

Raccoon Valley Swim Club  
COVID-19 Pool Operation Prevention Plan (CPOPP)  
July 2, 2020

**Welcome to Raccoon Valley Swim Club**

Raccoon Valley Swim Club is located in downtown Mullica Hill. Mullica Hill is located in Harrison Township, Gloucester County. Raccoon Valley Swim Club has been part of the community since it first opened its doors in 1957.

2020 has been an extraordinary year. In response to the COVID-19 pandemic, the governor of New Jersey did not allow public recreational bathing (PRB) pool facilities to open on time this year. Under Executive Order No. 153, the governor allowed PRB pool facilities to open after June 22, 2020. As part of that order, the New Jersey Department of Health developed standards governing the safe operation of pool facilities and licensed facilities are required to follow these standards.

The CPOPP contained herein has been incorporated into Raccoon Valley's Aquatics Facility Plan (AFP) and has been approved by the Gloucester County Department of Health pursuant to NJAC 8:26.

Although our season is shortened by a few weeks, we will be charging the normal seasonal rate. There are minimal hours that the club was not open since school would have normally been in session and we have additional costs this year with PPE and other preparations. Fixed costs such as property taxes and insurance have stayed the same. All bonded members are also owners of the club and we need to spread those costs among all owners in order to be able to continue to operate in the future. Thank you for your understanding.

This CPOPP is new for everyone – staff, members, and guests. Please remember that this is your club too. Staff and members have an obligation to regulate themselves and become comfortable with adhering to stringent guidelines and adjusting their routine when compared to past seasons. Success will require patience and teamwork.

**Staffing and Pool Facility Operations**

1. In addition to all normal training certification, lifeguards and other RVSC staff members have completed a workshop on COVID-19 awareness, risk reduction, as well as the cleaning and sanitizing procedures necessary to promote the safety of public and staff. An outline of the workshop and acknowledgement that each staff member has attended is available at the club during regular operating hours.
2. RVSC has established a CPOPP Ambassador role to monitor and encourage social distancing of bathers on the pool deck. The responsibilities of this role will primarily be executed by the manager on duty that is at the front desk, but during peak periods may be an extra scheduled person
3. RVSC has established a COVID Contact Person that will be available to answer any questions that members may have about the CPOPP. The COVID Contact Person is Renetta Meddick.
4. RVSC has identified a board member to be responsible for Personal Protective (PPE) acquisition and distribution. The PPE liaison is Marcey DiGiacomo.
5. Lifeguards that are in the chair are responsible for swimmer safety only

6. If a member has concerns about adherence to this policy or other COVID-19 related issues then they are encouraged to follow a process to escalate these concerns in this order –
  - a. Manager on Duty (at time of issue)
  - b. Renetta Meddick (Manager)
  - c. Jon Steward – President, Board of Trustees, at (856)425-8970 or [jon.steward.rvsc@gmail.com](mailto:jon.steward.rvsc@gmail.com).
  - d. Gloucester County Department of Health at (856)218-4101
  - e. Harrison Township Police Department (non-emergency number) – (856)478-6839
7. All staff that reports to Raccoon Valley Swim Club to work shall be screened prior to entering the facility. This screening will include –
  - a. Temperature reading (a staff member with a temperature above 100.4 will not be permitted to enter the facility)
  - b. A verbal symptom check will be conducted by the manager on duty. The following symptoms will be queried –
    - i. Fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle aches, headache, new loss of taste or smell, sore throat, congestion/runny nose, nausea, vomiting, or diarrhea

