

**Agenda**  
**Bayshore Gardens Park & Recreation District**  
**Board of Trustees Meeting**  
**May 20, 2020 @ 7:00 P.M.**

**Meeting to be held electronically.**

**1.) Bayshore Gardens Official Website** [www.bayshoregardens.org](http://www.bayshoregardens.org) There is a direct link on the Home Page on the left (F), Facebook Symbol, that has a direct link to watch the meeting live. or

**2.) Direct Facebook Link**

<https://m.facebook.com/Bayshore-Gardens-Park-and-Recreation-District-110718553925652/#> or

**3.) You are invited to a Zoom webinar.**

You are invited to a Zoom webinar.  
When: May 20, 2020 07:00 PM Eastern Time (US and Canada)  
Topic: Board Meeting 05/20/2020

Please click the link below to join the webinar:

<https://zoom.us/j/95970500254>

Or Telephone:

Dial (for higher quality, dial a number based on your current location):  
US: +1 929 205 6099

Webinar ID: 959 7050 0254

1. Roll Call, Establish a Quorum
2. Call to Order
3. Pledge to flag
4. Approval of Minutes: **April 22 BOT Meeting, April 30<sup>th</sup> BOT Meeting, May 7<sup>th</sup> Budget Prep, May 13<sup>th</sup> Budget Prep.**
5. Treasurer's Report
  
6. Hall Remodel/Exterior Paint Color
7. Covid 19 Update

(Resident comments agenda item 3 minutes)

8. Adjournment

Pursuant to Section 286.26, Florida Statutes, and the Americans with Disabilities Act, any handicapped person desiring to attend this meeting should contact the District Manager at least 48 hours in advance of meeting to ensure that adequate accommodations are provided for access to the meeting.

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the Board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is based.

**Bayshore Gardens Park & Recreation District  
Profit & Loss Budget Performance  
April 2020**

	Apr 20	Budget	Oct '19 - Apr 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · Assessments					
4005 · Property Tax	18,331.65	42,939.00	462,226.28	300,573.00	515,268.00
4006 · Commission fees	-549.95	-1,291.67	-13,538.16	-9,041.69	-15,500.00
4007 · Excess fees (Excess commission fees)	0.00		3,415.48	0.00	0.00
Total 4000 · Assessments	17,781.70	41,647.33	452,103.60	291,531.31	499,768.00
4100 · Rent					
4111 · Screen Room Rental	0.00	83.33	450.00	583.31	1,000.00
4120 · Hall Rentals	-1,450.00	1,666.67	5,199.70	11,666.65	20,000.00
4150 · Marina Rentals					
4151 · Slip Rental					
4152 · Resident slip rentals	-396.05	3,283.33	18,256.41	22,983.35	39,400.00
4153 · Non Resident slip rentals	-483.00	7,750.00	49,600.26	54,250.00	93,000.00
4155 · Short Term Slip Rental	0.00	25.00	0.00	175.00	300.00
4158 · Homeowner-Non Resident	0.00	83.33	2,857.25	583.35	1,000.00
4160 · Marina Relocation Fee	0.00		75.00		
Total 4151 · Slip Rental	-879.05	11,141.66	70,788.92	77,991.70	133,700.00
4154 · Small Boat Area	0.00	166.66	2,112.00	1,166.65	2,000.00
4156 · Trailer Space Rental	0.00	250.00	3,456.00	1,750.00	3,000.00
4157 · Gate Keys	0.00	500.00	6,320.00	3,500.00	6,000.00
4805 · late fees	0.00	33.37	0.00	233.35	400.00
4825 · Work Area/Pressure Washer	0.00	75.00	200.00	525.00	900.00
Total 4150 · Marina Rentals	-879.05	12,166.69	82,876.92	85,166.70	146,000.00
Total 4100 · Rent	-2,329.05	13,916.69	88,526.62	97,416.66	167,000.00
4300 · Pool					
4360 · Pool FOB	0.00		270.00		
Total 4300 · Pool	0.00		270.00		
4400 · Donations					
4405 · General Donations	0.00		0.00	0.00	0.00
Total 4400 · Donations	0.00		0.00	0.00	0.00
4500 · Publications					

Bayshore Gardens Park & Recreation District  
Profit & Loss Budget Performance  
April 2020

	Apr 20	Budget	Oct '19 - Apr 20	YTD Budget	Annual Budget
4520 · Banner - Subscriptions	0.00		0.00	0.00	0.00
4530 · Banner - Classified Ads	0.00	416.67	20.00	2,916.65	5,000.00
Total 4500 · Publications	0.00	416.67	20.00	2,916.65	5,000.00
4600 · Interest Income (Interest Income)	239.96	416.66	8,545.17	2,916.70	5,000.00
4800 · Miscellaneous Income					
4802 · Office Services	0.00		70.75		
4815 · Insurance Refunds	0.00		0.00		
4830 · Over/Short	0.00		0.01		
4800 · Miscellaneous Income - Other	0.00	83.33	0.00	583.35	1,000.00
Total 4800 · Miscellaneous Income	0.00	83.33	70.76	583.35	1,000.00
Total Income	15,692.61	56,480.68	549,536.15	395,364.67	677,768.00
Gross Profit	15,692.61	56,480.68	549,536.15	395,364.67	677,768.00
Expense					
5000 · Administration Expenses					
5100 · Wages, Taxes and Fees					
5120 · Wages - Administration	7,112.58	5,166.67	43,525.95	36,166.65	62,000.00
5130 · Wages - Maintenance	8,791.25	9,315.00	66,424.54	65,205.00	111,780.00
5132 · Wages - Dockmaster	700.00	750.00	4,900.00	5,250.00	9,000.00
5133 · Marina Project Manager	0.00	208.33	0.00	1,458.35	2,500.00
5135 · Wages - Pool	0.00	4,750.00	5,306.94	33,250.00	57,000.00
5170 · Health Insurance Compensation	450.00	416.67	3,375.00	2,916.65	5,000.00
5210 · FICA-941 Taxes	1,185.85	1,500.00	8,039.09	10,500.00	18,000.00
5215 · Unemployment Taxes	10.96	50.00	327.78	350.00	600.00
5330 · Hall Monitor	0.00		432.50	0.00	0.00
5450 · Cell Phone	0.00	25.00	0.00	175.00	300.00
5610 · Accounting Fees	787.50	3,250.00	7,562.50	22,750.00	39,000.00
6080 · Travel Mileage	0.00	41.67	51.04	291.65	500.00
Total 5100 · Wages, Taxes and Fees	19,038.14	25,473.34	139,945.34	178,313.30	305,680.00
Total 5000 · Administration Expenses	19,038.14	25,473.34	139,945.34	178,313.30	305,680.00
5200 · Marina Expense					
5250 · Property Tax	0.00		4,758.66	0.00	0.00
5570 · Small Boat Area	0.00		0.00	0.00	0.00

## Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance April 2020

	Apr 20	Budget	Oct '19 - Apr 20	YTD Budget	Annual Budget
5575 · Marina Repair/Maintenance	0.00	166.67	108.39	1,166.65	2,000.00
Total 5200 · Marina Expense	0.00	166.67	4,867.05	1,166.65	2,000.00
5300 · Security					
5310 · Security Systems	0.00		174.63		
5311 · Security Camera R&M	231.62		231.62	0.00	0.00
5320 · Gate Closing Expense	0.00	114.58	750.00	802.10	1,375.00
5335 · Key Fobs	0.00	52.08	0.00	364.60	625.00
5300 · Security - Other	0.00		0.00		
Total 5300 · Security	231.62	166.66	1,156.25	1,166.70	2,000.00
5400 · Utilities					
5410 · Electric	1,149.24	1,500.00	8,439.88	10,500.00	18,000.00
5420 · Water/Sewer	1,300.95	1,416.67	7,916.97	9,916.65	17,000.00
5430 · Telephone/Pager/Cable/Web	282.34	333.33	2,036.82	2,333.35	4,000.00
5440 · Gas/Propane	0.00	83.33	212.19	583.35	1,000.00
Total 5400 · Utilities	2,732.53	3,333.33	18,605.86	23,333.35	40,000.00
5500 · Building and Grounds					
5511 · Professional/Contract Services	1,076.17	816.67	9,199.12	5,716.65	9,800.00
5512 · Repairs, Maintenance & Supplies	0.00	583.33	3,774.13	4,083.35	7,000.00
5515 · Janitorial and Cleaning	0.00	416.67	1,636.43	2,916.65	5,000.00
5516 · Gasoline (Grounds machinery fuel)	0.00	58.33	107.01	408.35	700.00
5520 · Maintenance Equipment	0.00	250.00	389.97	1,750.00	3,000.00
5530 · Pest Control	487.92	250.00	648.42	1,750.00	3,000.00
5560 · Landscaping	3,284.00	833.33	20,731.24	5,833.35	10,000.00
5580 · Pool Maintenance	0.00	416.67	127.58	2,916.65	5,000.00
5585 · Pool Repair/Replacement	0.00		0.00	0.00	0.00
5590 · Pool Chemicals	511.25	1,333.33	4,022.14	9,333.35	16,000.00
5683 · Certification Reimbursement	0.00	166.67	165.00	1,166.65	2,000.00
6500 · Playground Expense	0.00	208.33	0.00	1,458.35	2,500.00
Total 5500 · Building and Grounds	5,359.34	5,333.33	40,801.04	37,333.35	64,000.00
5600 · Other Administration Expense					
5519 · Leased Equipment	0.00		408.15	0.00	0.00
5650 · Postage	0.00	41.67	15.35	291.65	500.00

## Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance April 2020

	Apr 20	Budget	Oct '19 - Apr 20	YTD Budget	Annual Budget
5660 · Legal Fees	112.50	833.33	9,372.46	5,833.35	10,000.00
5665 · Seminars, Training and Fees	0.00	83.33	515.20	583.35	1,000.00
5670 · Office Supplies/Expenses	306.01	416.66	4,883.25	2,916.70	5,000.00
5680 · Audit Fees	0.00	1,000.00	11,100.00	7,000.00	12,000.00
5682 · Organizational Fees and License	0.00	125.00	1,550.00	875.00	1,500.00
5686 · Website Maintenance	100.00		842.34	0.00	0.00
5690 · Advertising	22.23	125.00	1,027.77	875.00	1,500.00
6020 · Bank Fees	734.62	500.00	4,456.58	3,500.00	6,000.00
6040 · Trustee Election	0.00	375.00	4,352.95	2,625.00	4,500.00
<b>Total 5600 · Other Administration Expense</b>	<b>1,275.36</b>	<b>3,499.99</b>	<b>38,524.05</b>	<b>24,500.05</b>	<b>42,000.00</b>
5630 · Insurance-Business					
5631 · Insurance - Liability	0.00	750.00	6,079.50	5,250.00	9,000.00
5632 · Insurance - Workers Compensatio	0.00	1,166.67	9,166.50	8,166.65	14,000.00
5633 · Insurance - Auto Liability	0.00	16.67	80.00	116.65	200.00
5634 · Insurance -Property	0.00	1,566.67	9,385.50	10,966.65	18,800.00
5635 · Insurance - Flood	0.00	833.33	6,465.00	5,833.35	10,000.00
<b>Total 5630 · Insurance-Business</b>	<b>0.00</b>	<b>4,333.34</b>	<b>31,176.50</b>	<b>30,333.30</b>	<b>52,000.00</b>
5700 · Publications Expense					
5710 · Banner - Commissions	0.00	125.00	0.00	875.00	1,500.00
5711 · Banner composition	290.00	416.66	1,910.00	2,916.62	5,000.00
5720 · Banner - Printing Costs	0.00	833.34	196.35	5,833.30	10,000.00
5740 · Banner - Paper Delivery	0.00	250.00	607.00	1,750.00	3,000.00
5750 · Banner - Office Supplies					
5752 · Office supplies	0.00		36.00	0.00	0.00
5750 · Banner - Office Supplies - Other	0.00		0.00	0.00	0.00
<b>Total 5750 · Banner - Office Supplies</b>	<b>0.00</b>		<b>36.00</b>	<b>0.00</b>	<b>0.00</b>
5760 · Banner - Miscellaneous Expenses					
5761 · Tide Tables	0.00	20.83	0.00	145.85	250.00
5762 · King Features	0.00	20.83	0.00	145.85	250.00
5760 · Banner - Miscellaneous Expenses - Other	0.00		0.00	0.00	0.00
<b>Total 5760 · Banner - Miscellaneous Expenses</b>	<b>0.00</b>	<b>41.66</b>	<b>0.00</b>	<b>291.70</b>	<b>500.00</b>
<b>Total 5700 · Publications Expense</b>	<b>290.00</b>	<b>1,666.66</b>	<b>2,749.35</b>	<b>11,666.62</b>	<b>20,000.00</b>

**Bayshore Gardens Park & Recreation District**  
**Profit & Loss Budget Performance**  
April 2020

	Apr 20	Budget	Oct '19 - Apr 20	YTD Budget	Annual Budget
5800 · District Recreation					
5830 · Expenses -	0.00	833.34	294.94	5,833.38	10,000.00
Total 5800 · District Recreation	0.00	833.34	294.94	5,833.38	10,000.00
5880 · Concession Stand	0.00		0.00	0.00	0.00
5885 · Depreciation Expense	0.00		0.00	0.00	0.00
5900 · Capital Layout					
5901 · ADA Lift for Pool	0.00		0.00	0.00	0.00
5902 · ADA Compliant Ramp for Rec Ctr	0.00		0.00	0.00	0.00
5903 · Sheds to Replace Porta Potty	0.00	666.67	0.00	4,666.65	8,000.00
5904 · Resurface Breezeway	0.00		0.00	0.00	0.00
5906 · Fishing Pier Repair	0.00	1,383.58	0.00	9,685.10	16,603.00
5907 · Pickleball Crt @ Basketball Crt	0.00		0.00	0.00	0.00
5908 · Add Heat to AC	0.00		0.00	0.00	0.00
5909 · Screen Room Repair	0.00	2,500.00	0.00	17,500.00	30,000.00
5911 · Rec Hall Repairs	0.00	78.75	2,494.15	551.25	945.00
5912 · Automatic Gate to the Beach	0.00	0.00	0.00	0.00	0.00
5913 · Splash Park	0.00	0.00	0.00	0.00	0.00
5914 · Dog Park	0.00	0.00	0.00	0.00	0.00
5916 · Lighting Basketball Court	0.00	0.00	0.00	0.00	0.00
5917 · Pool ADA Bathrooms	0.00	0.00	0.00	0.00	0.00
5918 · Lighting Pool	0.00	0.00	0.00	0.00	0.00
5921 · Capital Layout - Marina Project	0.00	0.00	1,529.35	84,540.00	84,540.00
Total 5900 · Capital Layout	0.00	4,629.00	4,023.50	116,943.00	140,088.00
5960 · Marina Construction					
5961 · Marina Contractors	0.00		0.00	0.00	0.00
Total 5960 · Marina Construction	0.00		0.00	0.00	0.00
6000 · Miscellaneous Expenses					
6010 · Over/Short Expenses	0.00		0.00	0.00	0.00
6000 · Miscellaneous Expenses - Other	0.00		0.00	0.00	0.00
Total 6000 · Miscellaneous Expenses	0.00		0.00	0.00	0.00
6900 · Uncategorized Expenses	0.00		0.00	0.00	0.00
7500 · Bad Debt	0.00		9,351.92		

