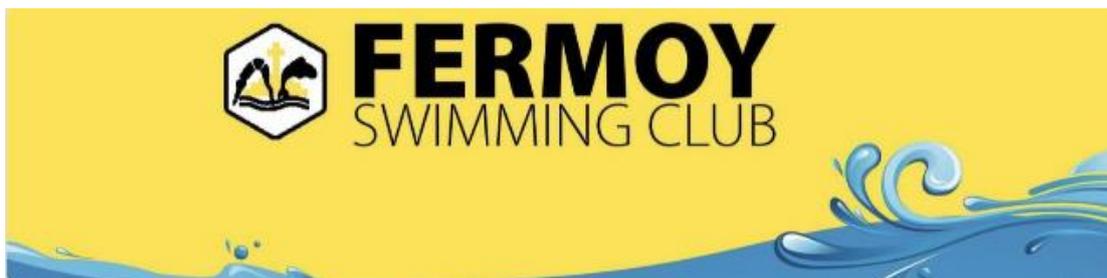


Fermoy Swimming Club



Information for Members

The aims of our Covid-19 Operational Procedures are:

- to reduce the risk of transmission of Covid-19
- to protect the health and well-being of all athletes and coaches in our club

Volunteer roles

In advance of returning to training our club has appointed a Lead COVID-19 Officer and additional COVID-19 Officers for each squad. The Lead COVID Officer is contactable by email and phone, details below.

Fermoy Swimming Club Committee

● Chairman	John Hawe	fermoyscchair@gmail.com
● Secretary	Michael Callanan	fermoyswimclub@gmail.com
● Treasurer	Catherin Verling	treasurer.fermoyswimclub@gmail.com
● Gala Sec	Ceara Walsh	galasecretaryfsc@gmail.com
● Membership Sec	Martina Daniels	memsecfsc@gmail.com
● Lead Covid-19 Officer	Susan Duggan	fermoycovid19officer@gmail.com
● PRO	Declan Howard	declanhoward@me.com
● CCO & DP	Marcella McMahon	marcella@fionatwomey.ie
● Committee	Philip O'Reilly	philipdreilly@gmail.com

Specific Roles – Covid-19 Sub-committee

- Lead COVID-19 Officer – Susan Duggan,
 - Email: fermoycovid19officer@gmail.com ,
 - Phone: 087 052 1497
- Torpedo COVID-19 Officer – Susan Duggan
- Shark COVID-19 Officer – Mary Gorey
- Dolphin COVID-19 Officer – Margaret HAnrahan
- Marlin, Sailfish & Swordfish COVID-19 Officer – (To be confirmed)
- Goldfish 1 & 2 COVID-19 Officer – (To be confirmed)
- Goldfish 3 & 4 COVID-19 Officer – (To be confirmed)

As we increase our training sessions, we will ask for additional volunteers for these roles. If you are interested in volunteering please contact fermoycovid19officer@gmail.com

Education

All Fermoy Swimming Club COVID Officers have attended Swim Ireland COVID-19 training and meet the requirements as set down by Swim Ireland. Coaches, committee, and COVID-19 officers have completed a risk assessment and walk through of the facility prior to returning to training.

Return to Training Declaration

Return to Water Declaration will be emailed to the registered Parent/Guardians email address that is recorded by the club.

Self-Screening Form for Athletes

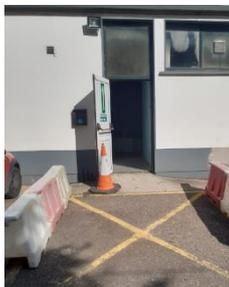
In advance of each training session the swimmers parent/guardian must complete and submit their self-screening form to confirm you are fit and well for training.

- We are using Google Forms to submit the forms
- For training sessions taking place in morning (before 12pm) forms must be submitted by 6pm the previous evening
- For training sessions taking place in the afternoon (after 12pm) forms must be submitted by 10am that morning
- If you need to answer YES to any question on the form you should not attend training and should notify Susan Duggan fermoycovid19officer@gmail.com with swimmers name and squad along with details
- If you become unwell **with covid-19 symptoms** after submitting the form you should not attend training and should notify Susan Duggan at fermoycovid19officer@gmail.com
- If you have not submitted the **Self-Screening Form** by the cut-off time you will unfortunately not be permitted to swim as the information will have been passed to the Parent on Duty. Please do not text the squad administrator and ask can you be added. Abusive communication to the Covid Officer or squad administrators will not be tolerated and will be passed to the FSC committee for action.

