of Ottawa)

- Athletes and coaches will meet outside the roundabout entrance as shown on the map 15 minutes before the scheduled practice. Everyone will sign in and enter together 10 minutes before practice.
- Parents are allowed to park in the parking lot if they choose to
- After entering the facility, club coaches and athletes will sign in and head downstairs to the main pool lobby while they wait for the lifeguards to let them in. Athletes must respect the 3 meter circles and stay put. No bouncing water polo balls around or horsing around will be tolerated. Once allowed in, athletes will place their belongings in a bin provided by the pool.

- Once the practice is completed, athletes will be assigned to the changing rooms and they can quickly change and exit the facility the same way they came in.



University of Ottawa (Private pool)

Junior Waves and under 12 (2010 and younger who cannot be vaccinated but not including accommodations):

- COVID-19 Vaccination Declaration Online Tool does not work for athletes under 12
- Complete self-assessment before EVERY practice (<https://covid-19.ontario.ca/school-screening/>) – Coaches will ensure all athletes have completed self-assessment and keep attendance. No need to print or show self-assessment to the coaches as they will ask each athlete verbally. It is the responsibility of the athlete to answer honestly.
- Ensure you have all your gear in your bag including goggles and a full water bottle
- Ensure that you are there 15 minutes early – No one will be admitted late
- Ensure you are masked and maintain social distance – do not remove your mask until the coach tells you to

All athletes 12+ (2009 and older):

- Sign up for Ottawa U's COVID-19 Vaccination Declaration Online Tool (<https://www.uottawa.ca/coronavirus/en/mandatory-covid-19-vaccination>) – ensure you register a few days in advance of your first practice at Ottawa U as it may take at least 24 hours for the registration to become active; you must load proof of vaccination – both proof of vaccine receipts are required separately

- Complete Covid Assessment Tool – OTHER (<https://cst.uottawa.ca/en/csa>) before EVERY practice at OttawaU – sign in and complete the DAILY HEALTH CHECK IN – type “NONE” in contact and “Montpetit Hall – pool” in Name of Buildings – answer the questions and get the result – Only attend if you get the message that you may proceed to campus today.
- Ensure you have all your gear in your bag including goggles and a full water bottle
- Ensure that you are there 15 minutes early – No one will be admitted late
- Ensure you are masked and maintain social distance – do not remove your mask until the coach tells you to.

