

CCHOA Board Special Meeting Agenda
15 June 2020, 6:00pm
Circle C Community Center via zoom

- I. Roll Call
- II. Acceptance of Agenda
- III. Homeowner Forum (*3 min each*)
- IV. Action Items
 - a. Phase Two Re-opening Plan
- V. Adjourn Public Meeting
- VI. Executive Session

Attachments

- 1. Phase Two Re-opening Plan

Circle C Homeowners Association
Special Board Meeting Minutes
June 15, 2020

1. The CCHOA Board of Directors convened on June 15, 2020 for a special board meeting via video conferencing (zoom). Russ Hodes called the meeting to order at 6:01 p.m. In attendance were board members Russ Hodes, Natalie Placer-McClure, Michael Chu, Kim Ackermann, AE Martin, Steve Urban and Jason Bram. CCHOA Manager Karen Hibpshman was in attendance. Marnie McLeod, Assistant Manager was in attendance. Brody McKinley, Aquatics Director was present. Amanda Hartman, Aquatics Coordinator was present. Robert Bardeleben, Facilities Coordinator was present.
2. Russ asked if there were any changes to the agenda. Kim motion to approve the agenda as written. Jason seconded the motion. All were in favor and the motion passed.
3. Russ introduced the Homeowner Forum. Thirteen owners raised their hand to speak. Judith, Gary Stageman, Andy, Beth Heyer, The Bloors, Katie Madison, Christopher Poehl, Ray Machaga, Jill Raintree, Frank Ward and Marilyn. Request the ACC provide above ground pool guidelines during the pandemic. Request to bring back the Water Aerobics classes. Lap lanes reservations, allowing family members to share a lap lane, Jim suggested increasing capacity with staggered starts in a lap lane and expressed that residential swim was “risky”. Beth mentioned Garrison pool and suggested we emulate their system at the pool because they “felt safe”. Request lap lane swimming for children under the age of 13. Frank Ward, Governor has stated that pools should be open for over a month so our pools should be open for the mental well being of our residents. Marilyn suggested looking at Steiner Ranch for pool opening practices.
4. The first action item was Phase Two of the Re-Opening Plan for the pools. Kim motioned to approved Phase Two of the Re-Opening Plan for the pools. Natalie seconded the motion. Michael stated that due to the City of Austin entering Local risk Stage 4, he disagreed with moving to Phase Two. Natalie, Kim and Jason voted yes. Russ, Michael, A.E., and Steve voted nay. The motion failed 4-3.
5. Michael motioned to closes the pools. Steve seconded the motion. Michael stated that with the increasing cases in Travis County, the increase in the 7-day moving average of new hospitalizations and reducing in doubling time in the Austin MSA, it was better to close the pools than to risk the COVID-19 spread in the neighborhood and staff. Kim stated that with city pools open, the governor authorizing the use of pools and that Circle C has already opened a pool, closing the pool at this point would not be in the best interests of the residents. Michael, AE and Steve voted yes. Russ, Natalie, Kim and Jason voted nay. The motion failed 4-3.
6. Natalie motioned to form a committee to come up with guidelines to move between phases. Russ seconded the motion. Michael stated that forming a new committee to provide re-opening recommendations would provide its own challenge. The seven board members had already been studying the re-opening issue and because the state of the re-opening proposal was overall very good and it was a matter of selecting appropriate metrics and thresholds, the board should continue to work on the issue until it agrees. Natalie voted yes. Russ, Kim, Michael, AE, Jason and Steve voted nay. The motion failed 6-1.
7. Steve motioned to adjourn the Public Meeting at 7:25 pm. AE seconded the motion. All were in favor and the motion passed.



Circle C Homeowners Association

Circle C Aquatics



Re-Opening Plan to Mitigate COVID-19 Transmission

***** Updated 6/11/20 *****

This plan has been developed and adjusted based on current recommendations from local and national authorities/organizations (including the Centers for Disease Control and Prevention, World Health Organization, Austin Public Health, Texas Department of State Health Services, American Red Cross, National Pool and Hot Tub Alliance, Central Texas Aquatics Association, Texas Public Pool Council, Association of Aquatics Professionals, and the National Recreation and Parks Association) and other best practices from the Aquatics and Parks and Recreation Industries.