Entry and exit to/ from the Facility

- All swim club members, (swimmers, coaches and parents) must wear a face covering where the mouth and nose is covered while entering, exiting and using changing rooms.
- Swimmers under 12 are exempt from this rule.
- If the swimmer is exempt from wearing a mask for medical reasons, please forward a GP;s note explaining this to the coach or Lead Covid-19 officer. This will be recorded in the attendance log for all POD's on duty.
- Athletes to arrive ready for training. Swimwear should be put on before leaving home. .
- It is preferable that there be no car-pooling or lift sharing to the training sessions for those from different households as per Swim Irelands latest guidelines.
- Athletes should only come to training if they are feeling well. Do not come to the pool if you are sick, feeling unwell or have an injury.
- Arrive at the agreed time, 10 minutes before start time, please note that latecomers will not be permitted to train. The entrance will be opened 5 minutes prior to the start of training.
- Social distance outside pool when queuing.

- Athletes should be dropped to the facility and parents/ guardians should remain in the car park or be no more than 5 minutes away..
- Athletes should use hand sanitizer upon entering and exiting the building
- Athletes age 13 and over to ensure that their face covering is securely covering their mouth and nose.
- If you do not wear a face coving securely then you will not be given access to the building.
- NO showering before or after swim.
- Athletes should shower at home before coming to training.
- The COVID officer on duty will verify that self-screening form has been returned.
- Athletes should be collected promptly from the facility at the end of the training session.
- In the interest of social distancing & minimisation of person to person contact, no parents/guardians are permitted into the facility.
- Please follow the directions laid out by the facility and instruction from coach and POD.
- Entrance and exits are outlined by day and squad in the attached appendix
 - Entry Door 1 (pictured below) is located at the side on the left hand side of the building



- Use of changing rooms is not permitted
 - For Torpedoes weekday early morning training sessions, the use of changing rooms is permitted where there are 5 showers available in the ladies and 3 in the gents for **rinsing purposes only**. The maximum time allowed in the changing room is 15 mins. The use of hairdryers is not permitted.
 - In the Changing rooms siblings are classed as 1 unit and **must change** in the same pod.. In total the ladies changing room can accommodate 12 (this number includes the use of the 3 cubicles to be used by siblings) and the men's changing room can accommodate 13. Numbers in excess are to use the spectator area.
- Athletes must bring their own water bottle(s), which should be filled in advance.
- Athletes must bring their own equipment; no sharing of equipment is permitted.

In the Facility

- POD will take your name before entry
- Athlete to remove their belongings and place on their seat. Seats are marked with a sticker. This will apply to Torpedos at a weekend training session.



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- The Coach will give the signal to go, each athlete will remove their face mask, and go to their home spot in the pool as directed by the Coach.
- Six athletes per lane (based on a five lane 25m pool). One athlete is stationed at each end of the lane, with a further four athletes between the backstroke flags. Lanes will alternate between clockwise and anti-clockwise.
- Once each athlete finishes his/her set they will stop at their home points.
- Once session starts the following will apply.
 - No overtaking
 - No touching athletes toes in front
 - Keep your distance
 - No sharing swimming gear
 - No sharing water bottles
- All swimmers can use a toilet in the changing room with Sticker number 1.
 - Please note children may only use the toilet one at a time.
 - When using the toilet during a session, the swimmer must sanitise their hands before entering the changing area and before returning to the pool. Sanitising stations are located at the entrance to the changing areas on the deck.
 - To minimise disruption to the session, Please go to the bathroom before you come to the pool as we want the least amount of people getting in and out of the pool & using pool facilities
- Once session is finished, lane 5 will exit from pool side (NOT THE LADDERS),
 - move to their designated spot.
 - put their facemask on, dry off quickly leaving their togs on, and dress
- The same process will go for rest of pool, the coach will call lane 4, 3, 2 and finally lane 1, where the process will be repeated.
- The POD will direct the athletes, ensuring they keep 2 meters apart, to the designated exit door.
- We ask that there is no loitering outside, please just get into your cars with a plastic bag ready on the seat to go home.

Lane format & Gear

- Each athlete will be given a lane to train in 1-5 by the coach prior to training. This may change on the day at the coaches discretion.
- Each lane will train clockwise and anti-clockwise, 1st and 6th athlete will finish at wall, 2, 3, 4 & 5 will finish at home points. Once the next set starts you will start from your home point.
- Only bring the gear required for that session. This will be communicated to the parent/guardian prior to the session.- No mesh bags are required on deck.

