

PUBLIC HEALTH REOPENING PROTOCOL PUBLIC POOLS

Effective Date: Wednesday, May 5, 2021, 12:01 AM

Recent Updates: (Changes are highlighted in yellow)

5/4/2021:

- Effective May 5, 2021, the Health Officer order for the City of Pasadena allows for sector reopenings consistent with **Tier 4, Minimal (Yellow)** of the State of CA Public Health Order Blueprint for a Safer Economy.
- Outdoor pools may be open for routine use at no more than 75% capacity, provided that all employees and pool users maintain a physical distance of 6 feet from non-household members.
- Indoor pools may be open for routine use at no more than 50% capacity, provided that all employees and pool users maintain a physical distance of 6 feet from non-household members.
- For indoor facilities, the HVAC system must be evaluated by a certified HVAC Specialist to ensure it is clean and in good working order, filters are replaced or upgraded, and to the maximum extent possible, ventilation has been increased. Operators are required to maintain HVAC maintenance invoices on-site, and provide a copy upon request. The HVAC maintenance invoice must be dated in calendar year 2021.
- Communicate to employees regarding new paid sick benefits available in 2021.
- Frequency reduced for cleaning and disinfection of certain surfaces to once daily to align with updated CDC guidance.

At this time, all public health jurisdictions in Los Angeles County, including the City of Pasadena, are in **Tier 4, Minimal (Yellow)** of the State of CA Public Health Order [Blueprint for a Safer Economy](#).

The requirements below apply to all public swimming pools. Public swimming pools include campground pools, club pools, commercial pools, health or fitness clubs, hotel pools, licensed day care facility pools, medical facility pools, mineral spring pools, motel pools, municipal pools, public or private school pools; recreational or mobile home park pools, resort pools, special purpose pools, and swim school pools. This protocol also applies to apartment and condominium pools, but does not apply to pools or spas located at single-family dwellings. This protocol must be implemented and posted prior to opening a pool.

- **Outdoor pools** are allowed to be open for routine use including individual and group swim lessons, lap swimming, adult classes, and recreational swim. Pool capacity must be monitored and may not exceed **75%**, and all employees and pool users must maintain **6 feet** of distance from non-household members.
- **Indoor pools** are allowed to be open for routine use including individual and group swim lessons, lap swimming, adult classes, and recreational swim. Pool capacity must be monitored and may not exceed **50%**, and all employees and pool users must maintain **6 feet** of distance from non-household members.
- **Spas, saunas, and steam rooms** may reopen for a single user or household, or more if the size of the spa, **sauna, or steam room** allows for 6 feet of distance between households.

- **Outdoor splash pads, water slides, and water play equipment may reopen at 50% maximum capacity,** provided that all employees and users maintain a physical distance of 6 feet from non-household members.
- **Parties and gatherings are prohibited.**

Outdoor and Indoor Youth and Recreational Adult Sports

In addition to the guidance in this document, sports activities including competitive swimming and diving may resume, and must adhere to both the California Department of Public Health (CDPH) guidance for [Outdoor and Indoor Youth and Recreational Adult Sports](#) and the Pasadena Public Health Department protocol for [Outdoor and Indoor Youth and Recreational Adult Sports](#).

- **Advanced written approval is required for facilities to host multi-team sporting competitions. At least 14 days before the competition, the event organizer must complete the protocol and submit into the [Request for Exception to the Two Team Competition Rule Portal](#).**

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 face masks. Other individuals, other than the lifeguards on duty, must perform protocol monitoring and enforcement.

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 or receiving a positive test (if asymptomatic).** 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 patron 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 patrons and staff who were within 6 feet of the infectious person for a cumulative 15 minutes or more in a 24-hour period, and other individuals as specified by the Health Department. Implement measures recommended by the Health Department.

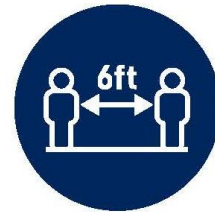
Key Practices



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 A HIGH QUALITY MASK



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>.

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>

- Outdoor and Indoor Youth and Recreational Adult Sports – Public Health Reopening Protocol
- Office Workspace – Public Health Reopening Protocol
- Fitness Facilities – Public Health Reopening Protocol
- Retail – Public Health Reopening Protocol
- Restaurants, Bars and Breweries – Public Health Reopening Protocol

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 Protocol to a City Department is not required unless explicitly requested.

| PERSON RESPONSIBLE FOR IMPLEMENTING PROTOCOL | |
|--|-------|
| Public Pool Name: | |
| | |
| Person in Charge: | |
| | |
| Title: | |
| | |
| Phone Number: | Date: |
| | |

| POOL CAPACITY | | |
|------------------------------|------------|------------------------------|
| Outdoor Pool Capacity: _____ | 75% | Outdoor Pool Capacity: _____ |
| Indoor Pool Capacity: _____ | 50% | Indoor Pool Capacity: _____ |

In the protocol that follows, the term “household” is defined as “persons living together as a single living unit” and shall not include institutional group living situations such as dormitories, fraternities, sororities, monasteries, convents, or residential care facilities, nor does it include such commercial living arrangements such as boarding houses, hotels, or motels.

MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- Services that are critical to customers and guests have been prioritized.
- Transactions or services that can be offered remotely have been moved online.
- Measures are instituted to assure access to goods and services for customers and guests who have mobility limitations and/or are at high risk in public spaces.

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 mask at all times when not in the pool or shower, 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 masks.
- Post a copy of this Protocol in a conspicuous location that is easily visible to staff, guests, and the public.

INTERNAL COMMUNICATION, TRAINING AND RECORDS

- Provide training to employees on all sections of the Protocol 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 they are experiencing symptoms of COVID-19, or if someone they live with has been diagnosed with COVID-19.
 - Proper use and care of face masks ([CDC guidance on masks](#)).
 - Physical distancing measures, sanitization, and handwashing.
 - Safety protocols for use of disinfecting solutions.
 - Information on employer or government sponsored leave benefits the employee may be entitled to receive that would provide financial support to stay at home while ill. Provide additional information on [government programs](#) supporting sick leave and workers' compensation for COVID-19, including employee's sick leave rights under the [2021 COVID-19 Supplemental Paid Sick Leave Law](#).
- Maintain records of each employee's schedule and work area or assignment.
- Maintain records of all participant activities and group assignments.
- Consider posting signs for the national distress hotline: 1-800-985-5990, or text TalkWithUs to 66746.

PROTECTION OF STAFF AND POOL USER HEALTH

Access to COVID-19 Vaccine

Individuals ages 16 years and older are currently eligible to obtain a vaccine effective against COVID-19. Provide information and registration assistance to staff. Individuals may sign up at myturn.ca.gov, call the CA COVID-19 Hotline 1-833-422-4255, access the Pasadena [On-call Form](#), or may call the Pasadena Citizen Service Center at 626-744-7311 for assistance. Links to vaccine appointments at pharmacies and other federal, state, and county sites are available at the [PPHD website](#).

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) before or upon arrival. The screening prior to arrival must include asking if the employee has had contact with a person known to be infected with COVID-19 in the last 14 days, and whether the individual is currently under isolation or quarantine orders. Consult the CDC website for the most current list of COVID-19 [symptoms](#).
- Send employees home immediately if they arrive sick or become sick during the day. Encourage sick employees to contact their medical provider. Employees who need information on health insurance or providers can call 211.
- Notify employees that they are not to come to work if sick or if they are exposed to a person who has COVID-19. Employers must comply with Cal-OSHA requirements for quarantine and isolation, if stricter than the Pasadena Public Health Department (PPHD). For the purposes of PPHD, employees who are [fully vaccinated](#) for COVID-19 do not need to quarantine after exposure to someone with COVID-19 if asymptomatic, and may come to work if asymptomatic. The local Health Officer Order requires everyone to self-isolate when sick with COVID-19. It also requires individuals to self-quarantine for 10 days from last contact with someone with COVID-19, unless fully vaccinated. Anyone who is a close contact with someone with COVID-19 must check for symptoms for 14 days regardless of vaccination status. The employee must isolate from others immediately if symptoms develop within 14 days of exposure. Quarantine must be maintained for 10 days, even if test results are negative (no virus detected).
- Require a sick employee to stay home for at least 10 days, or until 24 hours after fever and symptoms resolve (without use of fever-reducing medications), whichever is longer.
- Review and modify workplace leave policies to ensure employees 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 a cumulative total of 15 minutes or more over a 24-hour period, regardless of whether a mask was worn) with the ill employee, except fully vaccinated individuals who are asymptomatic. 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) if they are not fully vaccinated. However, contacts must still maintain quarantine for 10 days, even with a negative test, if they are not fully vaccinated.
- Screen customers for symptoms upon arrival, ask customers whether they are currently under isolation or quarantine orders, and ask them to use hand sanitizer and to wear a face mask.

Verifying Full Vaccination

- Individuals are considered fully vaccinated for COVID-19:
 - 2 weeks or more after they have received the second dose in a 2-dose vaccine series (Pfizer-BioNTech or Moderna), or
 - 2 weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).

