

# Re-Opening Pools in Alameda County

## Order 20-14c (as it applies to Albany Aquatic Center)

Outdoor Pools may open

Capacity reductions, appointment and lane limitations

- 300 sqft per person
- Outdoor pool = 8025sqft = 26.75 people only to maintain social distancing
- Water Exercise allowed with social distancing restrictions
- Close off all deck furniture and equipment
- Pool Sanitations and Safety Checks

Aquatic Facility Amenities that must remained closed

Lockers and shower areas

- Signage indicating locker and main restrooms will be closed
- This will also be posted on our website and registration systems
- All Equipment

Task Items

1. Perform risk assessment at site and implement and post SSP at facility and possibly on website
2. PPE, Covid and screening training for employees
  - a. Training for staff occurred on 10/02, 10/03, 10/04, 10/06, 10/9 and continuous training with pragmatic learning approaches will be implemented regularly.
3. Implement Individual control measures and screenings
  - a. Employees will perform a wellness check on themselves upon entering the facility
  - b. Staff will perform wellness checks and record answers on their own.
  - c. A screen will be set up between the staff in charge of social distancing and wellness checks and the patrons.
    - i. All Wellness check's will consist of at temperature check answering the following questions:

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?

Yes  No

2. Do you live in the same household with, or have you had close contact\* in the past 14 days with someone who has been in isolation for COVID-19 or had a test confirming they have the virus?

Yes  No

3. Have you had any one or more of these symptoms today or within the past 24 hours, which is new or not explained by a reason other than possibly having COVID-19?

- Fever, Chills, or Repeated Shaking/Shivering
- Cough
- Sore Throat
- Shortness of Breath, Difficulty Breathing
- Feeling Unusually Weak or Fatigued
- Loss of Taste or Smell
- Muscle pain
- Headache
- Runny or congested nose
- Diarrhea
- Nausea and vomiting

Yes  No

\* "Close contact" is defined as living in the same house, being an intimate partner, being a caregiver, or being within 6 feet of an individual for longer than 15 minutes who has COVID-19.

If personnel answered **YES** to any of the questions, **they must be sent home** and follow the isolation/quarantine steps [here](#).

- ii. The same questions will be asked of any patron entering the facility. All patrons will also receive a no-touch temperature check. Anyone with a reading over 99.9°F, will be sent home.
- iii. Main restrooms and lockers will be **off limits to staff and patrons**. The family restroom will be available for **emergency use only**. The staff restroom will be available for staff only.
  1. These areas will have enhanced cleaning at the end of each program day.

1. Implement Cleaning and disinfecting protocols

- a. At each break/each new program staff will disinfect high traffic areas with a bleach solution
    - 1. Staff will be required to wear proper PPE during disinfecting times.
    - ii. Custodial services will occur at the end of each program day and all areas of the facility that are open will be cleaned, sanitized and disinfected according to AUSD standards.
  - b. Implement Physical Distancing Guidelines
    - i. In Water
      - 1. 300 sqft required for in water social distancing.
        - a. Outdoor Pool = 8025 sqft
          - i. IE the capacity of the pool will not exceed 26 at any time we are open
2. Provide facial coverings to employees
- a. Adequate PPE has been purchased that meet Alameda County health code standards
    - i. Employees will be provided a mask
    - ii. Shields will be worn for in water training and instruction (Lifeguard Training and Water Fitness Classes – should the instructor choose to be in the water).
    - iii. If the employee has a mask they prefer they may wear it if follows CDC recommendation for facial coverings.
    - iv. EAP updated
    - v. Training of rescues with PPE conducted on 10/02, 10/03, 10/04, 10/06, 10/9.
3. Signage
- a. SSP will be posted
  - b. All CDC recommended signage will be posted throughout the facility
    - i. Avoid if ... symptoms signage
    - ii. Social distancing signage
    - iii. How to sneeze and cough safely signage
    - iv. Wash hands and how to wash hands signage
    - v. Facial covering signage
4. Employer Playbook
- a. The district follows CDC guidelines for cleaning and disinfecting the workplace, schools and businesses. Information regarding cleaning and disinfecting the workplace as well as outbreak identification protocol will be printed and will be reviewed with staff during the 1 hour PPE/Re-Opening training.
    - i. The Employer Playbook can be found here
      - 1. [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

# COVID-19 Site Specific Plan (SSP)

Updated 8/31/2020

Albany Aquatic Center

1311 Portland Ave. Albany, CA 94706

Approximate Facility Square Footage available to Public: 12,000sq ft.