#### **Admittance and Access to the Facility**

1. Members and guests are asked to review signage at the entrance to the club regarding signs of illness and to stay home when they have symptoms of COVID-19 or are otherwise sick.
2. In order to maintain social distancing, the Department of Health has determined that the capacity of each pool is calculated by allowing 28 sq ft of surface area per swimmer. The capacity for each of the pools is as follows –
  - a. Baby pool – 13
  - b. Main Pool – 100
  - c. Dive Well – 45
3. In order to maintain social distancing, the Department of Health has determined that the capacity for the facility and grounds at one time shall be reduced to 50% of the maximum capacity. This reduced capacity for Raccoon Valley Swim Club shall be 200 people.
4. Based on historical numbers, capacity limits should not be an issue at Raccoon Valley. Members are asked to work with each other to maintain permitted capacity levels and let other members know when you are waiting to use a pool. If members are not able to come to agreement on their own, then RVSC staff will close pools until capacity restrictions can be accommodated. At that time, staff will ask for volunteers to exit the pool or grounds. If no volunteers are found, then staff will ask the member that has been at the club the longest to end their visit to accommodate others.
  - a. In the event that the facility exceeds capacity, then staff members will use Remind to inform members and then use Remind again to let members know when the facility is re-opened.
  - b. The board is hopeful that this process will work, but may have to use a reservation system if there are issues with this process.

5. All members must sign in **and sign out** with the desk attendant and denote all members and guests that are visiting at that time. This is critically important for contact tracing if a potential exposure to COVID-19 is found.
6. There are markings on the ground at the entryway to the club. Please maintain social distancing while waiting to check in or check out with the desk attendance. Please ensure that the entryway is clear of patrons traveling in the opposite direction prior to entering or exiting the facility. Please stay to your right side of the entryway when entering or exiting in order to maintain six feet of distance with patrons traveling in the opposite direction.
7. In order to meet capacity restrictions in 2020, reservations for parties will be limited to 20 people with only one party at a time and guests will be limited to a number equal to the number of family members on a membership that are at the club at any one time. We will not allow the use of the club by outside groups during regular operating hours and all special events for the season like Crab Party are cancelled for this season.
8. We will be providing swim lessons during the 2020 season, but there will be some changes in procedures –
  - a. Only the person taking the swim lesson and one parent/guardian will be permitted in the club. If the person taking the swim lesson is mature enough to handle themselves then it would be preferred that the parent/guardian wait in their vehicle or designate another person they may know to keep an eye on the person taking the lesson.
  - b. Any person entering the club must sign in and sign out with the front desk and will be screened in accordance with the following guidance -
    - i. Temperature reading (a participant with a temperature above 100.4 will not be permitted to enter the facility)
    - ii. A verbal symptom check will be conducted. The following symptoms will be queried –
      1. Fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle aches, headache, new loss of taste or smell, sore throat, congestion/runny nose, nausea, vomiting, or diarrhea
  - c. Anyone signing up for swim lessons should be aware that it is not possible to maintain social distancing between the instructor and the student during the lesson and face coverings are not permitted to be worn in the water. There will be an effort made to maintain social distancing between students, but one instructor will be working with more than one student. Instructors and students will be screened for symptoms of COVID-19 before the lesson.
    - i. This is permitted under Section VB of the NJ Department of Health guidelines, which read that staff should encourage “social distancing while in the water, unless the individual needs assistance to swim ...”
  - d. Please be on time for your lesson. We will be staggering start and end times to limit the overlap of students.
  - e. Students will not be permitted to enter the pool prior to the start of their lesson or to stay in the pool after the end of their lesson.
9. The Swim and Dive team will be training during the season at the club. The Swim and Dive Team leadership is basing their COVID response plan on the club’s approved CPOPP and guidance

being provided by the Suburban Swim League. Members interested in joining the Swim and Dive Team should contact [raccoonvalleyswimteam@gmail.com](mailto:raccoonvalleyswimteam@gmail.com) for further information.