**Bayshore Gardens Park & Recreation District**  
**Profit & Loss Budget Performance**  
 April 2020

	<u>Apr 20</u>	<u>Budget</u>	<u>Oct '19 - Apr 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
9010 - Bank Service Charges	0.00		117.25		
Total Expense	28,926.99	49,435.66	291,613.05	430,589.70	677,768.00
Net Ordinary Income	-13,234.38	7,045.02	267,923.10	-35,225.03	0.00
Net Income	<u>-13,234.38</u>	<u>7,045.02</u>	<u>267,923.10</u>	<u>-35,225.03</u>	<u>0.00</u>

Bayshore Gardens Park & Recreation District

Balance Sheet

As of April 30, 2020

Apr 30, 20

ASSETS

Current Assets

Checking/Savings

1000 · Checking-Operating 5/3 2537	155,745.64
1004 · Petty Cash - District	350.00
1006 · Checking-Payroll 5/3 2545	17,476.04
1016 · Savings - Operating 5/3 4032	131,233.02
1019 · Savings Reserves 5/3 5013	
1021 · Reserve Fund-Roofing	6,607.39
1022 · Reserve Fund-Hall Upgrade	65,927.63
1024 · Reserve Fund - Wood Shop Exp	800.00
1026 · Reserve Fund-Park/Landscaping	4,252.09
1027 · Reserve Fund- Parking Lot	5,267.19
1032 · Reserve Fund - Marina	28,429.16
1019 · Savings Reserves 5/3 5013 - Other	237.56

Total 1019 · Savings Reserves 5/3 5013 111,521.02

Total Checking/Savings 416,325.72

Accounts Receivable

1100 · Accounts Receivable -5,912.81

Total Accounts Receivable -5,912.81

Other Current Assets

1200 · Prepaid Insurance 19,305.26

Total Other Current Assets 19,305.26

Total Current Assets 429,718.17

Fixed Assets

1900 · Land	400,000.00
1910 · Buildings	1,008,289.93
1920 · Recreation Area	394,900.19
1940 · Recreation Area F & E	97,233.64
1960 · Machines & Equipment	77,240.22
1980 · Office Furniture and Equipment	36,158.54
1990 · Other Furniture and Equipment	53,448.88
1995 · Accumulated Depreciation	-1,063,425.02
1999 · 2019-2020 FY Reserve Expenses	1,083,439.21

Total Fixed Assets 2,087,285.59

Other Assets

1800 · Utility Deposits 280.00

Total Other Assets 280.00

**TOTAL ASSETS 2,517,283.76**

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable 1,659.49

Total Accounts Payable 1,659.49



Bayshore Gardens Park & Recreation District

Balance Sheet

As of April 30, 2020

	<u>Apr 30, 20</u>
<b>Other Current Liabilities</b>	
2010 · Accrued Wages	787.17
2100 · Payroll Liabilities	
2300 · Garnishment of Wages	509.13
2100 · Payroll Liabilities - Other	-2,967.19
Total 2100 · Payroll Liabilities	-2,458.06
2171 · Sales Tax Payable	780.43
2500 · Security Deposits	
2501 · Hall Security Deposits	4,500.00
2502 · Marina Security Deposits	35,750.00
2503 · Screen Room Deposit (Screen Room Deposit)	165.00
2500 · Security Deposits - Other	-8,045.00
Total 2500 · Security Deposits	32,370.00
2600 · Deferred Revenues	1,212.59
Total Other Current Liabilities	<u>32,692.13</u>
Total Current Liabilities	<u>34,351.62</u>
Total Liabilities	34,351.62
Equity	
3040 · Owners' Equity	182,295.76
3050 · Retained Earnings (Retained Earnings)	1,414,755.26
3200 · Fund Balance	-86,517.97
3300 · Investment in GFAAG	756,241.51
Net Income	216,157.58
Total Equity	<u>2,482,932.14</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>2,517,283.76</u></u>

# H2O AQUATICS

CEO Evelyn Magann  
504 Sanderling Circle  
Bradenton, FL 34209  
941\*301\*5054

Re: Bayshore

## Phase 1 05/01/2020

- Follow CDC guidelines of social distancing (attached)
- Red Cross has changes to lifeguard certifications-There are new guidelines and equipment. All guards and attendants need to review the American Red Cross Covid-19 rules and policies along with taking an online course. (H2O can set it up for free)
- Furniture will need to be 6ft apart and at a ratio  $\pi \times r^2$  totals out 12ft both sides
- Flyers are required for protection of all parties involved. Child approved flyers.
- No organized Groups, activities, classes ETC.
- Reservation Lap Swimming only every other lane. CDC cleaning between swimmers
- No concession stand

## Phase 2 06/01/2020

This is where you determine your plan of action for the summer

- Phase 1 is completed and is successful
- Swim Team- Certified coach with all credentials. Social distancing programs with stations.
- Swim Lessons- 1 on 1. WSI instructors only. Water mask to be worn by instructor.
- Swim Clinics- Can be distance/deck/ WSI instructed with appropriate PPE.
- Swim Meets will be Phase 2 -3/4. Plan set in place (not at all in June)
- Open swim/ *Family swim* with a ration listed above. (Should be reservation only) there are programs in place via web base for this to be a success or hire a consultant.)
- Follow CDC guidelines and Governors executive order. (just a reminder- Pools will never required to close it was up to each association. (many Bradenton pools did not close)

Next Phases are to be determined.

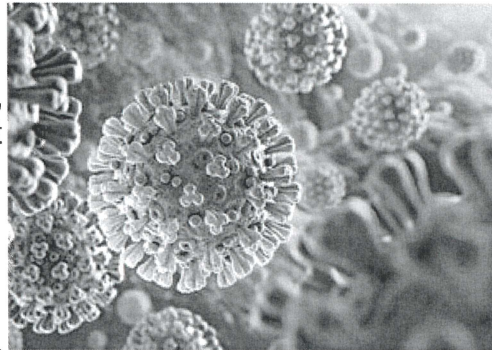
- Attached will be good reading and correspondence guidelines.

Feel free to give me a call at anytime- I have spent 20hrs a week in communication with the CDC, American Red Cross, Governor DeSantis office, Florida Aquatic Attorney Shawn DeRosa, Aquatics Directors and Managers forum, NRPA Aquatics association, USA Swimming, and many more.



*CDC and Worldwide Health Agencies  
share insights on COVID-19*

Over the past few days, several leading agencies finally released information regarding COVID-19, answering several questions that many of you had posed to us privately.



Yesterday, the Centers for Disease Control ([CDC](#)) [posted guidelines](#) on their website which clearly states that:

"There is no evidence that COVID-19 can be spread to humans through the use of pools and hot tubs. Proper operation, maintenance, and disinfection (e.g., with chlorine and bromine) of pools and hot tubs should remove or inactivate the virus that causes COVID-19."