- Note: entire facility is around 22,000 sqft. However, indoor pool and main restrooms **will be closed** to the public.

The Albany Aquatic Center is owned and operated by the Albany Unified School District. Therefore the person(s) responsible for the implementation of this plan is the School District and its designees.

AUSD Board Of Education

AUSD Superintendent of Schools – Dr. Frank Wells

AUSD CBO – Jackie Kim

Aquatics Director – Betty Luque

I, Betty Luque, certify that all employees have been provided a copy of it and have reviewed it and received training as required in this SPP.

Name:

Signature:

**I, Betty Luque, am willing to certify and sign this document upon approval of my request to bring staff back to work and provide adequate training hours prior to the re-opening of the Outdoor Pool**

## Alameda County Shelter in Place Order & Face Coverings Order

Employer has read the Alameda County Shelter in Place Order to determine if the business is allowed to reopen.

- Employer has read the Alameda County Face Coverings Order and is complying with and implementing measures identified in the Order. **Individual Control Measures and Screenings**
- Employees whose work duties can be conducted remotely are doing so and will continue to do so until the Shelter in Place Order is lifted, with particular consideration for employees above the age of 60 and those with underlying health issues who are at increased risk for more severe disease if infected.
- All employees have been provided with temperature and/or symptom screenings at the beginning of their shift and all other employees entering the worksite at all times. The individual conducting the temperature/symptom screening will avoid close contact with employees as much as possible. Both screeners and employees wear face coverings during each screening. See screening guidance [here](#).
- Employees must be provided with all required protective equipment (i.e. face coverings) and the employer ensures this equipment is worn properly at all times.
- Employees must be provided with and use PPE when offloading and storing delivered goods.
- Employees inspect deliveries and perform disinfection measures prior to storing goods in storage facilities.
- Face coverings are required when employees are in the vicinity of others. Face coverings are not shared at this worksite.
- Employees take reasonable measures to communicate with the public that they are required to wear face coverings. **\*Please note those who cannot wear one because of medical reasons are exempt from wearing a face covering.**
- Employees who are sick or exhibiting symptoms of COVID-19 are directed to stay home and follow the Alameda County Public Health Department's Criteria for Returning to Work after Isolation or Quarantine guidelines located [here](#). \*Please note that employees who self-quarantine and who are not ill do not need a doctor's note to return to work after staying home for 14 days. Requiring employees to obtain a doctor's note is impacting the medical system and preventing doctors from seeing patients who are ill. If any employee has been isolated because they were diagnosed with COVID-19, they may return to work once they meet the criteria described in ACPHD's return to work policy [here](#). Repeat testing for COVID-19 is not required before an employee can return to work.

- Types of protective equipment provided to employees at this worksite location include:
- We will continue to provide staff with nitrile gloves, face masks for CPR, uniforms, fanny packs and tubes. Each staff member has also received a personal whistle that cannot be shared.
- Staff will receive a cloth face covering as well as a face shield. Face coverings will be worn any time the staff is not in the water. The face shield will be worn in the water for instructional and training purposes. However, we will train to remove the face shield before completely submerging. Any time we are wet or in the water, the face shield will be worn in lieu of the cloth face covering for safety reasons.
- Additional control measure you are implementing at this worksite include:
- Each program (lap swim, water fitness, camps) will be separated by a 15 minute gap of time. During this 15 minutes, staff will disinfect high traffic areas.
- Online prior registration will be required for all programs. Rosters for internal programs will be printed daily.
- Main restrooms and lockers will remain closed.
- There will be one entrance and exit route indicated by arrows.
- Camps shall submit their social distancing and cleanliness guidelines prior to reservation requests.
- All doors will remain open during business hours to prevent touching of handles.
- All patrons must provide themselves with their own equipment. No equipment will be rented out or shared.
- Lifeguards will be given one set of equipment each day, which they will disinfect at the end of each shift with a bleach solution.
- There will be two different guard chairs, one assigned to each guard on duty, as to prevent transmission on shared surfaces, unless by special request for special accommodations.
- When working at the front desk, staff will each have their own chair for the day to sit at.
- Breaks and Lunch periods will be taken outside to limit as much transmission of shared surfaces as possible. No more than 2 (two) staff in break room if eating or drinking.