Contributors:

Karen Hibpshman, HOA Manager
Brody McKinley, Aquatics Director
Robert Bardeleben, Facilities Director
Amanda Hartman, Program Coordinator

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Current Status

Local Orders

[The current Stay Home – Work Safe order](#) from the City of Austin is set to expire on 6/15/20.

Local COVID-19 Transmission Status

[Current transmission status](#) – “Phase 5: Sustained Person-to-Person Spread in the Community”

Local Stage of Risk

The Health Department has published [risk-based guidelines](#) to determine when and how to open businesses and workplaces, and what people should do to stay safe during the COVID-19 pandemic.

Our Aquatics Facilities are currently considered a “Reopened Business” per Governor Abbott’s Executive Orders.

Triggers to determine the level of risk are based on the 7-day average of hospitalizations. This data will provide the most effective indicator due to the general correlation with number of cases, use of ventilators, deaths, and availability of effective treatment and vaccination.

[Austin-Travis County is currently in Stage 3](#)

COVID-19: Risk-Based Guidelines

Recommended thresholds		Practice Good Hygiene	Maintain Social Distancing	Wear Facial Coverings	Higher Risk Individuals Age over 65, diabetes, high blood pressure, heart, lung and kidney disease, immunocompromised, obesity			Lower Risk Individuals No substantial underlying health conditions			Workplaces Open
		Stay Home If Sick			Avoid Gatherings	Avoid Non-Essential Travel	Avoid Dining/ Shopping	Avoid Gatherings	Avoid Non-Essential Travel	Avoid Dining/ Shopping	
		Avoid Sick People									
0	Stage 1	•			greater than 25		except with precautions	gathering size TBD			all businesses
< 5	Stage 2	•	•	•	greater than 10		except as essential	greater than 25		except with precautions	essential and reopened businesses
5 - 19	Stage 3	•	•	•	social and greater than 10	•	except as essential	social and greater than 10		except with precautions	essential and reopened businesses
20 - 70	Stage 4	•	•	•	social and greater than 2	•	except as essential	social and greater than 10	•	except expanded essential businesses	expanded essential businesses
> 70	Stage 5	•	•	•	outside of household	•	except as essential	outside of household	•	except as essential	essential businesses only

Use this color-coded alert system to understand the stages of risk. This chart provides recommendations on what people should do to stay safe during the pandemic. Individual risk categories identified pertain to known risks of complication and death from COVID-19. This chart is subject to change as the situation evolves.



AustinTexas.gov/COVID19

Published: May 28, 2020



The risk-based guidelines set out five distinct stages of risk, from the lowest threat, Stage 1, through the most serious, Stage 5, along with recommended behaviors for each stage.

For lower-risk individuals, defined as those with no substantial underlying health conditions who have a lower risk of complication and death from COVID-19, the recommendations are as follows:

Stage 1: Practice good hygiene, stay home if sick, and avoid other people who are sick. APH is working on recommendations for maximum sizes of gatherings. Individuals are advised they are safe to return to work at all businesses.

Stage 2: Includes the recommendations for Stage 1 and adds: Maintain social distancing and wear fabric face coverings in public. Individuals are urged to avoid dining and shopping except with precautions, and to avoid gathering in groups of more than 25 people. They are advised they are safe to return to work at essential and reopened businesses.

Stage 3: Includes the recommendations for Stage 2 and also urges individuals to avoid all social gatherings, and any gatherings of more than 10 people.

Stage 4: Includes the recommendations for Stage 3 and advises individuals they are safe to return to work, and dine and shop, only at “expanded essential businesses”. This category will be defined shortly.

Stage 5: Includes the recommendations for Stage 4 and urges individuals to avoid all gatherings outside of the household and avoid dining and shopping except as essential. In this stage it is considered safe to return to work at essential businesses only.

Additional protective measures are recommended for people at higher risk, namely those aged over 65 or people with diabetes, high blood pressure, heart disease, lung disease, kidney disease, obesity, or those who are otherwise immunocompromised.

