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4 March 2021

Dear Swimmers and/or Parents/Guardians,

## **R:- POLICIES AND PROCEDURES DURING COVID-19**

During the COVID-19 pandemic most things that we took for granted have changed. Everything that felt comfortable and normal, seems now foreign. Due to this change, some of our policies and procedures have had to change as well. All these changes are for your safety, our safety and the minimizing, and hopefully stopping of, the spread of COVID-19.

During 2020 Swimming Schools were forced to close for almost 5 months. We worked with all State and Local Authorities to determine when it would be safe for us to return to work and for our swimmers to return to the pool. In July 2020 we received a communication from Swimming South Africa (SSA) that we would be permitted to re-open subject to stringent controls, restrictions on numbers, social distancing, limited personnel and the issue of our Compliance Certificate, which we received on the 30<sup>th</sup> of July 2021 (copy attached). We were so excited to get back into the water when we re-opened on Monday 11 August 2020.

Our goal is to create and maintain the safest environment for our swimmers, parents and staff. We have developed and continue to implement a strategic and safety-focused plan, and we are committed to maintaining and revising the plan as we learn more about how to better meet the needs of clients. We are here to help keep swimmers, parents, teachers and staff safer in and around the water / the swimming school.

We will keep you informed of any changes or urgent communication with messages on the SwimQuest Information WhatsApp Group, and / or emails, phone calls and / or social media communications.

The Centers for Disease Control and Prevention (CDC) has indicated that there is no evidence that COVID-19 spreads through treated water. Proper operation and maintenance (including disinfection with chlorine and bromine) of a swim facility should inactivate the virus in the water.

The legal bases for these Policies and Procedures is the Occupational Health and Safety Act No. 85 of 1993, as amended (OHS), read together with the Hazardous Biological Agents Regulations, the Compensation of Injuries and Diseases Act No. 130 of 1993 (COIDA), directives issued by the Government and guidelines issued by the World Health Organisation (WHO) and CDC. These policies may change with government regulation but still require vigilance and strict following and are a burden and a responsibility for us and you. The following is an outline of what is expected of swimmers, parents and staff:-

### **Swimmers and Parents**

- It is a SSA requirement that all parents must apply for a Permit / Confirmation of Registration for their child to swim. Permits / Confirmation of Registration will also be required **for parents in the Mom and Baby classes**. The Google link for this purpose is set out below and this must be attended to as a matter of urgency. Kindly, complete the information on behalf of your child (and the parent, if applicable). There is no cost for this registration.

Please use this Venue Code for SwimQuest swim school: **GPEK052**

<https://forms.gle/FFnYfYEGBNhMSCVe8>

**You must please email a copy of the Permit/s / Confirmation of Registration to [admin@swimquest.co.za](mailto:admin@swimquest.co.za) before we can confirm a commencement date as no child will be permitted to swim / enter the premises if we are not in possession of these documents.**

- Except in the case of Mom and Baby classes and very nervous beginners, swimmers are to visit the swim facility alone as no parents, guardians, siblings or companions are permitted by SSA to enter the swimming facility. Parents/ guardians should accompany the child to the Reception / Screening area but parents / guardians, siblings or companions should remain outside the swimming enclosure and not accompany the swimmer inside.
- Should a parent / guardian / sibling need to make use of the toilet, he / she will be permitted to enter the swimming enclosure but must wear a mask at all times and must sanitise at the Sanitech automated hands-free sanitizer dispenser that is provided in the reception area on arrival and departure.
- Except in the case of Mom and Baby classes, change rooms may not be used in terms of SSA current regulations.
- Swimmers and parents must be punctual for their classes at the time agreed on in their signed Acceptance Forms and must observe social distancing and wear their masks when waiting to be screened at the entrance to the swimming facility..
- Swimmers and parents must avoid touching gates, fences, benches, etc. if possible.
- Swimmers must bring a full water bottle to avoid touching a tap or water fountain handle.
- If swimmers or parents need to sneeze or cough, they are to do so into a tissue or upper sleeve/arm area.
- Tissues and Roller Towel used on the premises must be placed in the bins marked “BIO HAZARDOUS WASTE”.
- Swimmers are not to attend swimming if they, or a member of their household does not feel well. Swimmers and parents experiencing cold or flu-like symptoms on arrival are not to enter the swim facility. We recommend that individuals who may be concerned that they are exhibiting symptoms or came into contact with an individual who has COVID-19, are to contact their primary care physician via phone as a first step. They are to further get medical attention immediately if they do develop emergency warning signs for COVID-19. Swimmers and parents are to always call ahead if they feel sick, have red eyes (conjunctivitis) or have any concerns.
- Swimmers and parents who develop a fever or symptoms of COVID-19 prior to the time of the lesson, will need to forfeit the lesson.
- Swimmers and parents who have been exposed to COVID-19, tested positive but are asymptomatic, or are ill, will likewise not be allowed in the swim facility and have to forfeit the lesson.
- Swimmers, parents, staff and any person entering the swim facility:
  - must be screened for symptoms of COVID-19 upon arrival. Temperature will be taken by a non-contact thermometer. If the temperature is 37.3 C or higher, the third party will not be allowed to enter the swim facility;
  - will be required to complete an information register (paper copy) every time children come to swimming before entry is allowed detailing, their names, telephone numbers, address, email address, and identity number, as well as disclosure/s on recent international travel and any other reasonable apprehension of having been exposed to COVID-19. Alternatively, they can complete and submit the Screening Form online in front of Mabel Mbatha, our Screening Officer, just before the lesson by following the link below:-  
  
