

PUBLIC HEALTH REOPENING PROTOCOL

PUBLIC POOLS

PROTECTING GUESTS, POOL USERS AND STAFF FROM COVID-19

In the midst of the COVID-19 pandemic, public pools must take steps to reduce the risk of an outbreak occurring among guests, pool users, and staff. Depending on the situation, public notification of an exposure to COVID-19 may be required. Ensure staff are enrolled in health insurance and have an established relationship with a primary care doctor prior to reopening. Staff can call 211 for information on health insurance and primary care physicians.

- **Public pools are required to make an immediate report to the Pasadena Public Health Department any time a guest, pool user, or staff member with COVID-19 (confirmed by a lab test or physician diagnosis) was at the public pool while sick or up to 48 hours before showing symptoms.** Pool operators must call (626) 744-6089 or email nursing@cityofpasadena.net and provide all information requested by the Health Department. The operator is expected to provide or ensure testing for all staff that have had a possible exposure and must follow the US Centers for Disease Control and Prevention (CDC) [guidance](#) for cleaning and disinfecting the facility. Testing resources can be found through the staff member's physician, and also at <https://www.cityofpasadena.net/covid-19/> and <https://covid19.lacounty.gov/>.
- **Instruct staff to contact their supervisor if a staff member, guest or pool user is feeling sick.** The supervisor should send the ill staff member, guest or pool user home, taking care to maintain that person's privacy and observing physical distancing. If the person cannot leave the premises right away, utilize a safe, designated space for isolation (6 feet or more away from others). If the illness is work-related, the employer should facilitate appropriate care for the staff member, the worker's compensation process, leave time, and California Occupational Safety and Health Administration (OSHA) record keeping.
- **Work with the Pasadena Public Health Department to investigate any COVID-19 illness.** Prepare guest, pool user and personnel records, facility floor plans, and shift/attendance logs to provide information as quickly as possible to the Health Department, including accurate contact information (phone, address, email) of all participants and staff who were in contact with the infectious staff member within 6 feet for 15 minutes or more. Implement measures recommended by the Health Department.

IMPORTANT INFORMATION REGARDING DROWNING PREVENTION

Drowning prevention requires lifeguards to focus on the individuals in the water at all times. Lifeguards who are actively lifeguarding MAY NOT be assigned other duties such as monitoring physical distancing or pool occupancy, disinfecting surfaces, or ensuring use of cloth face coverings.

Key Practices



COVER YOUR COUGH WITH YOUR ELBOW OR TISSUE (THEN DISPOSE AND WASH YOUR HANDS)



STAY HOME IF YOU ARE SICK



PRACTICE PHYSICAL DISTANCING OF 6 FEET OR MORE



WASH YOUR HANDS WITH SOAP AND WATER FOR 20 SECONDS, FREQUENTLY



COVER NOSE AND MOUTH WITH CLEAN FACE COVERING



PERFORM DAILY HEALTH SCREENINGS

Steps to Reopen

- ✓ Complete and implement the Public Health Reopening Protocol Checklist.
- ✓ Provide a copy of the Public Health Reopening Protocol to each staff member and conduct education.
- ✓ Post a copy of Public Health Reopening Protocol in a conspicuous location that is visible to staff, guests and pool users and post to your website.

Helpful Contact Information

- If you have questions, or if you observe a violation, you can request information or submit a complaint through the Citizen Service Center. Call 626-744-7311 or visit <https://www.cityofpasadena.net/CSC>.
- Additional resources, including a printable COVID-19 Business Toolkit Signage, is available at <https://www.cityofpasadena.net/covid-19/#info-for-businesses>.

PUBLIC HEALTH REOPENING PROTOCOL CHECKLIST

PUBLIC POOLS

REDUCING RISK OF COVID-19 TRANSMISSION

Public pools must implement all applicable measures listed below. All policies described in this checklist, other than those related to terms of employment, are applicable to staff of delivery and other third party companies who may be on the premises.

