

# TEMPLATE

## Public Pool COVID-19 Preparedness Plan

### INSTRUCTIONS

This template is intended to be a resource and starting point for developing a Public Pool COVID-19 Preparedness Plan for swimming pools and aquatic facilities reopening in Minnesota. Carefully read through the entire plan template and details where applicable and make modifications and customize for your particular facility. This is an open source document intended to be modified and customized to best suite your needs. Additional information, products and resources can be found at [www.horizonpoolsupply.com](http://www.horizonpoolsupply.com).

### DISCLAIMER

This template and material have been provided by Horizon Chemical Co Inc d/b/a Horizon Commercial Pool Supply (HCPS) to assist swimming pools and aquatic facilities in Minnesota in creating a required Public Pool COVID-19 Preparedness Plan. This template is not intended to encompass every detail at every facility. The template should be reviewed in detail by facility owner(s) and completed and modified to best suite their facility and circumstances. While HCPS has made every attempt to ensure the information in the template is accurate and will satisfy all requirements and related guidance, HCPS assumes no responsibility or liability for any errors or omissions in the contents of this template. It is entirely the responsibility of the user(s) of this template to ensure it complies with all requirements and its suitability for their facility. Resources have been provided at the end of this template to ensure additional regulatory information is available to verify the accuracy and thoroughness of a final plan.



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# Public Pool COVID-19 Preparedness Plan for:

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Our facility is committed to providing a healthy and safe environment for our swimmer and staff. To ensure we have a safe and healthy public pool and facility, we have developed the following Public Pool COVID-19 Preparedness Plan in response to the COVID-19 pandemic. The pool operator, managers and staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our public swimming pool facility and surrounding areas, and that requires full cooperation among our pool operators, staff, management, and swimmers. Only through this cooperative effort can we establish and maintain the safety and health of our swimmers and staff.

## Before Reopening and Pools That Choose to Remain Closed

### Secure Premises To Prevent Access

Drowning remains a leading cause of accidental injury death in the United States. If the pool is closed, all doors, gates, and windows that allow access will be closed and locked.

### Maintain Recirculation and Disinfection

#### All pools and spas

We will maintain the pool chemistry even if the pool is not operational and do the following:

- ✓ We will keep the water chemically balanced to prevent damage to surfaces and equipment by corrosive or scale-forming water. Properly balanced water will prevent biofilm and algae growth.
- ✓ We will minimize the use of pool heaters. Heaters will be run for 15-20 minutes after starting circulation to ensure they are operating correctly. After that, they will be turned off until the pool is ready to be open for bathers.
- ✓ We may reduce the speed of the circulation pump and will ensure there is enough water flow to keep the chemical controllers operating, and to turn the volume of water over at least once daily.
- ✓ We will maintain the pool as normal and will check and balance the water chemistry, remove debris, and clean the skimmers and pump baskets no less than once a week. Continued maintenance will include brushing, vacuuming, and backwashing.

#### Aquatic play features

Aquatic play features or fountains such as water slides, cascading mushrooms, dumping buckets, or spray decks will be operated intermittently by circulating water through these features several times per week for at least 30 minutes to help reduce pathogens in plumbing lines that service these features.

## Seasonal pools

We will clean and start the pool as normal and follow the guidance above. If present, we will leave safety covers installed to reduce the amount of debris entering the water.

## Hot Tubs and Spas: Legionella Concerns

Extended closures of hot tubs and spas can increase the risk of waterborne diseases such as Legionnaires' disease. *Legionella* is the organism that causes Legionnaire's Disease and Pontiac Fever. It is important to ensure hot tubs and spas are safe to use and minimize the transmission of *Legionella* and other bacteria. We will adhere to the following CDC guidance:

Extended Hot Tub/Spa Closures (<https://www.cdc.gov/healthywater/swimming/aquatics-professionals/extended-hot-tub-closures.html>)

Operating Public Hot Tubs/Spas (<https://www.cdc.gov/healthywater/swimming/aquatics-professionals/operating-public-hot-tubs.html>)

Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation (<https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>)

## Open Pool Facility Plan

### Capacity and Distancing

Our pool operator is ultimately responsible for ensuring that social distancing requirements are met. They have determined user capacity based on social distancing requirements, and the facility's pool & spa deck, restroom, and locker room configurations.