### **Cleaning and Disinfecting Protocols**

- Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.
- All shared equipment and touchable surfaces are cleaned and sanitized between each use.
- Patron entrances and exits, and points of sale are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.
- Hand washing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed.
- Hand sanitizer will be provided where businesses do not have indoor plumbing.
- Sanitizing supplies will be provided to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand- washing, alcohol-based hand sanitizers, disinfectants, and disposable towels.
- Cleaning products are used that meet the Environmental Protection Agency (EPA)'s- approved for use against [COVID-19 list](#).
- Business hours and/ or other procedures have been modified to provide adequate time for regular, thorough cleaning.
- Employees will be provided adequate time to implement cleaning practices before and after shifts.
- Hands-free devices have been installed, if possible, including motion sensor lights, contact-less payment systems, automatic soap and paper towel dispensers, and timecard systems.
- **Schedule for Disinfecting High Traffic Areas and Commonly Used Surfaces** Fill in the fields below with the schedule for how often each area is disinfected. Mark N/A for all that do not apply to your specific worksite and add any that are missing to "Other".

**Break rooms:**

- The break room will be cleaned daily at the end of the programmed day by AUSD custodians. The custodial staff will follow AUSD practices and policies for cleaning and disinfecting the workplace and school.

**Restrooms:**

- Main restrooms will not be available. Family Restroom will be provided for emergency use only. All patrons and program users will not be allowed to use the Staff Restroom. **ONLY WORKING STAFF ON THE CURRENT SCHEDULE** will be allowed in **STAFF** restroom.

#### **Handrails/door handles/counters/shelving/buttons (door):**

- High traffic areas will be cleaned and disinfected after every program.
- Lap Swim – Once Ever Hour
- Water Fitness – Disinfect after program.
- Camps – Camps are scheduled as the last program of the day. There should be little to zero contact between staff and camps. Only 1 camp will be utilizing the facility. The district has reviewed their social distancing and cleanliness guidelines. They are in compliance with CDC, USA SWIMMING and Alameda County Orders. Cleaning and disinfecting will occur only after the program has completed for the day. The cleanliness and disinfecting process will be completed by the daily custodian under the AUSD sanitization standards.

#### **Handheld devices (payment portals, including ATM PIN pads, stylus):**

- All registration for swim and camps must be done ahead of time. Staff **will not** be collecting money.
- When staff is checking patrons in for registered times, as the clip board is shared, we will require PPE to be worn while staff is sanctioned at the front desk.

#### **Registers:**

All registration for swim and camps must be done ahead of time. Staff **will not** be utilizing computers, key boards or collecting money.

#### **Telephones:**

- Staff will have gloves and masks on and will be required to disinfect all front desk items that have been touched between rotations.

#### **Handwashing facilities:**



- There will be hand sanitizer located at the entrance, exit and staff area. These will be disinfected at the end of the day by the custodial crew. Restrooms with sinks will also be cleaned and sanitized at the end of the day per AUSD sanitization protocols by custodial staff at the end of each program day.
- Hose will be placed on the door pool deck for rinsing until camp shower is purchased.

