



NCAP Standard Operating Procedures -Version 5, September 21st, 2020- -MARYLAND-

- PPE requirements:
 - All coaches will wear masks when checking in athletes and facilitating athlete exit. Coaches may remove masks once all athletes have entered the water.
 - All athletes will wear masks entering and exiting the facility, on deck and during dryland activities.
 - If space permits over 6 feet of separation between athletes, masks are not required during dryland workouts.
 - Exceptions will be made for athletes with conditions that prohibit them from wearing a mask pending medical documentation.
- Social distancing requirements:
 - Athletes and coaches must maintain 6 feet distance at all times.
 - There will be spaces indicated along the entrance for athletes to line up 6 feet apart.
 - There will be designated places on the pool deck for athletes to leave their personal belongings to ensure social distancing.
 - Once athletes enter the building, they will go to their indicated spot and await instructions from their coach.
- Facility procedures:
 - There will be a one-way entrance and one-way exit.
 - Locker rooms will be limited to restroom use only.
 - There will be a 10-minute window between practices.
 - All athletes from previous practice must exit the facility before the athletes for following practice may enter.
 - All common areas, including restrooms, will be disinfected between practices, if utilized. Older athletes may be responsible for spraying down restrooms after personal use.
 - The facility will be cleaned daily following all practices.
- Check-in procedures:
 - Athletes should use the NCAP Check-In App prior to coming to practice (unless the facility has their own procedure in place): [https://fms-nyc.workflowtactix.com/fmi/webd/NCAP CheckIn?homeurl=http://nationscapitalswimming.com](https://fms-nyc.workflowtactix.com/fmi/webd/NCAP%20CheckIn?homeurl=http://nationscapitalswimming.com)



- Athletes must answer questions below before attending practice:
 - Have you or anyone residing in your household had contact with someone who has tested positive for COVID-19 in the last 10 days?
 - Is your temperature over 100.4 degrees Fahrenheit?
 - Have you experienced a cough or difficulty breathing in the last 10 days?
 - Have you traveled over 100 miles or by air in the last 10 days?
 - Destination?
 - Was your coach aware of your travel plans?
 - Did you only interact with members of your immediate household during your trip?
 - Were you approved to resume practices on or before today?
 - If an athlete does not meet any of the criteria shown above, they will not be permitted to attend practice until cleared by their coach.
- Athlete/family protocol:
 - Athletes must arrive and depart in their swimsuit.
 - Athletes will not be able to change or shower at the facility.
 - Athletes will only be permitted to line up to enter 5 to 10 minutes before their scheduled practice time.
 - If they arrive early, they should wait in/by their car until the appropriate time to enter the facility.
 - Athletes must leave the facility immediately at the completion of any practice.
 - Parents/spectators will not be allowed in the facility at any time and are expected to practice social distancing while waiting for their athlete.
 - We will ensure that the appropriate number of coaches are present during each practice to comply with MAAPP.
 - Athletes should bring their own water bottle (already filled) and any other equipment required by their coach.
 - Athletes will not be permitted to store their equipment bags at the facility.
 - Criteria that must be met by athlete and anyone residing in their household in order to be eligible to attend practice:
 - Cannot have had contact with anyone who has tested positive for COVID-19 in the last 14 days.
 - Cannot have had a temperature over 100.4 degrees, a cough or difficulty breathing in the last 14 days.
 - If the athlete or anyone residing in their household has traveled over 100 miles or by air, the coach must be notified over email.
 - International travel requires an automatic 14-day return period with no symptoms before returning to practice.



- Any athlete or staff member experiencing any symptoms of a fever, recent cough, unusual fatigue, headache or has had any exposure to someone who has any symptoms should remain at home and seek medical treatment.
 - If any athlete or staff member has a fever or symptoms of illnesses, they may not attend practice until 14 days after the fever or symptoms has ceased.
 - Athletes and staff must see a physician and be cleared for training after being diagnosed or suspected to have COVID-19.
- For us all to stay healthy and be able to keep swimming, we ask our athletes to please practice responsible social distancing when they are away from the pool as well.
- Should we feel anyone is consistently not adhering to social distancing guidelines, they or their family's participation in NCAP activities may be suspended.
- COVID-19 Testing Protocol:
 - What to do if your athlete needs to get tested or isn't feeling well:
 - If an athlete's doctor recommends a test to rule out COVID-19 or your athlete gets tested for any reason— ***the athlete cannot return to practice until there is a negative test result.***
 - If an athlete does not feel well, please do not bring them to practice and continue to monitor their symptoms: *"When in doubt, stay out."*
 - If anyone within the athlete's immediate household gets tested, please do not send your athlete to practice until those results come back negative.
 - Please note: If a parent is getting tested consistently due to their job - this policy does not apply, but if they receive a positive result - NCAP needs to be made aware immediately.
- COVID-19 Positive Test Procedure:
 - A member of an athlete's immediate household tests positive for COVID-19:
 - The athlete must quarantine for 14 days, isolating themselves from the members of their household to the best of their ability.
 - An athlete is exposed to COVID-19 from someone outside of their household:
 - The athlete must quarantine for 14 days OR
 - The athlete must get tested after 5 days from the exposure and provide their coach with documentation showing a negative test result.
 - An athlete tests positive for COVID-19:
 - Given our standard operating procedures regarding cleaning between practices, the facility will not need to be shut down. We will evaluate if further sterilization measures are necessary on a case by case basis.



- The Head Site Coach will email all active members to let them know a member tested positive for COVID-19. Following a thorough sanitization, practices will resume.
- The training group that the positive athlete is in will have to pause their practices and they have two options:
 - These athletes can choose to quarantine for 14 days and then return to practice OR they can get tested for COVID-19 following 5 days from exposure and provide their coach with the documentation showing a negative test.
 - The coach will receive a rapid test 5 days following exposure and cannot resume practices until they have received negative results.
- NCAP Travel Policy:
 - All families that travel on vacation or outside their "bubble of limited exposure" must detail those plans in writing to their coach prior to the trip.
 - If the travel is within 200 miles of the family's residence, decisions on practice attendance post-vacation will be dealt with on a case by case basis.
 - If the travel is outside a 200-mile radius, the athlete will not be able to return to practice immediately. There are two options to resume training:
 - The athlete must quarantine for 14 days OR
 - The athlete must get tested for COVID-19, 5 days after their return home and provide negative test results to their coach.
 - If a family is planning a trip outside the 200 mile radius to an area with a low case count AND practicing thorough safety measures— they may apply for an exemption using this form: [NCAP Travel Exemption Request](#).
 - The exemption request form must be completed prior to the family traveling.
 - Once the family has returned, they must forward their form completion receipt to Tom Ugast (tugast@nationscapitalswimming.com) confirming the information provided about the trip remained accurate during their stay.
 - Email should state: "I hereby certify the information previously stated in this exemption form remained accurate throughout our travel."
 - If any of the information provided changed during travel, please note those details in the email to Tom Ugast, so he can reevaluate the decision on returning to practice.
 - Tom Ugast will get back to the family within 48 hours from when the follow up email was received to confirm when the athlete can return to practice.