They also mentioned the effect on our drinking water, saying: "The COVID-19 virus has not been detected in drinking water. Conventional water treatment methods that use filtration and disinfection, such as those in most municipal drinking water systems, should remove or

- **Check Control System Daily:** A CES recommendation for nearly 4 decades, is that the operator should compare the manual test kit reading against the control system to verify proper calibration and enter both readings into their DOH-required daily logs. [Click here](#) if you would like to schedule a maintenance check up.
- **Get your Pools**

**Education Schedule**

Hallandale Beach  
April 2 & 3, 2020  
[Sign Up](#)

Jupiter  
May 7 & 8, 2020  
[Sign Up](#)

Palm Coast  
June 11 & 12, 2020  
[Sign Up](#)

[Aquatech Online Class](#)  
[Sign Up](#)

"HOOPS"  
[Hands On Operator Pool School](#)  
Check back for schedule.

inactivate the virus that causes COVID-19.”

Earlier, two European agencies had posted information regarding the connection between COVID-19 and pools. A post from Waterbourne Health Care - Dublin pointed out that maintaining a best practice chlorine residual of 1.0 PPM is sufficient to inactivate COVID-19 virus. They mentioned that spas should maintain a higher chlorine residual, which does not require any additional action from our customers as the DOH codes require the same. Finally the Dublin post also provided a chart showing the relative efficacy of both chlorination and ultraviolet (UV) systems on the inactivation of various viruses.

Finally the Pool Water Treatment Advisory Group in England posted a PWTAG Coronavirus Update, which provided some additional recommendations and comments.

Together with the other posts we agree that a sensible plan includes the following:

- **Test Pool Water Frequently**: DOH code requires a minimum of daily tests, and some organizations test multiple times a day.

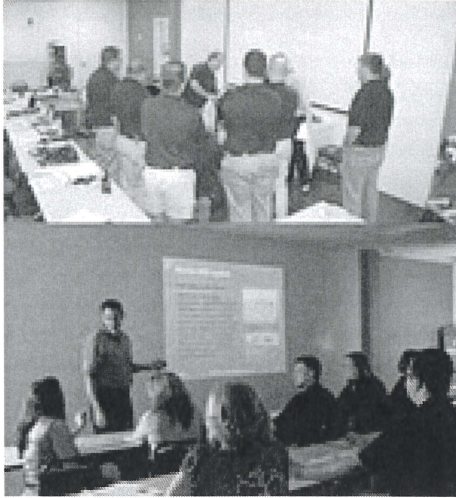
**Connected**: Thousands of CES customers have communicating control systems, and the benefits from remote control, digital log keeping, and alert notification are well documented by customers, health departments and insurance companies alike. It's inexpensive to implement and will normally save more money than it costs.

- **Look into Monthly Bacteria Tests**: CES provides inexpensive bacteria tests that you can perform in-house, or you can send us your pool water for monthly tests in case you want an additional set of eyes on it.
- **Clean and Disinfect Frequently Touched Objects and Surfaces Often**: This would include bathroom facilities, handrails and ladders, tables, chairs and pool lounges, and pool toys.
- **Direct Customers to Shower before and after Using the Pool**: This has been a best practice requirement for decades, but is not commonly followed. Now might be a good time to insist.

Please let us know if you need any additional information or support.

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*Are you ready to get certified?*



Do you have new staff, or does your existing staff need a refresher course on pool operation? CES offers great ways to boost the knowledge and confidence in your in-house operations. Florida DOH 64E-9 code also requires that pool operators be certified with an accredited class and CES offers two of the most popular alternatives in the market. AFO Certification: This classroom based 18-credit hour course has been one of the most popular DOH-approved educational courses since CES's first class in 1995. AquaTech Certification: A great new alternative in education. The 1st session is a fully interactive internet based, learn at your own pace course. The 2nd session is a full-day hands on training session with DOH code review and 10 hands on learning stations.

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## Scientific Advisory Council Answers COVID-19 and Aquatics

### Questions to be addressed:

The emergence of the coronavirus disease 2019 (COVID-19) pandemic has raised questions among aquatic facilities, lifeguards and instructors about the operation of aquatic facilities, education of lifeguards and lifeguarding rescues and resuscitation, and delivery of American Red Cross courses. This document provides guidance to Red Cross instructors, aquatic facility operators, and students. In addition, lifeguarding students may have questions about alterations to rescues and resuscitation during the COVID-19 public health emergency.

The recommendations in this document are based on the latest information from the Centers for Disease Control and Prevention (CDC). Aquatic facility operators and lifeguards should be aware that state and local officials may put in place orders that would further affect operations.

1. When is it safe for our aquatic facility to re-open?
2. What are the general aquatic-related COVID transmission risks?
3. In planning to open what policies and procedures should be in place?
4. Upon reopening, what social distancing measures should be applied to changing areas, pool deck areas, and swimming areas?
5. Upon reopening, which activities should be allowed and what precautions should be taken for each?
6. What precautions should be put in place for people at higher risk of serious disease?
7. What screening measures should be utilized for patrons and staff entering the facility?
8. What personal protective measures should be utilized by patrons and staff within the facility?
9. Are there any COVID-specific changes which should be made to pool/hot-tub cleaning and maintenance operations?
10. What cleaning methods should be used for facilities?
11. What practices should be employed to improve the safety of lifeguards during in-service training?
12. What personal protective measures should be employed by lifeguards responding to medical emergencies?
13. What adaptations should be employed by lifeguards performing rescues?
14. What adaptations to resuscitation should be made?

**Answer:**

**1. When is it safe for our aquatic facility to re-open?**

Many municipalities are beginning to allow the reopening of businesses and public spaces, with large regional variability in terms of timelines and policies. The federal government released the “Opening Up America Again” guidelines, which outline a phased approach to reopening municipalities. This framework is then adapted by state and local authorities. **These guidelines in combination with state and local authority’s orders should be reviewed by facility leadership to determine if the region in which their facility functions has met the guidelines criteria for beginning reopening and if their facilities can open while meeting restrictions in place.** If the decision is made to begin reopening, the primary factor which will guide the facility’s timeline and policies is the physical space available to allow for proper distancing. This topic is covered in more detail throughout this document. **A secondary factor will be understanding the steps and modifications lifeguards will need to make and whether those can be implemented.**

**2. What are the general aquatic-related COVID transmission risks?**

There is currently no evidence to suggest that COVID-19 is spread person to person via the water in environments such as pools or spas. The primary spread in these environments would be by close proximity of individuals, which is often encountered during recreation or exercise activities. Additionally, close quarters such as facility classrooms, locker rooms, and other common spaces are potential environments for increased risk of disease transmission. There is also risk of transmission for lifeguards during rescues and removals from the water where the guard may be in close proximity to the victim. Lastly, while not the primary method of transmission, there is the possibility of transmission via surfaces at the facilities.

**3. In planning to open what policies and procedures should be in place?**

As a facility plans to reopen it is vital to have the proper policies and procedures in place that address operations, emergencies, staff, and patrons. These should include at a minimum as appropriate:

- Policies and procedures for social distancing and the use of personal protective equipment at work.
- Policies and procedures for sanitizing and disinfecting common and high-traffic areas.
- Policies and procedures related to symptom screening, such as temperature checks and questionnaires.
- Policies and procedures for addressing a sick staff member or patron including approaches to closing, cleaning and notification of local public health.
- Policies and procedures to assign specific staff to monitoring social distancing and wearing face coverings and prohibition of lifeguards who are watching bathers from participation in these activities which can be distracting.