Designate one individual to oversee all COVID-19 concerns, including planning and implementation of all items.

Submission of Protocols to a City Department is not required unless explicitly requested.

| PERSON RESPONSIBLE FOR IMPLEMENTING PROTOCOL | |
|--|-------------------------------|
| Public Pool Name: <input type="text"/> | |
| Person in Charge: <input type="text"/> | |
| Title: <input type="text"/> | |
| Phone Number: <input type="text"/> | Date: <input type="text"/> |

| POOL CAPACITY |
|---|
| Pool area capacity must be reduced to 50% or less to ensure pool users and staff can maintain 6 feet of distance from others. |
| Current Pool Capacity: _____ 50% Pool Capacity: _____ |

ADDITIONAL PROTOCOLS IN ORDER TO REOPEN (if applicable)

Additional protocols relevant to operations must also be followed:

<https://www.cityofpasadena.net/covid-19/#guidance-faq-protocols>

- Office Workspace – Public Health Reopening Protocol
- Fitness Facilities – Public Health Reopening Protocol
- Retail – Public Health Reopening Protocol
- Dine-in Restaurants – Public Health Reopening Protocol

MEASURES THAT ENSURE EQUITABLE ACCESS

- Prioritize services that are critical to guests and pool users.
- Implement measures to ensure availability of services for guests and pool users who have mobility limitations or who are at high risk for severe symptoms of COVID-19.

COMMUNICATION, TRAINING, RECORDKEEPING

External Communication

- Post signage reminding guests to maintain a distance of at least six feet at all times. If helpful, post diagrams or maps of how people should flow through the site.
- Post signage instructing staff/guests/pool users/the public to wear a face covering at all times, and to remain at home if experiencing any symptoms including fever of 100°F or above, cough, shortness of breath or difficulty breathing, fatigue, sore throat, chills, headache, muscle or body aches, a new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea. Consult the CDC website for the most current list of COVID-19 [symptoms](#).
- Communicate the facility's new protocols by posting information on your website and social media pages regarding physical distancing, smaller class sizes, and the use of face coverings.
- Post a copy of this Protocol in a conspicuous location that is easily visible to staff, guests, and the public.

Internal Communication and Training

- Provide a copy of the completed Protocol to all staff.
- Provide training to staff on all sections of the public health protocols including:
 - Information on [COVID-19](#).
 - How to identify [symptoms](#) of COVID-19 and how to self-screen and conduct symptom checks.
 - The importance of not coming to work if staff is sick and/or experiencing symptoms of COVID-19, or if someone they live with has been diagnosed with COVID-19.
 - Proper use and care of face coverings ([Face Covering FAQs](#)).
 - Physical distancing measures, sanitization, and handwashing.
 - Proper safety protocols for use of disinfecting solutions.
 - Information on employer or government sponsored leave benefits the staff member may be entitled to receive that would provide financial support to stay at home while ill. Provide information on government programs supporting sick leave and workers' compensation for COVID-19, including staff member's sick leave rights under the Families First Coronavirus Response Act, the staff member's rights to workers' compensation benefits, and presumption of the work relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20.
- Consider posting signs for the national distress hotline: 1-800-985-5990, or text TalkWithUs to 66746.

Recordkeeping

- Maintain records of each staff member's schedule and work area or assignment.
- Maintain records of all participant activities and group assignments.
- Designate a staff person to be responsible for responding to COVID-19 concerns. All public pool staff should know who this person is and how to contact them. This individual should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.