- ❑ With a photo ID, the following are acceptable as proof of full vaccination for COVID-19 and must include the name of person vaccinated, type of vaccine provided and date last dose was administered (a photo ID is not required for children/minors):
 - Vaccination card or
 - A printed or digital photo of the person's vaccination card stored on a phone or electronic device or
 - Documentation of full vaccination from a healthcare provider

PROTECTIVE MEASURES

Face Masks*

- ❑ Provide, at no cost, a 2-or more layer cloth face mask and/or disposable masks for all employees who have contact with the public or other employees, and instruct employees to wear a clean (washed daily), face mask over the nose and mouth at all times during the workday. Employees who have been instructed by their medical provider that they should not wear a face mask should wear a face shield with a drape on the bottom edge, to be in compliance with [State directives](#), as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves may not be used. Face masks are optional when alone in a room or private office. Employees need not wear a face mask when entering the water.
- ❑ [Double masking](#), as described by the CDC, can increase protection if it improves the seal and filtration, so one option is wearing a multi-layer disposable mask with a multi-layer, well-fitting cloth mask that pulls the edges of a disposable mask against the face.
- ❑ Require guests and pool users to wear face masks at all times while at the facility. Pool users need not wear a face mask when entering the water or when in the shower, but they are encouraged to wear a face mask if able to do so safely while engaging in water activities that allow their head to remain out of the water.

**Individuals with chronic respiratory conditions, or other medical conditions that make use of a face mask hazardous are exempted from this requirement, but are not able to participate in indoor fitness facility offerings. Children under age 2 years should not wear a face mask. Refer to the [CDC guidance on masks](#) for additional information, exemptions and care of the face mask.*

Physical Distancing

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

- ❑ Pools are allowed to be open for routine use including individual and group swim lessons, lap swimming, adult classes, and recreational swim.
 - Outdoor Pools – Limit capacity to **75%** or less to ensure pool users and staff can maintain **6 feet** of distance from others.
 - Indoor Pools – Limit capacity to **50%** or less to ensure pool users and staff can maintain **6 feet** of distance from others.
- ❑ Spas, **saunas, and steam rooms** may reopen and must limit occupancy to a single user or household. Multiple users or households may use the spa, sauna, or steam room if it is large enough to allow for **6 feet** of distance between households.
- ❑ 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.
- Outdoor splash pads, water slides, and water play equipment may reopen at 50% maximum capacity.
- Implement measures to ensure physical distancing. Users must remain at least 6 feet apart from individuals from different households.
 - 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.
- Monitor restrooms to ensure the number of people inside at one time allows for physical distancing.
- Indoor showers, locker rooms, and changing areas may be open at 50% capacity. Close every other shower, changing space or locker to ensure 6 feet of physical distance can be maintained. Post signage reminding users that masks must be worn at all times.
- Prohibit parties or gatherings in all areas including the pool.
- Group lessons are permitted, provided that class size is limited to ensure a minimum of 6 feet of physical distance between participants during all activities. Both the instructor and all participants must wear a face mask at all times when they are not in the water.
- 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.
- Install impermeable physical barriers such as plexiglass at counters and other locations where staff and guests must interact and physical distancing is difficult.
- Activities including competitive swimming and diving may resume, and must adhere to both the CDPH guidance for [Outdoor and Indoor Youth and Recreational Adult Sports](#) and the Pasadena Public Health Department Reopening Protocol for [Outdoor and Indoor Youth and Recreational Adult Sports](#).
 - Advanced written approval is required for facilities to host multi-team sporting competitions. At least 14 days before the competition, the event organizer must complete the protocol and submit into the [Request for Exception to the Two Team Competition Rule Portal](#).

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 masks 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 masks, and to comply with symptom checks and physical distancing.

DISINFECTION AND LAUNDERING

Disinfection

- Develop an appropriate plan, in adherence to [CDC Guidance](#) that identifies the surfaces to be cleaned and 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 **daily**, 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 **between users**.
 - 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.

BUILDING SAFETY

Water Safety

- 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](#).

Ventilation

- For indoor pool facilities, the HVAC system must be evaluated by a certified HVAC Specialist to ensure it is clean and in good working order, filters are replaced or upgraded, and to the maximum extent possible, ventilation has been increased. Facilities operators are required to maintain HVAC maintenance invoices on-site, and provide a copy upon request. The HVAC maintenance invoice must be dated in calendar year 2021.**
- Consider HVAC upgrades to improve air filtration (targeted filter rating of at least MERV 13) and increase fresh air ventilation.
- Where possible, install portable high-efficiency air cleaners, upgrade the building's air filters, and make other modifications to increase the quantity of outside air and ventilation in all working areas.
- Consider opening windows, if feasible, safe, and compliant with Fire Code and ADA requirements.

- ❑ If fans such as pedestal fans or hard mounted fans are used, take steps to minimize air from fans blowing from one person directly at another individual.
- ❑ Review and follow the California Department of Public Health's [Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#).