- Policies and procedures related to testing for COVID-19.
- Policies and procedures for responding should an employee develop symptoms of, or test positive for, COVID-19 while at work, such as procedures for isolating the ill employee, performing contact tracing and deep cleaning the workplace and requirements that must be met for the employee to return to work.
- Policies and procedures related to business travel.
- Policies and procedures related to sick leave.
- Policies and procedures related to teleworking.

**4. Upon reopening, what social distancing and other measures should be applied to changing areas, pool deck areas, and swimming areas?**

Once the decision is made to reopen as allowed by state and local authorities, modifications of operations, facility changes and installation and signage will need to be planned and implemented. The plans for social distancing, occupancy limits, group size limitations and additional actions should consider state and local orders and guidance.

- Lifeguards who are actively lifeguarding should not be expected to monitor handwashing, use of face coverings or social distancing. This responsibility should be assigned to another staff member.
- Current recommendations for proper distancing should be taken into consideration to determine capacities for the facility, locker-rooms, classrooms, offices, food service areas (as allowed to be opened) and pools and spas.
- All appropriate measures should be taken to allow for proper distancing throughout a facility. This also includes instructions for bathers to keep separated and for no contact between bathers.
- Additionally, deck organization of chairs and social areas should be reconfigured to adhere to these recommended distances.
- Provide physical cues or guides (for example, lane lines in the water or chairs and tables on the deck) and visual cues (for example, tape or decals on the decks, floors, or sidewalks) and signs to ensure that staff, patrons, and swimmers stay at least 6 feet apart, especially for all areas where lines may form, such as entrances to facility and locker rooms.
- Staggering use of communal spaces and water areas may provide an additional method to maintain social distancing and limit group sizes and overall occupancy.
- Sufficient facilities for hand hygiene need to be provided. Supplies should include soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, and no-touch trash cans.

8

## Scientific Advisory Council Answer COVID-19 and Aquatics

- Facilities should ensure that there are hand sanitizer stations throughout the facility to supplement hand washing areas and locations where hand washing is not immediately available, including but not limited to:
  - Facility entrance
  - Exiting the water
  - Areas for food service
  - Entrance to classrooms, meeting rooms, staff break areas, locker rooms and changing facilities.
  
- Processes and directions to patrons should be established to avoid sharing of objects to include:
  - Discouraging people from sharing items that are difficult to clean, sanitize, or disinfect or that are meant to come in contact with the face (for example, goggles, nose clips, and snorkels).
  - Ensuring adequate equipment for patrons and swimmers for the day or limiting use of equipment by one group of users at a time to allow sufficient time for cleaning and disinfecting between use.
  - Place signage throughout the facility to address at a minimum the following:
    - At entry to facility screening criteria and questions
    - Cloth face covering requirements
    - Encourage hand hygiene and covering your cough and sneeze
    - Social distancing requirements including bather separation and no contact between bathers
    - Modification of normal procedures and activities
      - Limitations on bathers
      - Changes in swim lanes
      - Alterations in exits and entrances to facilities, rooms, food service areas and facility
      - Closure of areas

The CDC has templates which can be used to help create facility signage.

### **5. Upon reopening, which activities should be allowed and what precautions should be taken for each?**

Resuming facility activities should be dependent upon the facility's ability to properly adhere to state and local orders and good practices which include but are not limited to adjusting the numbers of patrons, distancing patrons for each activity, and adaptation of operational approaches. Some examples include:

- If lap swimming occurs at the facility, reconfiguration of lane usage may be necessary based on lane width and proximity.
- If organized aquatic exercise courses occur at the facility, the number of participants should be determined by the available exercise area to allow for proper distancing.

- Swim lessons and swim practice may be conducted only if the available space and skill of the swimmers allow for proper distancing between instructors and participants.
- Activities such as water polo, which necessitate close proximity of participants, should not commence upon re-opening.

**6. What precautions should be put in place for people at higher risk of serious disease?**

Facilities should consider process to provide protections for patrons at higher risk of serious disease which can include:

- Specific times reserved for those at risk of more serious disease (ie, early morning hours, prior to arrival of other patrons with a lesser risk of serious disease)
- Segregated areas and classes for those at risk of more serious disease

**7. What screening measures should be utilized for patrons and staff entering the facility?**

Staff should be asked to self-screen each day prior to coming to the facility and if they have any symptoms or a temperature above 100.4 should not come to work and only return upon meeting facility return to work guidance. Facilities may wish to consider also asking patrons who are scheduled (i.e. attending a class) to self-screen.

Facilities should screen all patrons and staff upon entering. Screening questions should ask if the person has had any of the following over the past 24 hours, and if any of these are present the staff or patron should be excluded from entry:

- Temperature is or has been greater than 100.4 degrees Fahrenheit (38 Celsius)
- Coughing
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Close contact with person with any of the above symptoms or known COVID-19

Temperature checks at a facility entrance may be considered based on local/regional guidelines/regulations and available resources. If the decision is made to perform temperature checks, proper personal protective equipment (PPE) should be worn by screening staff and cleaning of thermometers after each patron screening should adhere to CDC guidelines.

10

**8. What personal protective measures should be utilized by patrons and staff within the facility?**

As recommended by CDC, the wearing of cloth face coverings by all patrons and staff at the facility is considered good practice. Mandating cloth face coverings for all patrons should follow local regulations and practices. All staff should be mandated to wear cloth face coverings while at facilities. The general use of N95 masks during normal business operations is unnecessary. It should be recognized that visitors will need to lower masks when entering the water and when eating and drinking. Staff will also need to lower their masks for eating and drinking and any water activities including rescues.

Staff should wear disposable gloves when fulfilling duties requiring close contact with patrons and their personal belongings, such as cash payments, checking identification, and using shared writing utensils. Efforts should be taken by facilities to minimize these interactions through the use of contact-free payments, patron-swiping of entrance cards and discontinuation of sign in systems where not absolutely necessary. After removal of gloves staff should perform hand hygiene.

Staff should wear appropriate PPE when cleaning surfaces, collecting shared-use items such as pool equipment, fitness equipment, towels, and chairs. Shared-use systems for equipment, chairs, and towels should be minimized or discontinued if possible.

**9. Are there any COVID-specific changes which should be made to pool/hot-tub cleaning and maintenance operations?**

During this time of unknowns, scientists feel that free chlorine and bromine as primary disinfectants are adequate to deactivate SARS-CoV-2 at acceptable levels. Using chlorine at the ideal levels of free chlorine from 2 ppm to 4 ppm with a maximum of 10 ppm would be recommended. This would help ensure that all areas of circulating water in the swimming pool or spa are disinfected. Using bromine at the ideal levels of 4 ppm to 6 ppm with a maximum of 8 ppm would also be recommended. Cyanuric acid should not be used in spas or therapy pools at any time. If cyanuric acid is used in an outdoor swimming pool, the ideal range is 30 to 50 ppm and the chlorine levels should be maintained at the higher end of ideal. Testing of the disinfectant level and pH should be done on a frequent basis and in as many different areas around the pool/spa water to ensure adequate distribution of disinfectants. The ideal pH range would be from 7.4 to 7.6 for proper disinfection rates.

**10. What cleaning methods should be used for facilities?**

Facilities should refer to the Environmental Protection Agency website List N: Disinfectants for Use Against SARS-CoV-2. Refer to your Certified Pool Operator to ensure that the disinfectants are safe for use in contact with chlorinated pool water and consulting with the company or engineer that designed the aquatic venue to decide which are appropriate for the all areas of the facility. When using these agents follow manufacturer recommended PPE and processes.