### **Infection Control Strategies**

1. Raccoon Valley Swim Club will work closely with the Gloucester County Department of Health in regards to illness reporting and contact tracing if the club becomes aware of an illness or potential exposure
2. If someone were to show symptoms of COVID-19 while they are at Raccoon Valley Swim Club then the following procedures will be followed –
  - a. the person will be immediately separated from staff, patrons, and swimmers by utilizing the closed portion of the playground area.
  - b. Utilize that person's emergency contact information to arrange a ride to their home or healthcare provider if necessary.
  - c. Close off non-pool areas that were used by a sick person for 24 hours and then cleaning and disinfecting them.
  - d. If COVID-19 is confirmed, then Raccoon Valley Swim Club will notify local health department, staff, and patrons as required. Raccoon Valley Swim Club will encourage staff and patrons to stay home and self monitor for symptoms for a period of 14 days.
3. Enhanced Cleaning and Disinfection Procedures
  - a. Chlorine has been found to render coronavirus inactive. Chemical levels in each of the pools will be monitored and tested on an hourly basis while the club is open. Testing is completed by an independent lab on a weekly basis.
  - b. Stations that include sanitizing solution and disposable towels are available to members throughout the club. Members are asked to sanitize surfaces on tables or chairs before and after use and to follow instructions for the sanitizer being used. Please do not put trash in the Sanitizing Stations.
  - c. Hand Sanitizer is available throughout the club. Ask any staff member for the location of the closest hand sanitizer dispenser
  - d. Patrons are encouraged to not use shaded areas such as the pavilion for long periods of time. There has been some research that has shown that coronavirus lives for a shorter period of time in direct sunlight.
  - e. High touch surfaces such as railings and restrooms will be cleaned and sanitized several times throughout the day, although members are encouraged to wash their hands or use hand sanitizer when they touch these surfaces.
  - f. The club is not permitted to provide any shared equipment – such as kickboard, noodles, toys, or balls of any kind. Patrons are allowed to bring their own water play and playground equipment, but should not share it outside of immediate family members.
  - g. There will be no lost and found in 2020. Any items left at the pool at closing will need to be discarded – please be careful to take any items you bring home with you when you leave.
  - h. Lifeguard chairs should be sanitized in between each rotation. Rotations should be staggered in such a way to allow the pool to be guarded while the chair is being sanitized and extended to minimize time spent sanitizing.

- i. The dive well will be temporarily closed on a periodic basis to allow the lifeguard to sanitize railings and other high touch surfaces.

### **Restroom and Shower Access**

1. Members are strongly encouraged to limit the use of the shower and changing areas. Please arrive and leave from the club in pool attire. However, if it is necessary to use the shower and changing areas, please follow these guidelines –
  - a. No more than one person should be using the shower or changing area at one time. Please wait outside the restroom until it is unoccupied.
2. We have added fans near the windows of the restrooms to encourage the circulation of outside air into the restroom
3. Foot coverings are required at ALL times when using the restroom, shower, or changing area.

### **Face Masks, Gloves, and Social Distancing Strategies**

1. Face Masks and Gloves
  - a. Staff and patrons are encouraged to wear a cloth face covering while not in the pool when social distancing of 6 feet cannot be maintained. This would include while moving about within the club, when entering or exiting the club, and when using the restroom
    - i. Cloth face covering should not be put on children under the age of 2
    - ii. Face covering are not to be used in the water at any time
    - iii. Lifeguard should not wear a face covering while on active duty. However, lifeguards or staff that are moving about the club or at the desk should wear a cloth face covering
  - b. Members and guests are encouraged to use face masks when casually using the playground.
2. Handwashing
  - a. Proper and frequent handwashing is required for all staff and strongly recommended for patrons. Examples of when to wash hands include after using restroom, after exiting a pool, and in between chair rotations.
  - b. Members and guests are encouraged to immediately wash their hands immediately after using the playground.
3. Social Distancing
  - a. Patrons should maintain 6 ft. distancing while in the water unless the individual needs assistance in order to swim and excluding immediate family members. Please be aware that the black lane markers are approximately 6 feet apart and can be used as visual cues.
  - b. Please heed the markers directing flow around the pools. Traffic around the main pool will be ONE WAY in a counterclockwise flow from the club entrance to the corner of the deep end on the flagpole side.
  - c. Baby Pool
    - i. The Baby Pool is reserved for the use of children unable to stand in the shallow end of the main pool and keep their head above water
    - ii. Children must be accompanied by parents or guardians over the age of 18 at all times while they are in the Baby Pool area