For example, higher-risk individuals are urged to avoid dining and shopping except with precautions, and avoid gatherings of more than 25 people, even at the lowest level, Stage 1. As the stages progress from 1 through 4, higher-risk individuals are advised to limit the size of their gatherings, and their dining and shopping, to a greater extent than lower-risk individuals. However, by Stage 5, all individuals are advised to limit their activities and exposure to the same degree, whatever the condition of their health.

Circle C Aquatics Phased Reopening

Transition Criteria Between Phases

In order to transition from phase to phase, key metrics must be met. Adhere to all local and state public health guidance and confirm that transition into the subsequent phase is allowable with local authorities. It is recommended a **minimum of two weeks** before progressing to a further expanded phase to allow for monitoring of transmission and ensure public health response, healthcare system infrastructure and personal protective equipment is in place to test, isolate, contact trace and efficiently treat COVID-19. If transition criteria is no longer met for current Phase of Reopening, revert to a previous Phase of Reopening where the transition criteria is met.

Operational Closure to Phase 1 Reopening

- Using Public Health Department data, effectively meet [Local Risk Stage 3 or lower](#).
- Using Public Health Department data, effectively maintain [7-Day Moving Average](#) of new hospitalizations **below 20 for the past 14 days**.
- Conduct a [risk assessment](#) of all spaces, facilities and programs.
- Ensure sufficient aquatics staff capacity and budget to support Phase 1 Reopening.
- Prepare and train staff for Phase 1 Reopening to ensure their health and safety.
- Assess capacity of critical partners/vendors.
- Secure [cleaning and disinfection supplies](#), [personal protective equipment \(PPE\)](#) and establish [standard operating procedures \(SOPs\)](#) and associated training for Phase 1.
- Ensure community awareness and education of public health measures of Phase 1.
- Be prepared to revert to Operational Closure if transmission and hospitalization rates increase.

Phase 1 to Phase 2 Reopening

- Using Public Health Department data, effectively meet [Local Risk Stage 3 or lower](#).
- Using Public Health Department data, effectively maintain [7-Day Moving Average](#) of new hospitalizations **below 20 for the past 14 days**.
- Conduct a [risk assessment](#) of all spaces, facilities and programs.
- Ensure sufficient aquatics staff capacity and budget to support Phase 2 Reopening.
- Prepare and train staff for Phase 2 Reopening to ensure their health and safety.
- Assess capacity of critical partners/vendors.
- Secure [cleaning and disinfection supplies](#), [personal protective equipment \(PPE\)](#) and establish [standard operating procedures \(SOPs\)](#) and associated training for Phase 2.
- Ensure community awareness and education of public health measures of Phase 2.
- Be prepared to revert to Phase 1 if transmission and hospitalization rates increase.

Phase 2 to Phase 3 Reopening

- Using Public Health Department data, effectively meet [Local Risk Stage 2 or lower](#).
- Using Public Health Department data, effectively maintain [7-Day Moving Average](#) of new hospitalizations **below 5 for the past 14 days**.

- Using Public Health Department data, [local transmission status](#) moved to “**Phase 4: Limited Person-to-Person Spread (Close/Household Contacts)**” or lower.
- Conduct a [risk assessment](#) of all spaces, facilities and programs.
- Ensure sufficient aquatics staff capacity and budget to support Phase 3 Reopening.
- Prepare and train staff for Phase 3 Reopening to ensure their health and safety.
- Assess capacity of critical partners/vendors.
- Secure [cleaning and disinfection supplies](#), [personal protective equipment \(PPE\)](#) and establish [standard operating procedures \(SOPs\)](#) and associated training for Phase 3.
- Ensure community awareness and education of public health measures of Phase 3.
- Be prepared to revert to Phase 2 if transmission and hospitalization rates increase.

Phase 3 to Phase 4 Reopening

- Using Public Health Department data, effectively meet [Local Risk Stage 2](#) or lower.
- Using Public Health Department data, effectively maintain [7-Day Moving Average](#) of new hospitalizations **below 5 for the past 14 days**.
- Using Public Health Department data, [local transmission status](#) moved to “**Phase 3: Confirmed Case(s) (No Person-to-Person Spread)**” or lower.
- Conduct a [risk assessment](#) of all spaces, facilities and programs.
- Ensure sufficient aquatics staff capacity and budget to support Phase 4 Reopening.
- Prepare and train staff for Phase 4 Reopening to ensure their health and safety.
- Assess capacity of critical partners/vendors.
- Secure [cleaning and disinfection supplies](#), [personal protective equipment \(PPE\)](#) and establish [standard operating procedures \(SOPs\)](#) and associated training for Phase 4.
- Ensure community awareness and education of public health measures of Phase 4.
- Be prepared to revert to Phase 3 if transmission and hospitalization rates increase.