Facilities should put in place procedures for cleaning and disinfecting frequently touched surfaces at least daily and shared objects each time they are used. These include but are not limited to:

- Handrails, slides, and structures for climbing or playing
- Lounge chairs, tabletops, pool noodles, and kickboards
- Door handles and surfaces of restrooms, handwashing stations, diaper-changing stations, and showers

Procedures should also be established for:

- Systems so that furniture (for example, lounge chairs) that needs to be cleaned and disinfected is kept separate from already cleaned and disinfected furniture.
- Labeling containers for used equipment that has not yet been cleaned and disinfected and containers for cleaned and disinfected equipment.
- Laundering towels and clothing according to the manufacturer's instructions. Use the warmest appropriate water temperature and dry items completely.
- Protecting shared furniture, equipment, towels, and clothing that has been cleaned and disinfected from becoming contaminated before use.
- Ensuring safe and correct use and storage of disinfectants, including storing products securely away from children.

#### **11. What practices should be employed to improve the safety of lifeguards during in-service training?**

Facilities should optimize distance learning and limit class sizes as per local guidelines. Classroom settings should maintain proper social distancing of at least 6 feet. Additionally, current COVID-19 specific recertification updates should be reviewed to determine the need for courses and to determine which type of courses (live vs virtual) will suffice.

All participants should be pre-screened upon arrival and use cloth face coverings when out of the water. Each participant should have their own cloth face covering.

Each instructor and student should have their own manikin, educational equipment and disposable equipment. All manikins and shared instruction materials should be decontaminated between use. For manikin cleaning and disinfection follow manufacturer's guidelines. In addition, the Red Cross provides general guidance on manikin decontamination.

When social distancing requirements are in place based on state and local orders, only training which allows for this distance and without contact between students and instructors can be conducted. If social distancing requirements are relaxed for this type of training, efforts should still be in place to minimize close proximity and contact of students and instructors to those activities which cannot be performed without this close

contact. Contact rescues and team-based CPR training can still be conducted with all of the above caveats.

The Red Cross has developed social distancing guidance for resuscitation education and “Interim Virtual Skills Training” for portions of its Lifeguarding courses. Facilities with access to instructor updates should review this material when planning and implementing courses.

**12. What personal protective measures should be employed by lifeguards responding to medical emergencies?**

With entrance screening, all patrons and staff can be at a lower risk for having active COVID infection, with the caveat that there is a chance for asymptomatic carriers. With this knowledge, if a patron or staff member presents for medical care, a distance of 6 feet should be maintained between the provider and patron, if feasible, for initial history taking for non-emergent conditions and for where no care may be needed. The patron should be wearing a face covering if they are in the facility. If they are not wearing a face covering, they should be asked to put their face covering on or provided one if the condition permits. Screening for COVID-19 symptoms should be included in the history.

If it is necessary to make direct contact with a patron or staff member for a medical emergency, the number of providers should be kept to the minimum required to provide proper care. PPE should be chosen based on the person’s condition.

For care provided to patrons or staff who have developed symptoms concerning for COVID-19, or who, based on information obtained are possible COVID-19 patients, in addition to the above precautions, providers should wear a simple face mask, eye protection gloves and gown. If aerosol generating procedures (i.e. suctioning, intubation, etc.) are anticipated, then providers should wear an N-95 mask. It is important to emphasize to providers that care should not commence on persons suspected of being infected with COVID-19 until all proper PPE is donned. For persons with possible or confirmed COVID-19 who are in cardiac arrest, one can consider immediate defibrillation, before donning PPE or donning additional PPE in situations where the provider assesses that benefits may exceed the risks.

**13. What adaptations should be employed by lifeguards performing rescues?**

For aquatic rescues, every effort should be made to minimize direct contact and face-to-face interactions with patients and to allow lifeguards to continue wearing a face covering. It is recognized that when lifeguards enter the water face coverings will need to be removed. When facilities open, they need to recognize that there may be situations in which lifeguards will need to perform in-water rescues that will require removal of their face coverings.

Maneuvers to reach the person while remaining on the deck, by way of extending or throwing a rescue device, should be prioritized if conditions permit. For rescues requiring

entry into the water by the lifeguard, the use of equipment to distance the rescuer from victim should be employed if feasible.

If direct contact is necessary based on the person's condition, employing a rear approach and rescue to return the person to the deck is ideal, to minimize rescuer exposure to the person's face without protection.

For removal from the water, if possible, this should be performed by personnel on the deck who are wearing face coverings or PPE as indicated.

Facilities incorporating in-water resuscitation (IWR) (providing positive pressure ventilations in the water) should consider temporarily discontinuing this practice on the basis that it requires the use of mouth-to-mouth or mouth-to-mask ventilations without the degree of protection that would be recommended during the current public health emergency. Filters for pocket masks will vary greatly and may either not function in water or are a simple one-way valve that has not been tested for protection against COVID-19 transmission. Modifying rescue protocols to rapidly extricate the patient to the deck and initiate ventilations with a bag-valve-mask (BVM) and in-line HEPA filter is currently the best practice to ensure rescuer and staff safety. When applying BVM ventilations, emphasis should be given to maintaining a two-handed mask seal throughout ventilations and compressions.

#### **14. What adaptations to resuscitation should be made?**

There are currently no specific data on COVID-19 transmission in the setting of cardiac resuscitation. Based on studies of other disease transmission, it is reasonable to conclude that chest compressions and cardiopulmonary resuscitation have the potential to generate aerosols.

While there would be a risk of disease transmission when performing CPR on a person with COVID-19, compression-only CPR may be associated with a decreased risk of transmitting the virus compared to CPR with rescue breathing. In addition, placing a cloth face covering over the victim's face can further reduce the risk of virus transmission during CPR.

For all drowning victims and pediatric patients, the benefit of positive pressure ventilations in addition to compressions should not be overlooked. Adequate PPE and resuscitation equipment to safely perform CPR with ventilations must be available prior to facilities opening.

CPR with ventilations has been shown to have a benefit compared with compression-only CPR for adults with a non-hypoxic cardiac arrest. However, due to the risk of virus transmission during intubation and ventilation, consideration should be made in facility procedures for performing compression-only CPR until needed PPE is available, with a face covering on the victim.

## Scientific Advisory Council Answer COVID-19 and Aquatics

As feasible, limit personnel in the resuscitation area to only essential personnel.

Ventilations should be performed using a BVM with high-efficiency particulate air (HEPA) filtration in the exhalation path per manufacturer recommendations as feasible. BVM ventilation provides distancing of the provider's face from the victim's face, providing the best protection from transmission. While ventilations using a pocket mask with a one-way valve does provide protection compared with mouth to mouth ventilations, it puts the provider in close contact with the victim and does not facilitate the use of a HEPA filter. BVM ventilation is best delivered with two rescuers, but in the absence of sufficient rescuers a BVM can be used by one provider.



