



NCAP Standard Operating Procedures: Swim Lesson Program -Version 1, October 28th, 2020-

• PPE requirements:

1. All staff will wear masks during all times within the facility.
2. All instructors will wear face protection at all times during lesson instruction.
 - a. *For lessons when the instructor is in the pool with the swimmer, they will wear a face shield AND a mask.*
 - b. *For lessons when the instructor is teaching on deck, they will wear a mask or a face shield.*
3. All swimmers will wear masks entering and exiting the facility, on deck until such time they are instructed to put their masks in their baskets.
 - a. *Exceptions will be made for swimmers with conditions that prohibit them from wearing a mask pending medical documentation.*
4. All coaches, instructors, and staff are required to have Hand Sanitizer & Cleaning products available (provided by NCAP) at all times.

• Social distancing requirements:

1. Swimmers, parents and staff should maintain 6 feet of social distancing at all times possible.
2. Per the Virginia Phase 2 guidelines for Learn to Swim lessons we will work closer with swimmers when needed to ensure safety of the participant.
3. Once swimmers enter the building, they will be directed to their station and be seated 6 ft apart from each other in the pool.

• Facility procedures:

1. There will be a one-way entrance and one-way exit.
 - a. Families should **ENTER** and check in using the “main entrance” through the fence, using the door on the left side of the building (see arrival directions document).
 - b. Families will **EXIT** the facility using the opposite door leading to fenced area (staff will direct you upon departure).
2. Locker rooms will be limited to emergency restroom use only.
3. The facility will be cleaned hourly/ daily following all lessons.
4. Parents are required to take swimmer's temperature prior to coming to practice.
 - a. *Swimmers with a temperature of 100.4 degrees or more should stay home and will not be permitted to attend their lesson.*

• Athlete/family protocol:

1. Swimmers must arrive and depart in their swimsuit.
 - a. *Swimmers will not be able to change or shower at the facility.*
2. Swimmers will only be permitted to line up in their designated spot no sooner than 5 minutes



before their scheduled practice time.

- a. If they arrive early, they should wait in their car until the appropriate time to enter the facility.
 - b. **Families may utilize the pool deck to quickly dry off—must distance by at least 6 feet.**
3. To ensure proper social distancing, only one parent is permitted into the facility with their swimmer. We respectfully ask that siblings be left at home (*if that is not possible, please email sugast@nationscapitalswimming.com ahead of time for approval*).
4. Parents/spectators will be allowed to watch lessons from designated chairs. **Masks must be worn at all times.**
5. Criteria that must be met by swimmers and anyone residing in their household in order to be eligible to attend swimming lessons:
 - a. Cannot have had contact with anyone who has tested positive for COVID-19 in the last 14 days.
 - b. Cannot have had a temperature over 100.4 degrees, a cough or difficulty breathing in the last 14 days.
6. 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.
 - a. If any swimmer or staff member has a fever or symptoms of illnesses, they may not attend lessons until 14 days after the fever or symptoms has ceased.
 - b. Swimmers and staff must see a physician and be cleared for work & lessons after being diagnosed or suspected to have COVID-19.
7. For us all to stay healthy and be able to keep swimming, we ask our swimmers and families to please practice responsible social distancing when they are away from the pool.
8. Should we feel anyone is consistently not adhering to social distancing guidelines, they or their family's participation in Machine Performance Center activities may be suspended.

• **Positive test procedure:**

1. Should someone test positive for COVID-19 within the membership, the following measures will take place:
 - a. The individual should let the staff know immediately.
 - b. The facility will be shut down for a thorough sanitization.
 - c. Notification procedures recommended by the CDC will be activated for all members who need to be notified.
 - d. Should we have more than one positive case within a group, Nation's Capital Swim School will stop all lessons for the recommended time.