PROTECTION OF STAFF AND POOL USER HEALTH

Staff Health Screening

- Conduct daily symptom checks (fever of 100°F or above, cough, shortness of breath or difficulty breathing, fatigue, sore throat, chills, headache, muscle or body aches, a new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea) of staff before or upon arrival. Consult the CDC website for the most current list of COVID-19 [symptoms](#).
- Send staff home immediately if they arrive sick or become sick during the day. Encourage sick staff to contact their medical provider. Staff who need information on health insurance or providers can call 211.
- Notify all staff that they are not to come to work if sick or if they are exposed to a person who has COVID-19. The local Health Officer Order requires everyone to self-isolate when sick with COVID-19 and self-quarantine for 14 days from last contact with someone with COVID-19. Quarantine must be maintained for 14 days, even if test results are negative (no virus detected). Staff diagnosed with COVID-19 by a physician or through laboratory testing may not return to work without a letter of clearance from the Pasadena Public Health Department.
- Require any sick staff to stay home for at least 10 days or until 72 hours after fever and symptoms resolve (without use of fever-reducing medications), whichever is longer.
- Review and modify workplace leave policies to ensure that staff are not penalized when they stay home due to illness.
- Institute a plan in the event that one or more employees is diagnosed (by a physician or lab test) with COVID-19. The plan should include immediate isolation of the employee at home and self-quarantine of everyone that came into contact (within 6 feet for 15 minutes or more) with the ill employee. The plan should also include options for all employees identified as contacts to be tested for COVID-19 with an FDA-approved PCR test (not a blood test). However, contacts must still maintain quarantine for 14 days, even with a negative test.

PROTECTIVE MEASURES

Face Coverings*

- Provide, at no cost, a cloth face covering for all staff, and instruct staff to wear a clean (washed daily), cloth face covering at all times while on site. Face coverings are optional when alone in a room or private office. Employees need not wear a cloth face covering when entering the water.
- Require guests and pool users to wear face coverings at all times while at the facility. Pool users

need not wear a cloth face covering when entering the water.

** Individuals with chronic respiratory conditions, or other medical conditions that make use of a face covering hazardous, are exempted from this requirement. Children under age 2 years should not wear a face covering. Individuals should not wear a cloth face covering while swimming. Refer to the [Face Covering FAQs](#) document for additional information on use and care of the face covering.*

Physical Distancing

Physical distancing must be observed and enforced by the pool operator.

- Reduce pool capacity to 50% or less to ensure pool users and staff can maintain 6 feet of distance from others. Designate a person to monitor and ensure the maximum number of pool users is not exceeded. The designated individual must not be an on-duty lifeguard.
- Consider implementing reservations for pool use. This could include reserving full lanes for individual lap swimming and half-lanes for individual household use.
- Saunas, steam rooms, and hot tubs must remain closed.
- Implement measures to ensure physical distancing. Individuals must remain at least 6 feet apart from those they do not live with.
 - Reconfigure deck furniture to ensure the standing and seating areas can support physical distancing requirements, while maintaining a clear deck space of 4 feet around the pool, as required by State law. This can include removing chairs or taping off areas to discourage use.
 - Provide physical cues or guides (lane lines in the water or chairs and tables on the deck), visual cues (tape on the decks, floors, or sidewalks), and signs to ensure guests and swimmers stay at least 6 feet apart, both in and out of the water.
 - Stagger available lockers in locker rooms.
- Monitor restrooms and changing rooms to ensure the number of people inside at one time allows for physical distancing.
- Only allow shower and locker room use if partitions are in place or signs have been posted to specify physical distancing requirements. If partitions or proper distancing are not possible, these facilities should remain closed.
- Prohibit parties or gatherings in all common areas including the pool.
- When feasible, swim instructors should teach from the pool deck. For those classes that require face-to-face or close contact, recommend having a parent or member of the same household be in the water with the child. Participants of group swimming lessons and spectators on the pool deck are to maintain physical distancing of six feet.
- Install impermeable physical barriers such as plexiglass where staff and guests must interact and physical distancing is difficult.

Reduced Contact

- Make water fountains available for filling water bottles only and disinfect frequently.
- Individuals must not share towels with those outside of their household.
- Install hands-free devices as possible, such as trash cans, soap and paper towel dispensers, door

openers, and light switches.