## Scientific Advisory Council Answer COVID-19 and Aquatics

### References:

#### ARC SAC

Scientific Advisory Council Answer SARS-CoV-2 and COVID-19

Scientific Advisory Council COVID-19 Instructor Information

Scientific Advisory Council Answer COVID-19 and Resuscitation

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# Responsible RestartOhio



## Local and Public Pools and Aquatic Centers

### Mandatory

#### Aquatic Facilities Operators

##### General Operations

- Review and consult the [CDC guidance](#) for aquatic venues

##### Communicate clearly:

- Post information throughout the pool and surrounding areas to frequently remind swimmers and visitors to take steps to prevent the spread of COVID-19. These messages should include information about:
  - Staying home if you are sick or do not feel well.
  - Using social distancing and maintaining at least six feet or more between individuals in all areas of the pool and deck whenever possible.
  - No gathering in groups of different households
  - Swimmers should not stand, sit, or otherwise block walkways or any identified narrow passage area.
  - Encourage face covering when entering buildings or interacting in close proximity to other swimmers, practice good personal hygiene including washing hands often with soap and water for at least 20 seconds, using hand sanitizer, refraining from touching eyes, nose, and mouth with unwashed hands, coughing and sneezing into an elbow, etc.

##### Maintain public restrooms and shower facilities to lower risk of spread of virus.

- Disable, or mark every other or every third locker for non-use to enforce six-foot social distancing requirement. Facilities where lockers are assigned to members are not required to disable lockers but must enforce social distancing requirement.
- Remove any casual seating other than benches by lockers as necessary.
- Ensure there are functional toilets and restroom facilities.
- Clean and disinfect public areas and restrooms every two hours using EPA-registered disinfectants, particularly on high-touch surfaces such as faucets, toilets, doorknobs and light switches.
- Make sure supplies for handwashing, including soap and materials for drying hands are fully stocked every time the bathroom is cleaned.
- If towels are provided, they are to be stored in covered, sanitized containers that are clearly delineated clean versus soiled. Appropriate temperatures are to be used when washing and drying towels to ensure sanitation (hot water for washing, ensure they are completely dried). Employees handling towels must wear gloves and face covering.
- Restroom and shower facilities should limit the number of users at any one time based on the facility size current social distancing guidelines. These facilities should be cleaned/sanitized per CDC recommended protocol along with established restroom cleaning schedules.

### Recommended Best Practices

##### General Operations

- Consult with the company or engineer that designed your pool or aquatic venue to decide which [disinfectants, approved by the U.S. Environmental Protection Agency are best for your site.](#)
- Increase the frequency of air filter replacement and HVAC cleaning for indoor pools and aquatic centers.

##### Communicate clearly:

- Develop regular communication with customers through a variety of channels (text, emails, social posts, flyers, etc.) to clearly communicate the steps your beach, pool and aquatic center is taking to protect users and stop the spread of COVID-19.
- Develop and update website, send emails to users with additional preventative steps the facility is taking, as well as communicate any changes users should expect to experience.

##### Maintain public restrooms and shower facilities to lower risk of spread of virus.

- Post a cleaning schedule at each location
- Install touch-free entry points at restrooms and other facilities.
- Install touchless sensors on faucets, paper towel, and soap dispensers wherever possible.
- Install and stock toilet seat cover dispensers.

## Aquatic Facilities Operators *cont.*

### Mandatory

#### Closures, modifications and limitations:

- Install physical barriers (for example, lane lines in the water or chairs and tables on the deck) and visual cues (for example, tape on the decks, floors, or sidewalks) and signs to ensure that staff, patrons, and swimmers stay at least six feet apart from those they don't live with, both in and out of the water.
- Discourage or prohibit shared objects including goggles, nose clips, and snorkels.
- In accordance with current orders, close any non-essential areas where people could potentially congregate.
- Any food service must be run in accordance with current orders and guidelines for such establishments, found in Responsible Restart Ohio for Restaurants and Bars.
- Develop and implement a reduced maximum capacity to allow 6-feet of distance between users. The formula for capacity should consider the available deck area as well as the pool surface area, as often one is greater than the other. If water surface area is smaller than deck area, an additional limit of swimmers/pool occupants should be implemented to ensure proper social distancing.
- Develop revised deck layouts in the standing and seating areas so individuals can remain at least 6 feet apart from others.

#### Follow all appropriate guidance for customer interaction, retail sales, and equipment rentals.

- Install barriers and protective shields where needed to safely distance staff and customers.
- Post a revised occupancy number in retail or rental areas in accordance with any current order to minimize crowding where necessary.
- Mark floors inside buildings for six feet standing areas or one-way traffic.
- Clean and disinfect high-use areas like door handles, keypads, counter tops, etc. after each use or at a minimum of every two hours.
- Disinfect all rental equipment after each use, using EPA-registered disinfectants.
- Arrange any seating areas, tables, chairs, etc. (indoors and out) at safe distances from each other. If safe distances are not achievable, or regular sanitizing of these areas is not possible, barricade or remove seating areas.
- Review and follow all guidance for retail operations as provided in Responsible Restart Ohio for Retail Services.

#### Maintaining Distance in outdoor spaces

- In areas of concern, mark six-foot spaces on pool deck to help users visualize safe distancing.
- In areas with a lot of cross traffic, direct pedestrian traffic to enter/exit these locations in specific ways or indicate one-way traffic wherever possible.

#### Employees and contractors:

- Maintain at least six feet physical distance from other employees.
- Businesses must require all employees to wear facial coverings, except for one of the following reasons:
  - Facial coverings in the work setting are prohibited by law or regulation.
  - Facial coverings are in violation of documented industry standards.
  - Facial coverings are not advisable for health reasons.
  - Facial coverings are in violation of the business' documented safety policies.
  - Facial coverings are not required when the employee volunteer works alone in an assigned work area.
  - There is a functional (practical) reason for an employee/volunteer not to wear a facial covering in the workplace.

### Recommended Best Practices

#### Closures, modifications and limitations:

- Facilities may determine if masks are required to enter common spaces.
- Implement a reservation system or a time limit for visitors and swimmers to accommodate the reduction in pool capacity.
- Ensure adequate equipment for patrons and swimmers, such as kick boards and pool noodles, to minimize sharing to the extent possible, or limiting use of equipment by one group of users at a time and cleaning and disinfecting between use.

#### Follow all appropriate guidance for customer interaction, retail sales, and equipment rentals.

- Regularly provide customers with up-to-date information about COVID-19 and related business procedures and policies. Communicate the importance of practicing preventive actions.
- Where available, use online solutions for reservations, waivers, or payment.
- Install touch-free entry points to buildings where possible.
- Create self-sanitizing stations by making hand sanitizer, soap, and water, or effective disinfectant available to the public at or near the entrance of facilities and at any locations where people have direct interactions and near high-touch surfaces.

#### Employees and contractors:

- Encourage 3rd-party delivery staff to wait outside or in non-congested areas practicing social distancing guidelines. Encourage 3rd-party delivery staff to wear face coverings.
- Educate on proper use, disposal, and maintenance of face coverings. Enhance education on proper use of gloves, per code.
- Health checks may include temperature assessments, questionnaires, employee self-checks, screening apps or other tools. Update files with log of "health checks".
- Conduct telephone symptom assessment for employees who were ill and planning to return to work.
- As employee rehiring begins, consider virtual interviewing and on-boarding when possible.

## Mandatory

### Aquatic Facilities Operators cont.

*(Businesses must provide written justification, upon request, explaining why an employee is not required to wear a facial covering in the workplace. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.)*

- Be as flexible as possible with staff attendance and sick-leave policies. Remind staff to stay at home if they are sick. Isolate and send home anyone who exhibits fever, cough, or shortness of breath.
- Employees must perform daily symptom assessment, including assessing for symptoms,\* taking their temperatures, and monitoring for fevers.
- Require employees to stay at home if symptomatic and perform daily symptom assessment requirements before returning to work.
- Company vehicles, equipment, break rooms, bathrooms, and other common areas must be cleaned and disinfected after every use.
- Implement staggered employee entry, working in assigned teams, varied arrival and departure, and staggered breaks to avoid interaction or grouping among staff.
- Require regular handwashing.