**Custom equipment and tools (i.e. pallet jacks, ladders, supply carts):**

- Rotational Shared Equipment: Chemical testing equipment, Sanitization Equipment, Clip board, front desk phone, pens, thermometer, time clock – any time the staff is working at the front desk or performing opening, closing or clean up duties they will have gloves on – gloves will be thrown away at the end of each duty or ration.
- Daily Shared Equipment: Rescue Tubes, Air Horns – Staff will obtain their set of equipment, which they will carry on their persons the entire shift. At the end of the shift they will preform disinfecting and sanitization of the equipment.
- \*\* Shall a rescue be necessary, that requires advanced equipment – AED, O2 monitor, backboard. Staff already practices PPE for blood born pathogens. If a rescue is preformed and there is any doubt of transmission, staff will be required to undergo health checks.

**Description of specific operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting:**

- Lap Swim will be operated on a 45 minute on 15 minute off basis. Staff will have adequate time to disinfect high traffic areas during this time. Staff will start to disinfect shared areas in the front desk 5 minutes prior to rotation.
- There is a full closure after Water Fitness. Staff will have 15 minutes for closing duties which include sanitization.
- Camps – camps should be extremely limited to zero contact with the inside of the facility. We will be fully closed for the program day after camp at 7pm. At that time the custodian will come in and preform custodial duties of all areas and enhanced duties of high traffic areas.

**Additional measures that have been taken at this business location:**

- Closures of main restrooms, increased PPE and sanitization stations. Extremely reduced programming and capacity numbers.
- Inspection performed by Environmental Health and Safety Inspector on 8/18/2020 to ensure that all recommendations and requirements are being met and the facility itself is safe to re-open. Report will be accessible upon request to anyone who would like to review it.

### **Physical Distancing Guidelines**

- Employee breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain six feet apart.
- All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Customers are permitted to bring their own bags or other reusable items from home if they do not require handling by employees.
- Tape or other markings have been placed at least six feet apart in customer line areas on sidewalks or other walkways near public entrances with signs directing customers to use the markings to maintain distance.
- Limit the number of customers in the facility at any one time to allow for customers and employees to easily maintain at least six feet distance from one another at all practicable times.
- All desks or individual workstations are separated by at least six feet or employees otherwise maintain six feet if workspace is limited. Physical partitions can be used if workstations and/or employees cannot physical distance.
- Employees are informed that they should not carpool to and from the jobsite except by employees living within the same household unit, or as necessary for employees who have no alternative means of transportation.
- Description of the layout of your worksite and how we accomplish physical distancing measures:
- There will be one entry point and one exit point. Arrows will mark the floor to provide traffic flow accommodations. X will mark areas outside for individual lane lines. Patrons who have reserved individual lanes will be asked to stand on their number while waiting to enter the facility. Once

entered, patrons will be directed to their reserved lane. Once the time has ended they will exit the facility at their own pace. No re-admittance into the facility without special permission will be allowed.

### **Notification of COVID-19 Positive Case at your Worksite**

The State requires employers to notify the Alameda County Public Health Department when there is an outbreak at the worksite.

Employers must report cases immediately and provide additional information when requested by the Alameda

County Public Health  
Department

Alameda County Public Health  
Department (510) 268-2101  
[COVIDWorkplace@acgov.org](mailto:COVIDWorkplace@acgov.org)

**Training** Employees have been trained on the following topics:

Information from the Centers for Disease Control and Prevention (CDC) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.

The importance of seeking medical attention if an employees' symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on the CDC's webpage.

The vulnerability of those 60 years of age or older and people with chronic medical conditions, and the need to practice particular caution to protect these groups.

The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).

Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.

The importance of physical distancing, both at work and off work time (see Physical Distancing section above).

**Proper use of face coverings, including:**

- Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
- The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
- Avoid touching eyes, nose, and mouth.
- Face coverings to be washed after each shift.
- Other worksite training measures taken:
- Staff was not able to complete the mandated lifeguard certification in June. Although we were granted an extension, we still must be recertified. We will be completing the training under American Red Cross and CDC recommended precautions for this training. PPE and manikins will be used as often as necessary.