Reduced POOL Capacity is: \_\_\_\_\_

Reduced SPA Capacity is: \_\_\_\_\_

Reduced \_\_\_\_\_ Capacity is: \_\_\_\_\_

Reduced \_\_\_\_\_ Capacity is: \_\_\_\_\_

Total Reduced Pool/Spa Area Capacity is: \_\_\_\_\_

The following considerations and requirements have been used to determine the reduced capacities (*Check each measure used in considering capacity reductions. 50% reduction is minimum*):

- The capacity has been reduced by a minimum of 50% of code limited capacity.**
- The square footage needed per bather to allow for 6 feet of space for each patron (except for family groups) in the pool and on the deck at all times.
- Capacity allows for proper social distancing on the pool deck in the event of a fecal incident or other life-safety situation where bathers may need to exit the pool and remain on the pool deck or evacuate to another location.

- Established a schedule with time slots for various activities and allow sign-ups online and/or by phone. *[insert details if applicable]*
- assigned separate entries and exits and manage the flow of users to move in one direction. *[insert details if applicable]*
- Impacts on programs – recreational swim, water exercise, lap swim, swim lessons, swim team practices. *[Insert plan details for these scenarios, if applicable]*

### **Lobby and locker rooms**

The following measures have been taken to provide for social distancing and limit contact in our lobby areas and locker rooms, if applicable. *(Check each measure implemented & provide details as necessary):*

- Not applicable.
- Installed sanitizing stations at the entrance to facility and at key locations throughout the facility where customers are likely to contact shared equipment.
- Enforce the requirements for user sanitation and safety, including showering, as stated in [Minnesota Rule 4717.1650: User Sanitation and Safety](https://www.revisor.mn.gov/rules/4717.1650/) (<https://www.revisor.mn.gov/rules/4717.1650/>).
- Staggering entry of users and establish time limits to maximize the number of users while maintaining capacity limits. *[insert details if applicable]*
- Established safe places for guests to wait for entry. *[insert details if applicable]*
- Re-arranged locker rooms and/or put in place other physical barriers or markings to encourage social distancing. *[insert details if applicable]*
- Guests will not be allowed to congregate while waiting for access. Floor markings, outdoor distancing, waiting in cars, or other techniques to maintain adequate separation will be used. *[insert details if applicable]*

### **Pool deck and bodies of water**

The following measures have been taken to provide for social distancing and limit contact on our pool deck areas and in bodies of water. *(Check each measure implemented & provide details as necessary):*

- Deck furniture has been arranged in accordance with distancing requirements.
- Furniture locations have been marked. *[insert details if applicable]*
- The number of individuals on play features has been limited to avoid crowding. *[insert details if applicable]*
- Markings indicating proper distancing for people standing in line will be installed for features including diving boards, slides and other aquatic play features. *[insert details if applicable]*
- Proper distance between swimmers has been implemented for lap swimmers. One patron per lane at a time is allowed for lap swimming or competition. Patrons are required to swim in the middle of the lane to allow for maximum distance between their heads. *[insert details if applicable]*

### **Staffing**

Our facility has reviewed staffing and implemented the following to ensure a safe environment. *(Check each measure implemented & provide details as necessary)*

- ✓ Adequate staffing will be ensured to accommodate modifications to the operation, including altered hours of operation and enhanced cleaning and disinfecting protocols.
- ✓ All staff, monitors, attendants or screeners will be trained on new procedures and expectations and will be provided this plan and be trained on and familiar with its contents.

- ✓ Staff schedules will be modified to schedule staff in teams to help to reduce exposures within the staff.
- ✓ Sick leave (time off) policies and practices have been implemented for staff that are flexible and non-punitive.
- ✓ We have communicated with our local regulatory authorities to ensure our staffing plan adheres to local interpretations.

**Lifeguarded Facilities (if applicable)**

- ✓ A designated person has been assigned at our facility to ensure that guidelines and regulations are followed.
- ✓ Attendant(s) will be assigned to monitor the capacities and social distancing while pool(s) are open (*Monitor/Attendant/Screeener Registration Form included in Appendix*)
- ✓ A lifeguard while on lifeguard duty will NOT perform duties of the attendant/monitor/screeener or be given additional duties that distract from the responsibilities of lifeguarding.