## Recommended Best Practices

- Reinforce education per current food safety code about when to wash hands. Post health department handwashing posters at sinks and stations. Set times for periodic handwashing.
- Avoid switching tasks when possible to reduce cross contamination concerns. Increase handwashing if changing tasks is necessary.
- Appoint an employee safety team or point of contact to identify safety concerns; suggest additional safety or sanitizing measures; and make ongoing improvements to your safety plan. Make sure all employees know who is on this team and how to contact them. This team can be responsible for training, developing, and distributing information regarding updated protocols, answering questions, and displaying information.
- Regularly provide staff with up-to-date information about COVID-19 and related business procedures and policies. Communicate the importance of practicing preventive actions.

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### Pool Users

- Stay home if you are sick or do not feel well.
- Use social distancing and maintain at least six feet between individuals in all areas of the pool or aquatic center.
- Do not swim or gather in groups of more than 10.

- Wear a mask or face covering when on the pool deck, entering buildings, or interacting near other pool guests. Masks should be removed prior to swimming as wet masks can cause difficulty breathing.
- Practice good personal hygiene including washing hands often with soap and water for at least 20 seconds, using hand sanitizer, refraining from touching eyes, nose, and mouth with unwashed hands, coughing and sneezing into an elbow, etc.
- Bring trash bags, food, and supplies. Plan to carry in and carry out trash and other items.

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### Confirmed Cases

- Immediately isolate and seek medical care for any individual who develops symptoms while at work.
- Contact the local health district about suspected cases or exposures.
- Shutdown area for deep sanitation if possible.

- Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/ notifications.
- Once testing is readily available, test all suspected infections or exposures.
- Following testing, contact local health department to initiate appropriate care and tracing.

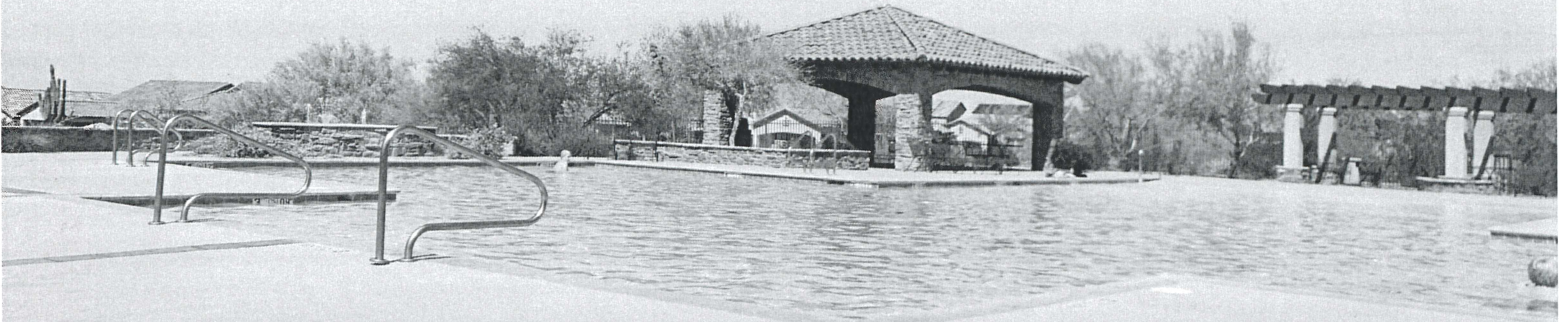
\*Per the CDC, symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell.



# SAFETY FIRST — Aquatics —



## AQUATIC FACILITY OPERATOR CERTIFICATION COURSE



**TIME:**  
**8:30 am - 5:30 pm CST**

**DATES:**  
**Tuesday, June 23**  
**Wednesday, June 24**

**OR**  
**Tuesday, October 27**  
**Wednesday, October 28**

**FEE:**  
**\$275.00 full course**

### 2020 VIRTUAL COURSE VIA ZOOM

Become nationally certified as an AFO, receive 1.5 CEU's and a Certificate of Completion and Certification Card. Certification is valid for five years.

The Aquatic Facility Operator (AFO) Course is a two day training program specifically designed to meet the needs of those working in public and semi-public recreational pool or water park facilities. The AFO program offers unique discussions on risk management not usually directed towards operational personnel as well as training in proper water chemistry, water chemistry challenges and solutions. Upon successful completion of the AFO course and a 50 question open book exam, participants will be officially certified by the National Certification Board of the National Recreation & Parks Association.

This two day course features the new Aquatic Facility Operator Manual, one of the most current publications available on pool operations. The manual undergoes revision every three years to keep current with changing technology. This text is not only understandable, but you will enjoy reading it as well.

**NOTE:** Virtual exam to take place on the second day

### Who Should Attend?

- Aquatic Directors
- Pool Managers
- Homeowner's Associations
- Recreational Directors
- Aquatic Supervisors
- Anyone who is responsible for operation, maintenance and aquatic facility management.
- Water Park Directors
- Resort/Hotel/  
Motel Staff

# COURSE INSTRUCTOR:

## JULIENE R. HEFTER MSOLQ, AqP, AFOI



- Aquatic and Parks and Recreation Expert Witness and Consultant
- Professional Speaker
- Trainer and Educator
- Organizational Assessment Provider

Juliene R. Hefter, is the founder of Safety First Aquatics, LLC. She developed the company to "Create Safety One Step at a Time" whether it be through educational offerings or consulting purposes.

Juliene received her Bachelor of Science in Recreational Leadership from the University of Wisconsin, LaCrosse and holds a Master of Science in Organizational Leadership and Quality from Marian College.

She has a long and illustrious career in aquatics and park and recreation administration, has served in a number of leadership positions with both state and national organizations. Her distinguished career includes being the recipient of many awards. She was recently named to the "Top 25 in Aquatics" (for the second time) by Aquatics International and recipient of the International Swimming Hall of Fame Paragon Award.

- References are available upon request

## THINGS TO KNOW

- The AFO certification is good for five years
- The exam is open book
- Calculators may be used
- Single translation dictionary may be used
- Tests taken virtually and proctored
- Approved by most health departments as an operator course
- Books will be mailed in advance from NRPA



**SAFETY FIRST**  
— Aquatics —

262-894-9772

[jhefter@safetyfirstaquatics.com](mailto:jhefter@safetyfirstaquatics.com)

[safetyfirstaquatics.com](http://safetyfirstaquatics.com)

## REGISTRATION & PAYMENT:

AQUATIC FACILITY OPERATOR CERTIFICATION COURSE | \$275

○ TUESDAY, JUNE 23 & WEDNESDAY, JUNE 24, 2020

○ TUESDAY, OCTOBER 27 & WEDNESDAY, OCTOBER 28, 2020

Amount Enclosed:

Check #:

Make checks payable to: Safety First Aquatics, LLC.

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**DETACH AND MAIL REGISTRATION FORM TO: SAFETY FIRST AQUATICS, LLC; 2703 ESKER DR, WEST BEND, WI 53095**

- Call Juliene at 262-894-9772 or email at [jhefter@safetyfirstaquatics.com](mailto:jhefter@safetyfirstaquatics.com) if you have questions, need a W-9 or if you would prefer to pay via credit card she will send an invoice with a link for payment.
- Once you are registered you will be required to pay and no refunds can be given as materials have to be ordered in advance and paid for. If you are unable to attend someone else can attend in your place.