Phase 4 to Normal Operations

- Using Public Health Department data, effectively meet [Local Risk Stage 2](#) or lower.
- Using Public Health Department data, effectively maintain [7-Day Moving Average](#) of new hospitalizations **below 5 for the past 14 days**.
- Using Public Health Department data, [local transmission status](#) moved to “**Phase 2: Persons Under Investigation (Testing in Progress)**” or lower.
- Conduct a [risk assessment](#) of all spaces, facilities and programs.
- Ensure sufficient aquatics staff capacity and budget to support Normal Operations.
- Prepare and train staff for Normal Operations to ensure their health and safety.
- Assess capacity of critical partners/vendors.
- Secure [cleaning and disinfection supplies](#), [personal protective equipment \(PPE\)](#) and establish [standard operating procedures \(SOPs\)](#) and associated training for Normal Operations.
- Be prepared to revert to Phase 4 if transmission and hospitalization rates increase.

Phase 1 Reopening

Facility Status

- Swim Center – Limited Operations
- Community Center – Closed
- Avaña – Closed
- Greyrock – Closed

Swim Center Operations – Effective 6/2/2020

- Lap Swim by online reservation only. One person per available lane.
 - Schedule will vary based on operational/administrative needs.
 - Reservations restricted to ages 13 and older.
 - Residents are restricted to a maximum of one reservation per day, and three reservations per week.
 - Non-Resident guests are not permitted.
 - Only those with a reservation will be permitted to enter the facility. No spectators are permitted.
- Select Swim Team, Masters Swimming, Water Aerobics, Group and Private Swim Lessons are suspended.
- The wade pool will remain closed.
- There will be no recreational swimming.
- Facility Rentals and Area Reservations are suspended.
- Contracted groups, programs and camps are suspended.
- All large events (i.e. Dive-In Movie Nights, i.e.) are cancelled.

Expanded Swim Center Operations – Effective 6/15/2020

- Increase number of lap lanes available for resident reservations.
- Schedule will be adjusted based on operational/administrative needs.
- Remove the limit of three reservations per week.
- Change age restriction of lap lane reservations from 13 to 10 years of age.
 - Per Pool Rules, Policies & Procedures, residents age 12 and younger must be accompanied by an adult parent/guardian.
 - The accompanying adult may reserve an additional lane to swim in while their child is swimming, or they may sit at the chair located at the entrance to their child's reserved lane. All other areas of the facility are closed.

Phase 2 Reopening

Facility Status

- Swim Center – Limited Operations
- Community Center – Closed
- Avaña – Limited Operations
- Greyrock – Limited Operations

Swim Center Operations – Proposed 6/23/2020

- Includes all reopened operations from Phase 1.
- Resume limited Select Swim Team operations.
 - Altered swim team group sizes and practice schedule to limit the number of individuals at the facility.
 - Swim team participants will be temperature screened prior to entry. Those with a fever will not be permitted to enter.
 - Swim team participants will enter the facility through the park gate and will be screened and checked in by coaching staff.
 - Swim team operations will be physically separated from all resident lap lane operations.
 - Swim team practice arrival times will be staggered to not overlap with lap lane reservation arrival times.
 - Swim team billing will resume 7/1/20
 - Social distancing and face covering policies will be strictly enforced.
- Masters Swimming, Water Aerobics, Group and Private Swim Lessons are suspended.
- Facility Rentals and Area Reservations are suspended.
- Contracted groups, programs and camps are suspended.
- All large events (i.e. Dive-In Movie Nights, i.e.) are cancelled.