Name or position of Designated Person: \_\_\_\_\_

**Non-Lifeguarded Facilities (if applicable)**

In order to ensure access, mandated capacity limits, and social distancing will be adequately monitored, while considering the nature of our facility, we have implemented the following monitoring procedures or systems. The below person or position has been designated to ensure these procedures and systems are followed. (*Check each measure implemented & provide details as necessary*)

Name or position of Designated Person: \_\_\_\_\_

(*Monitor/Attendant Registration Form included in Appendix.*)

- Staff Pool Monitor(s) –Staff members registered as Monitor(s)/Attendant(s) will check the pool area or pool facility at the following intervals and/or times any time the pool is open.  
*[insert details if applicable]*
- Volunteer Pool Monitor(s) –Volunteers registered as Monitor(s)/Attendant(s) will check the pool area or pool facility at the following intervals and/or times any time the pool is open.  
*[insert details if applicable]*
- Video Monitoring – A video monitoring system is/will be installed and will be monitored in the following way:  
*[insert details if applicable, including location of monitoring and who will monitor]*
- Reservation Use Only – A reservation system has been developed to only allow families or small groups to use the pool or facility at any one time.  
*[insert details if applicable]*
- Onsite Pool Monitor/Attendant – Registered Monitor(s)/Attendant(s)/Screeener(s) will be assigned to the pool area during ALL open hours.
- Other: *[insert details if applicable]*

## Signage

Our facility will provide and post the following signage throughout the pool area and facility entrance(s) to adequately communicate reduced capacities, social distancing requirements, and other hygiene and safety measures.

- ✓ Reduced Capacity
- ✓ Social Distancing
- ✓ Reminders to wash hands and practice good personal hygiene
- ✓ Recommend use of face coverings with note to NOT use face coverings while swimming
- ✓ Location of handwashing and sanitizing stations
- ✓ Instructions on how to identify symptoms of COVID-19
- ✓ Information about being excluded if individuals or household members are exhibiting symptoms of COVID-19

## Emergency Protocols and Other Safety Considerations

We will evaluate the COVID-19 impact on rescue protocol as follows (if applicable):

- ✓ Ensure adequate supply and reliable source of personal protective equipment (PPE).  
*[insert details if applicable]*
- ✓ Evaluate and revise CPR protocol as needed (example: acquire bag valve mask to eliminate the need for mouth to mouth resuscitation).  
*[insert details if applicable]*
- ✓ Have staff treat any emergency victim as COVID-19 positive until otherwise determined.

## Cloth Face Coverings

We will encourage the use of cloth face coverings for employees and guests, **when not in the pool**. See CDC guidance on cloth face coverings: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>).

**We will NOT allow swimming with cloth face coverings on. Cloth face coverings can make it difficult to breathe when wet, increasing the risk of drowning.**

## Cleaning and Disinfecting the Facility

In addition to regular maintenance, the following cleaning protocols have been implemented (Check each measure implemented & provide details as necessary):

- ✓ Cleaning and disinfection of the pool area and facility will occur at the following times each day:
  - Before opening
  - At shift changes
  - After closing
  - Other \_\_\_\_\_
- ✓ The following cleaning chemicals and/or disinfectants will be used for pool area cleaning:  
*[insert additional details]*
- ✓ Chemicals used to clean the decks, furniture, or other equipment will not be allowed to enter the pool water.

- ✓ The following areas and equipment will be cleaned (Check each measure implemented & provide details as necessary):

- |  |   |
|--|---|
| <input type="checkbox"/> Ladders (above water level)   | <input type="checkbox"/> Drinking fountains |
| <input type="checkbox"/> Handrails (above water level) | <input type="checkbox"/> Emergency phones   |
| <input type="checkbox"/> Tables                        | <input type="checkbox"/> Toilets            |
| <input type="checkbox"/> Doorknobs                     | <input type="checkbox"/> Faucets            |
| <input type="checkbox"/> Switches                      | <input type="checkbox"/> Sinks              |
| <input type="checkbox"/> Deck furniture                | <input type="checkbox"/> Diving equipment   |

[insert additional details if applicable]

- Adequate equipment will be provided for patrons and swimmers, such as kick boards and pool noodles, to minimize sharing to the extent possible.  
[or]
- Use of equipment will be limited by one group of users at a time and cleaning and disinfecting will be performed between uses.
- A cleaning protocol that addresses the HVAC system has been implemented (indoor facilities only).  
*[insert details if applicable]*

## Water Chemistry and Maintenance

Proper operation, maintenance, and disinfection (with chlorine or bromine) of swimming pools should kill the virus that causes COVID-19. We will maintain the disinfection residuals required in the Minnesota pool code: Minnesota Rule 4717.1750: Pool Water Condition (<https://www.revisor.mn.gov/rules/4717.1750/>).