- Place trash can near the door if the door cannot be opened without touching the handle, so restroom users may use a paper towel to cover the doorknob. Maintain compliance with accessibility standards and fire code.
- Offer any transactions or services that can be handled remotely online.
- Assign each staff member individually-assigned tools, equipment, and defined workspace, and minimize or eliminate shared, held items.
- Prop doors and gates open, where possible, to reduce touching of handles. Adhere to fire codes and accessibility standards. Doors and gates that exist as part of a pool enclosure may NOT be propped open at any time.

Scheduling

- Limit the number of staff who are on-site to the minimum number necessary, and institute alternate or staggered shift schedules to maximize physical distancing.
- Provide time for staff to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the staff job duties. Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.
- Stagger breaks to ensure that 6 feet between employees can be maintained in break rooms at all times. Employees are prohibited from eating or drinking anywhere other than designated areas to assure that face coverings are worn consistently and correctly.

Hand Hygiene

- Provide access to handwashing sinks stocked with soap, paper towels, and hands-free trash receptacles. Designate a staff person to check handwashing stations frequently and restock as needed.
- Instruct staff to wash hands upon arrival and at departure, before and after eating, and between programs and activities.
- Provide hand sanitizer effective against COVID-19 (at least 60% alcohol) in common areas, and in private employee areas where a hand sink is not available.
- Provide disposable gloves to staff handling items used by swimmers and guests, to workers using cleaners and disinfectants, for staff who handle commonly touched items, and for staff who provide temperature screenings.

Pool Maintenance and Deliveries

- Review workflows and make changes if needed to allow for physical distancing during deliveries and maintenance.
- When individuals such as pool technicians and delivery personnel are present, instruct them to wear face coverings, and to comply with symptom checks and physical distancing.

BUILDING SAFETY AND VENTILATION

- Stagnant water in pipes increases the risk for growth and spread of legionella bacteria. When reopening a building it is important to flush both hot and cold water lines through all pipes and

points of use including faucets and showers. Appropriate PPE including an N95 respirator must be worn. Information regarding this process can be found at the [CDC website](#).

- Ensure ventilation systems of indoor pools operate properly. Increase introduction and circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. However, do not open windows and doors if doing so poses a safety risk to staff, guests, or swimmers.
- If fans are used, take steps to minimize air from fans blowing from one person directly at another individual.

DISINFECTION AND LAUNDERING

Disinfection

- Develop a plan that identifies the surfaces to be disinfected, the frequency, and the person assigned to the task. Use an [Environmental Protection Agency \(EPA\)](#) registered product that is effective against COVID-19, and follow label instructions for required contact time and ventilation.
- Provide disinfectant and related supplies in multiple locations readily available to staff.
- Provide personal protective equipment (PPE) for staff who clean and disinfect surfaces appropriate to the chemicals that they are using.
- Disinfect commonly touched surfaces, including but not limited to the following:
 - Reception area - counter, plastic barrier, phone, computer system, payment terminal
 - Pool area - gate, latch, tables, chairs, drinking fountain, pool handrails, and countertops
 - Restroom - door handles, light switches, faucets, latches, dryers, and dispensers
- Disinfect items touched by participants.
 - Establish a system for separating pool furniture and equipment that is ready to use, from pool furniture and equipment that requires disinfection.
 - Ensure that the facility has adequate equipment for customers and guests, such as kick boards, pool noodles, and other flotation devices, to minimize sharing wherever possible.
 - Label containers for used and disinfected equipment.
- Discontinue allowing the sharing of items that come in contact with the face such as goggles, nose clips, and snorkels.

Laundering

- Encourage swimmers to bring their own towels. Consider discontinuing the provision of any facility-provided towels or personal hygiene products.
- If the facility provides towels, launder them using the warmest appropriate water temperature and dry completely. Handle used towels with disposable gloves and do not shake them.