Avaña and Greyrock Operations – Proposed 6/19/2020

- The Avaña and Greyrock pools will be open by reservation only to control capacity limits and social distancing.
- Capacity will be set at 40 individuals for Avaña and 25 individuals for Greyrock. These capacity limits may be altered based on observed pool use and operational needs.
- Reservation blocks will be for a duration of 1.5 hours, beginning at 9am and ending at 6:30pm.
- Reservations will open at 6am for the following day.
- The facilities will be closed for 30 minutes between reservation blocks to allow for disinfection and cleaning.
- Avaña will be closed on Wednesdays and Thursdays.
- Greyrock will be closed on Mondays and Tuesdays.
- Reservations will be made via the online Daxko system using each resident's Daxko account.
- Reservations will be open for Residents in good standing with the HOA. Non-Resident guests will not be permitted.
- Resident households will be limited to one reservation block per day.
- Only those listed in a reservation will be permitted to enter.
- Lounge furniture, showers, and water fountains will be unavailable. Residents are encouraged to bring their own furniture.
- There will be no lost and found system.
- Cancellation policies will be strictly enforced.

Phase 3 Reopening

Facility Status

- Swim Center – Limited Operations
- Community Center – Limited Operations
- Avaña – Limited Operations
- Greyrock – Limited Operations

Swim Center, Avaña and Greyrock Operations

- Includes all reopened operations from Phase 1.

Community Center Operations

- The Community Center pool will be open by reservation only to control capacity limits and social distancing.
- Capacity limit TBD.
- Reservation blocks duration and schedule TBD.
- Reservations will open at 6am for the following day.
- The facility will be closed for 30 minutes between reservation blocks to allow for disinfection and cleaning.
- Reservations will be made via the online Daxko system using each resident's Daxko account.
- Reservations will be open for Residents in good standing with the HOA. Non-Resident guests will not be permitted.
- Resident households will be limited to one reservation block per day.
- Only those listed in a reservation will be permitted to enter.
- Lounge furniture, showers, and water fountains will be unavailable. Residents are encouraged to bring their own furniture.
- The water slide and splash pad will be closed.
- There will be no lost and found system.
- Cancellation policies will be strictly enforced.

Phase 4 Reopening

Facility Status

- Swim Center – Limited Operations
- Community Center – Limited Operations
- Avaña – Limited Operations
- Greyrock – Limited Operations

Swim Center Operations

- Includes all reopened operations from Phase 1.
- Masters Swimming, Water Aerobics, Group and Private Swim Lessons may resume at limited operations.
- The wade pool will remain closed.
- There will be no recreational swimming.

- Facility Rentals and Area Reservations are suspended.
- Contracted groups, programs and camps are suspended.
- All large events (i.e. Dive-In Movie Nights, i.e.) are cancelled.

Community Center, Avaña and Greyrock Operations

- Includes all reopened operations from Phase 1.

Aquatics Operational Alterations

General Precautions

- Cloth Face Coverings
 - **All staff and patrons are required to wear face coverings while at the facility.** Lifeguards will not be required to wear face coverings while in stand performing patron surveillance. Exceptions are made to allow for eating/drinking.
 - Face coverings should not be worn while in the water.
- Social Distancing
 - **All staff and patrons shall maintain at least 6 feet of distance between themselves and others.**
 - Patrons will not approach lifeguard stands or stations.
 - Visual cues will be displayed to assist with social distancing (cones, markers on the deck/ground, signs, etc.). Patrons will be expected to follow all social distance markers and visual cues.
 - Lifeguards that are performing patron surveillance will not be tasked with enforcing social distancing. Additional staff will be on-site to assist with enforcement.
 - Exceptions to this social distancing requirement:
 - When a lifeguard is rescuing a distressed swimmer, providing first aid, or performing CPR with or without an automated external defibrillator.
 - When individuals are in the process of evacuating the facility due to an emergency situation.
- Hand Hygiene and Respiratory Etiquette
 - All staff and patrons should wash their hands often and cover their coughs and sneezes.
 - Hand sanitizer will be available, and staff should use as often as possible
- Staying Home When Sick
 - Staff and patrons should not come to the facility when:
 - They have any symptoms of COVID-19
 - They have tested positive for COVID-19
 - They were exposed to someone with COVID-19 within the last 14 days
 - All residents will be required to answer COVID-19 symptom questioning prior to entering the facility.