- iii. The baby pool area is not monitored by lifeguards or club staff. It is the responsibility of parents or guardians to monitor and maintain proper social distancing while in the Baby Pool area.
- d. Main Pool
  - i. Social distancing while in the main pool is encouraged unless the individual needs assistance in order to swim, except immediate family members, caretakers, household members, or romantic partners. Please be respectful of other swimmers.
  - ii. It is impossible for the club staff to know the immediate family members, caretakers, household members, or romantic partners of each swimmer. Therefore, it is the responsibility of each patron to monitor the social distancing of each person in their party. If a swimmer has an issue with another swimmer not respecting their social distancing repeatedly then please bring that to the attention of the front desk attendant.
  - iii. The lane lines that are in the pool provide visual reminders of distance and are approximately 11 feet apart
- e. Dive Well
  - i. There are spots marked by the pump house to show 6 ft distances for those waiting to use the dive well
  - ii. Swimmers in the dive well should exit on the pump house side only except for emergencies.
- f. Playground
  - i. Members and guests are encouraged to maintain social distance while using the playground and only pursue group activities such as gaga ball with members of their own household
- g. Seating areas
  - i. Shared seating and tables are arranged at 6 ft distances and should be used by individual family groups. If a family group is larger than two people then they should utilize multiple seating groups and use the space between them.
  - ii. There are social distanced family group areas on the lawn by the flagpole for family groups to set up blankets or personal chairs. Members are welcome to use grassy areas outside the fence to set up chairs or blankets as well – please maintain six feet of distance between seating areas.
  - iii. Patrons should not set up tables or chairs outside the restrooms to allow for social distancing while accessing the restrooms
  - iv. Patrons are also encouraged to use the seating on the upper deck
  - v. Patrons should make every effort to maintain social distancing while walking around the club – do not cut between chairs unless required to get to your seating area. Try to remain in main walkways. Unless going directly to or from the pool then face coverings should be worn. Parents/guardians are responsible for reminding their children to maintain social distancing.

## **Communication Plan**

1. Raccoon Valley Swim Club will be communicating COVID-19 related information through the following channels. Members and patrons are encouraged to monitor all channels for the latest information –
  - a. Signage at the club
  - b. Mail Chimp e-mails to members including our weekly newsletter
  - c. Remind app messaging for urgent messages regarding access to the club
  - d. Facebook posts on the RVSC page for public information
  - e. Website updates for more permanent changes and information regarding the club in general.
2. The following signs have been posted in the entrance hallway to the club. All members should thoroughly read all postings –
  - a. Face covering guidance –
    - i. Face coverings are strongly encouraged
    - ii. Face coverings should not be worn in the water (increases the risk of drowning)
  - b. Hand washing guidance (also at all handsinks) that hands should be washed frequently with soap and water
  - c. Hand Sanitizer that is at least 60% should be used if soap and water are not available
  - d. Do not touch your face with unwashed hands
  - e. Stay Home if you are sick
  - f. Practice social distancing and avoid large gatherings
  - g. How to help prevent the spread of COVID-19
  - h. COVID-19 Facts
  - i. COVID-19 Symptoms
3. Members are encouraged to discuss this plan and social distancing concepts with their children and guests in order to ensure they understand. Children are responsible for following this plan in accordance with the rules and regulations of Raccoon Valley Swim Club –
  - a. Children under the age of 12 shall not be left at the pool without adult or parental designated supervision.
  - b. Children age 12 and over, who can pass the prescribed test of swimming ability, may be left at the pool. It is the parent's responsibility to be sure their child is aware of the rules of the pool. The manager will adhere to the following procedures regarding disruptive children:
    - i. First infraction – notify parents.
    - ii. Second infraction – Child not permitted at the pool without ADULT supervision.
    - iii. Parental designated supervision (older sibling, nanny, etc.) shall have a minimum age of fourteen (14).

## **Food Service**

1. The snack bar will be open as it has in the past. Cash will not be accepted at the snack bar. Members may purchase snack bar punch cards at [www.rvsc.org/snack-bar](http://www.rvsc.org/snack-bar) for snack bar purchases.
2. All patrons and staff members must wear face coverings while using the snack bar

### **Emergency Evacuation Procedures**

1. Emergency Evacuation Procedures remain the same – to exit to the parking lot. If an evacuation is required, please ensure that social distancing is followed while in the parking lot.