## Employee COVID-19 Screening

We have implemented the following protocol(s) to check employee health (Check each measure implemented & provide details as necessary):

Required measures:

- ✓ We have instructed employees who are sick to stay home.
- ✓ We will follow the MDH guidelines for COVID-19 and [When to Return to Work](https://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf) (<https://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf>).
- ✓ We have a protocol to address employees who begin showing symptoms of COVID-19 while at work.
- ✓ We will train and remind employees of required hand hygiene practices, including handwashing procedure and frequency, and COVID-19 precautions.

Additional measures:

- We are using the [Visitor and Employee Health Screening Checklist](https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf) (<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>).
- We will conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols (not required).

## Customer and Patron COVID-19 Screening

*(Recommended, but optional)*

- Not applicable.
- We have opted to screen all customers, visitor or patrons of our pool or facility. Our registered Monitor(s)/Attendant(s)/Screeener(s) will use the Visitor and Employee Health Screening Checklist (<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>).
- We have opted to conduct temperature screening of all customers, visitors or patrons of our pool or facility. It will be performed with proper social distancing, protection, and hygiene protocols per CDC guidance.

## Plan Training, Posting and Certification

This Public Pool COVID-19 Preparedness Plan will be communicated to all staff, customers and patrons and necessary training will be provided. Additional communication and training will be ongoing. Staff, customers, patrons and visitors will also be advised not to enter the pool area or facility if they are experiencing symptoms or have contracted COVID-19. The person certifying this plan below will monitor how effective the program has been implemented and will make necessary adjustments as needed.

### Certified by:

Name (print): \_\_\_\_\_

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

Title (if applicable): \_\_\_\_\_

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



## APPENDIX

### Swimming Pool & Facility Monitor/Attendant/Screeener Registration

**Facility Name:** \_\_\_\_\_

IMPORTANT NOTICE: By signing below, I certify that I have been adequately trained as a Monitor, Attendant or Screeener, as indicated below, at this facility. I have been provided a copy of the facility's Public Pool COVID-19 Preparedness Plan and have been trained on and am familiar with it's contents.

Check all that apply:    Monitor    Attendant    Screeener

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

Phone: \_\_\_\_\_

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

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

Check all that apply:    Monitor    Attendant    Screeener

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

Phone: \_\_\_\_\_

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

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

Check all that apply:    Monitor    Attendant    Screeener

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

Phone: \_\_\_\_\_

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

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

Check all that apply:    Monitor    Attendant    Screeener

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

Phone: \_\_\_\_\_

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

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

Check all that apply:    Monitor    Attendant    Screeener

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

Phone: \_\_\_\_\_

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

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

# Resources

- **MDH Guidance on Reopening of Public Swimming Pool and Aquatic Facilities** (<https://www.health.state.mn.us/diseases/coronavirus/schools/poolreopen.pdf>)
- Considerations for Public Pools, Hot Tubs, and Water Playgrounds During COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>)
- Cleaning and Disinfection for Community Facilities (<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>)
- State and Local Environmental Health Delegated Agencies (<https://www.health.state.mn.us/communities/environment/food/license/delegation.html>)
- Visitor and Employee Health Screening Checklist (<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>)
- List N: Disinfectants for Use Against SARS-CoV-2 (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>)

## General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (MDH): Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

## Businesses

CDC: Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC: General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

CDC: Building/business ventilation – [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: Businesses and employers: COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [www.health.state.mn.us/diseases/coronavirus/materials](http://www.health.state.mn.us/diseases/coronavirus/materials)

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

## **Handwashing**

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](https://www.youtube.com/watch?v=LdQuPGVcceg)

## **Respiratory etiquette: Cover your cough or sneeze**

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

## **Social distancing**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

## **Housekeeping**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA): [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

## **Employees exhibiting signs and symptoms of COVID-19**

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)

State of Minnesota – <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

## **Training**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)