- Adequate Supplies
 - Ensuring adequate supplies are available to support healthy hygiene
 - Hand Sanitizer and Hand Soap
 - Sanitizing Solutions (K-Quat, Effersan, Wysiwash, Clorox Wipes)
 - Paper Towels and Tissues
 - Equipment (No-Touch Thermometers, Electronic Whistles)
 - PPE (Gloves, Gowns, Face Shields, Masks, HEPA Filters)
- Signs and Messages
 - Signs will be posted about how to stop the spread of COVID-19, how to properly wash hands, how to promote everyday protective measures, and how to properly use a cloth face covering in highly visible locations.
 - Messaging will be distributed via signs, email blasts, social media and websites
- Staff Symptom Screening
 - If a staff member has any of the following symptoms, they must be sent home: cough, shortness of breath or difficulty breathing, chills and/or repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or a measured temperature greater than or equal to 100.0 degrees - Temperatures will be taken via no-touch thermometers, known close contact with a person who is diagnosed with COVID-19
 - Any staff with the above symptoms may not be able to return to work until:
 - In the case of a staff member who was diagnosed with COVID-19, the staff member may return to work when all three of the following criteria are met: at least 3 days have passed since recovering (resolution of fever without the use of fever-reducing medications); and the individual has improvement in symptoms; and at least 10 days have passed since symptoms first appeared; or
 - In the case of a staff member who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the staff member is assumed to have COVID-19, and they may not return to work until they have completed the same three-step criteria listed above; or
 - If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, they must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
 - Any staff member with known close contact to a person who is diagnosed with COVID-19 may not return to work until the end of the 14-day self-quarantine period from the last date of exposure.
- Lifeguard Rotations
 - Lifeguard rotations shall be set at increments to no greater than 15 minutes
 - Lifeguard stands will be sanitized between rotations.
- Staggered Shifts
 - Efforts will be made to avoid overlapping shift times to minimize the number of staff members on-site at any given time
- Cleaning and Sanitation
 - Thorough cleaning and sanitizing will take place throughout daily operations and will be documented.

- Pool Furniture
 - Lounge furniture will be removed from the deck and will not be available for use.
 - All remaining picnic tables and benches will be sanitized between reservations.
- Showers / Changing Areas / Water Fountain
 - Showers, changing areas, and water fountains will be closed/shut off
- Lost and Found
 - There will be no lost and found kept at the facility. All items left behind will be discarded at the end of the day.
- Offices
 - The Swim Center office will remain closed and will only be accessible to the Head Guard and management staff.
 - Water and refrigerator will not be available for staff use. Staff will be encouraged to bring their own coolers, food, and water bottles.
 - Paper forms/documents will not be accepted by staff. All forms must be emailed or left in the drop box outside of the Swim Center office.
- Sick Leave Policies
 - Sick leave policies will be relaxed to allow staff members to stay home when sick.
 - Backup staffing and on-call shifts will be utilized to avoid staff shortages.
- Staff Training
 - Staff will be trained on all new safety procedures and protocols
 - In-Service trainings will be conducted in small groups

Personal Protective Equipment

- Daily Operations
 - Face Coverings
 - All staff will wear face coverings while at work
 - Face coverings may be lowered to allow staff to eat/drink
 - Face coverings will be removed while in stand performing patron surveillance and to perform in-water rescues
 - Gloves
 - Gloves shall be worn by staff members:
 - When touching or moving any high-touch surfaces or items (door handles, furniture, tablet computer, etc.
 - When providing any care for a patron
 - When performing any cleaning/sanitizing tasks
 - Remove gloves after use, or in between tasks as necessary to avoid cross contamination.
 - Dispose of used gloves in a lined trash can
 - Wash hands thoroughly after removing gloves and/or use hand sanitizer
 - Goggles
 - Goggles shall be worn when performing cleaning/sanitizing tasks
- PPE in Emergency Procedures/Response

- Face Coverings
 - Face coverings shall be removed when performing a water rescue
- Before performing any care for a resident -or- while a water rescue is in progress, additional responders shall apply the following PPE to themselves:
 - Hand Sanitizer
 - Use hand sanitizer prior to donning PPE
 - Gown
 - Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back, Fasten in back of neck and waist
 - Masks (N95 Respirator Mask)
 - Secure ties to elastic bands at middle of head and neck, Fit flexible band to nose bridge, Fit snug to face and below chin, Fit-check respirator, If N95 masks are unavailable, surgical masks may be worn
 - Goggles or Face Shield
 - Place over face and eyes and adjust to fit
 - Gloves
 - Extend to cover wrist of isolation gown