[https://docs.google.com/forms/d/e/1FAIpQLScanu3QMO5W1PXZ92S9ku4QPV2DHu93e0W-u\\_KINkdxEz4RRg/viewform](https://docs.google.com/forms/d/e/1FAIpQLScanu3QMO5W1PXZ92S9ku4QPV2DHu93e0W-u_KINkdxEz4RRg/viewform)
  - Swimmers / parents should report any of the following additional symptoms to staff immediately on onset: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness
  - must wear their own mask in the swim facility **but masks must NOT be placed on young children under the age of 3 years.** (If a swimmer, parent, guardian or visitor presents themselves at the swim facility without a mask, he / she will not be permitted to enter); and
  - must use hand sanitizer at the Sanitech automated hands-free sanitizer dispenser that is provided in the reception area on arrival, failing which they will be prohibited from entering / remaining in the swim facility; and
- If there exists a reasonable apprehension that the individual has been exposed to COVID-19, or that s/he has tested positive for COVID-19, then we may exclude the person from entering the swim facility. If the individual

has already entered the swim facility and they are at risk, we will isolate him/her so that arrangements can be made for referral to the appropriate healthcare provider for assessment and further clinical evaluation and requirement for COVID-19 testing if indicated.

- Swimmers and parents must avoid handshakes and hugs with any staff or third party.
- Swimmers must not share equipment.
- Swimmers and parents must follow directions for spacing, stay at least 2 metres apart from others, not make physical contact with others, such as shaking hands or giving a high five.
- Swimmers must avoid sharing food, drinks or towels and maintain appropriate social distancing from other swimmers when taking a break.
- Swimmers should change clothes and shower at home i.e. wear suits to and from sessions if possible.
- Swimmers and parents must leave the swim facility as soon as reasonably possible after sessions - no social activity should take place i.e. no congregation or chatting after swimming.
- Swimmers are to wash their hands thoroughly or use the Sanitech automated hands-free sanitizer dispenser that is provided in the reception area after leaving the pool.
- Swimmers are to refrain from teasing anyone about being sick, share what they learn about preventing disease with their family, friends, and siblings and tell their parents/guardians, if they feel sick, and to stay at home.
- Swimmers or visitors diagnosed with COVID-19 may only return to the swim facility on the following conditions:
  - a) The affected person has completed the mandatory 14 days of self-isolation
  - b) the affected person has undergone a medical evaluation confirming fitness to return if the person had moderate or severe illness
  - c) the affected person ensures strict adherence to personal hygiene, wearing of masks as appropriate, social distancing, and cough etiquette.

#### **Staff**

- All staff must wear masks at all times, wash their hands for at least 20 seconds or sanitise their hands with hand sanitiser when entering the swim facility, before and after each lesson, before eating and after using the bathroom.
- Staff will be screened for symptoms of COVID-19 daily upon arrival at the swim facility.
- Clean all equipment with best available disinfectant before the commencement of each lesson.
- Practice and lesson times, time between sessions, numbers of workouts per week for each group will be structured i.e. lessons will be spaced out to limit the number of persons in the swim facility at any given time and to allow time for cleaning and sanitizing in between lessons and group sizes will be limited.
- Spacing in the pool and other swim facility areas will be maintained. Visible markers on the floor will indicate appropriate spacing on the pool deck, entrances, etc.
- Chairs / seating will be spaced out (social distancing).
- Appropriate PPE will, as available and in accordance with recommendations from government, be utilised.
- Floors, surfaces and seating in the swim facility will be sanitised to avoid contamination (seating will be sanitised in between sessions).

We thank you for your understanding and co-operation during these uncertain times. If anything is unclear in the above policies and procedures, please do not hesitate to contact us.

Yours in swimming,  
 Kerri-Ann Campbell and Robyn Cousins