Hand Hygiene

- Hand sanitiser available on entry and exit to the building and on entry to the changing rooms from the deck
- Athletes to sanitise their hands:
 - on entry/exit from the facility,
 - before and after using the toilet.
 - after coughing or sneezing

Respiratory Hygiene and Cough Etiquette

Respiratory hygiene is vital to prevent the spread of respiratory infections such as influenza, colds etc. The following measures to contain respiratory secretions will be promoted in the club:

- Covering nose/mouth using disposable tissues when coughing, or sneezing
- Disposing of tissue in the nearest bin after use.
- Performing hand hygiene after coughing or sneezing.
- **Keeping hands away from the mouth & mucous membranes of the eyes and nose.**
This is one of the most important measures that can be followed as Covid-19 is transmitted through the mucosa - mouth, nose, and eyes. Viral droplets do not pass through the skin so keeping hands away from the face is vital in preventing transmission.

Social Distancing and Club Operation

Social distancing is recommended to reduce the potential spread of infection. We have considered the layout of our pool/ lanes for training sessions.

In line with the guidance of Swim Ireland, we have put the following measures in place:

- Under the Swim Ireland Living and Swimming with Covid-19 Framework document, at Level 2, there will be 6 athletes per lane in a 25m pool at any one time. At Level 3 there will be 5 athletes per lane/in a 25m pool at any one time.
- Each athlete will be designated a home point, from which they will start and finish. We will rotate the home point frequently to ensure fairness to all.
- Athletes will need to follow the coach's instructions for entry to and exit from pool
- Each athlete will be given a designated space to place their water bottle and equipment

Contact Tracing

Attendance register & contact details established to ensure adequate details available for contact tracing if required.

Contact details will include:

Athletes, Coach and POD for each session they attend & times they are in the facility.

Parent on Duty

- POD must have undertaken the Swim Ireland Covid-19 officer training. If deck duty is shared between both parent/guardian, then both must undertake training.
- We will have one POD for each session, face mask to be worn
- POD to sanitize their hands at least every 30 min.
- POD to bring own pen to the session
- POD will have a list of athletes attending session
- POD will be at entrance where each athlete will use hand sanitizer and their name will be taken and recorded
- Once all athletes have checked in POD will close the door and maybe asked to help line up the lanes along with the coach for entry into pool

- Lane by lane the swimmer will exit the pool, dry off on deck as best they can, put clothes on and **leave within 5 mins.**
- POD will direct them to exit door where they will meet parent or guardian.
- POD to be last person to exit building, ensuring all Swimmers have exited.
- POD may sit in the spectator area at least 2m away for Swimmers/Coaches and staff.
- Before leaving the facility the POD must return the attendance log to the Swim club press located in reception and sanitise same. Sanitiser and paper is located in the press.

Data Protection Notice

Your personal data is being processed in accordance with Article 9(2)(i) of the general Data Protection Regulation and Section 53 of the Data Protection Act 2018. The information you provide on this form will not be used for any other purposes and will be strictly confidential. The Lead Covid Officer is the Data Controller for the information on this form. The form will be accessible only by the Lead Covid Officer and the designated covid supervisors. Your personal data will be retained for 3 weeks.

Note:

Any Athletic/POD that has been outside of Ireland (All Island) or intending to be outside of Ireland (All Island) will under current requirements need to self isolate for 14 days and therefore not be able to return to swimming for that period.

Suspected case of COVID-19 and designated isolation area

In the event of a suspected case of Covid-19, the swimmer will be brought to the facilities designated isolation area which is located in the lifeguard room.

The designated isolation area is equipped with the following

- Face masks
- Hand sanitiser
- Tissues
- Disposal gloves & aprons
- Waste disposal facilities

Suspected Covid-19 Procedure

The COVID-19 Officer on duty will:

- Direct the individual to the Isolation area.
- Supplies individual with a face mask.
- Contact the parent/guardian to advise and arrange collection from the facility. The log of contact details is located in the swim club press located in the main entrance. It is broken down by squad and alphabetically.

Please Note that the Swim Ireland “Suspected Case of COVID-19 Action Plan” will be implemented if there is a suspected case of COVID-19.

Please note this is a live document and requirements and rules may change. If and when this arises any changes will be advised to Swimmers/Parents via the Lead Covid 19 Officer and/or the Coach.

Appendix 1 - FLC facility rules

Appendix 2 - Timetable of squads

Appendix 3 - SI Suspected case of covid 19 Action plan