Emergency Procedure Alterations

- Water Rescues
 - All efforts shall be made to reduce staff-to-patron contact
 - Reducing potential for in-water rescues by:
 - Only allowing lap swim, no recreational swim allowed
 - Strictly enforcing all safety rules
 - Extreme vigilance while performing patron surveillance
 - Utilizing reaching assists when possible
 - Using rear rescue approaches when possible
 - In the event of a water rescue, all additional responders should don all required PPE
 - After victim extrication from the water, additional responders should begin care for victim while the rescuing lifeguard dons required PPE
 - Provide appropriate care
- First Aid
 - Staff must don required PPE prior to providing any care including:
 - N95/KN95 Respirator or surgical mask, Isolation Gown, Goggles or face shield, Gloves
 - A surgical mask should be given to the victim if there is no breathing/airway emergency
 - Before providing care, staff should ask the victim if they have any of the following symptoms: Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea
 - If the victim has any of the above symptoms of COVID-19, isolate the victim from other patrons and unnecessary staff members.
 - Provide appropriate care.
- CPR / Ventilations
 - Staff must don required PPE prior to providing any care including:

- N95/KN95 Respirator or surgical mask, Isolation Gown, Goggles or face shield, Gloves
- Bag Valve Masks should be used for ventilations
 - BVMs will be equipped with HEPA filtration to filter expired air
 - Staff should avoid using mask-to-face ventilations when possible.
 - Staff resuscitation masks will also be equipped with HEPA filters in the case that they may be used

Standard Operating Procedures

Daily Opening

- The office/guard room is closed to all staff members except for the Head Guard, necessary front desk and management team.
- Staff members will be authorized to clock in/out on their personal devices (cell phones). Clock-ins will be GPS enforced.
- Head Guard will perform a symptom check on all staff members. Front Desk staff or management will perform symptom check on Head Guard.
- All staff members must wear face coverings at all times. Face coverings may only be lowered to eat/drink, while in stand performing patron surveillance, and while performing water rescues.
- Head Guard pulls all necessary equipment and supplies from office.
 - Front desk supplies (for Swim Center only)
 - Tablet/computer
 - Phone
 - Card scanner
 - Hand sanitizer
 - Clorox wipes
 - Lifeguard supplies
 - Trauma bag / first aid supplies
 - PPE
- Staff ensures all cleaning supplies are restocked and ready for the day.
- Staff checks restrooms to ensure that all fixtures are clean and dry.
- Head guard assigns rescue equipment to each lifeguard. Each rescue tube will only be used by the assigned lifeguard for that shift.
- Normal opening duties are performed.

Reservation Check-in Procedures

- Reservation Check-In Desk is located at the Cafe gate at Swim Center, at entrance for other facilities.
- Entrance gate is to remain closed and locked until 5 minutes prior to the start of reservation time and only after all patrons from the previous reservation time block have left the facility.
- Residents may line up outside of the entrance gate using the indicated social distancing guides
- Gate will be propped open to limit high touch surfaces.

- Front Desk Staff may begin to check in residents 5 minutes prior to the start time of the reservation block
 - Patrons will wait at the gate until called to the check-in area
 - Patron will scan their Aquatics ID Card
 - Front desk staff will verify that the patron has a valid reservation
 - Front desk will ask the patron group the following questions:
 - “Do you have any of the following symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea?”
 - “Have you been diagnosed with COVID-19?”
 - “Have you been in contact with anyone that has been diagnosed with COVID-19 anytime in the last 14 days?”
 - If the answer is “Yes” to any of the above questions, the patron group may not enter the facility.
 - For Swim Center once checked in, Front Desk will assign the patron a lane number. Head Guard will guide the patron in the direction to their lane entry location.
 - At Swim Center, Front Desk will close and secure the gate 10 minutes after the start time of the reservation block. No entries are permitted after the gate is closed.

Reservation Check-out Procedures

- Reservation Check-Out is located at the Parking Lot gate for Swim Center and designated exit gates for other facilities.
- Patrons must check out no later than 5 minutes after the end time of the reservation.
- Once all patrons have exited the facility, the gate will be closed and secured.

Hourly Cleaning/Sanitizing - Performed in between reservation blocks

- Head Guard / Lifeguard staff
 - Sanitize restrooms
 - Toilets (K-Quat No-Rinse)
 - Sinks (K-Quat No-Rinse)
 - Stall doors on both side (K-Quat No-Rinse)
 - Soap dispensers (K-Quat No-Rinse)
 - Paper towel dispensers (K-Quat No-Rinse)
 - Sanitize office door handles
 - Both sides of both doors (K-Quat No-Rinse)
 - Sanitize used/accessible deck furniture (Effersan)
 - Sanitize staff break areas (K-Quat No-Rinse)
 - Complete all hourly cleaning/sanitizing checklists
- Front desk staff
 - Sanitize all front desk equipment
 - Tablet/Computer (Clorox Wipes)
 - Phone (Clorox Wipes)
 - Check in table/chairs (Clorox Wipes)

- Check-out table/chairs (Clorox Wipes)
- Sanitize all gate handles for entrance and exit gates (K-Quat No-Rinse)
- Complete hourly cleaning/sanitizing checklist

Shift Change Procedures

- Outgoing Head Guard / Lifeguard staff duties
 - Sanitize restrooms
 - Toilets (K-Quat No-Rinse)
 - Sinks (K-Quat No-Rinse)
 - Stall doors on both sides (K-Quat No-Rinse)
 - Soap dispensers (K-Quat No-Rinse)
 - Paper towel dispenser (K-Quat No-Rinse)
 - Sanitize office door handles
 - Both sides of both doors (K-Quat No-Rinse)
 - Sanitize used/accessible deck furniture (Effersan)
 - Sanitize staff break areas (K-Quat No-Rinse)
 - Sanitize lifeguard stands
 - Rails (K-Quat No-Rinse)
 - Platform (K-Quat No-Rinse)
 - Seat (K-Quat No-Rinse)
 - Umbrella Metal Parts (K-Quat No-Rinse)
 - Sanitize lifeguard equipment
 - Tubes (Effersan)
 - Backboards (Effersan)
 - Safety Goggles/Glasses (Effersan)
 - Complete all shift change cleaning/sanitizing checklists
 - Complete in-service training
 - Outgoing Head Guard remains on-site until incoming Head Guard arrives
- Outgoing Front Desk staff duties
 - Sanitize front desk equipment
 - Tablet/computer (Clorox Wipes)
 - Phone (Clorox Wipes)
 - Check-in table and chairs (Clorox Wipes)
 - Check-out table and chairs (Clorox Wipes)
 - Sanitize all gate handles for entrance and exit gates (K-Quat No-Rinse)
 - Complete shift change cleaning/sanitizing checklist
- Outgoing staff clocks out on their personal devices
- Outgoing Head Guard remains on-site until incoming Head Guard arrives
- Outgoing Head Guard will perform COVID-19 symptom check on incoming Head Guard.
- Incoming staff will clock-in on their personal devices
- Incoming Head Guard will perform a symptom check on all staff members.
- All staff members must wear face coverings at all times. Face coverings may only be lowered to eat/drink, while in stand performing patron surveillance, and while performing water rescues.

Daily Closing

- Head Guard puts all lifeguard and front desk equipment in the office.
- Head Guard / Lifeguard staff closing duties
 - Sanitize restrooms
 - Toilets (Wysiwash)
 - Sinks (Wysiwash)
 - Stall doors on both sides (Wysiwash)
 - Floors (Wysiwash)
 - Soap Dispensers (Wysiwash)
 - Paper towel dispensers (Wysiwash)
 - Sanitize office door handles
 - Both sides of both doors (K-Quat No-Rinse)
 - Sanitize used/accessible deck furniture (Effersan)
 - Sanitize staff break areas (K-Quat No-Rinse)
 - Sanitize lifeguard stands
 - Rails (Wysiwash)
 - Platform (Wysiwash)
 - Seat (Wysiwash)
 - Umbrella Metal Parts (Wysiwash)
 - Sanitize lifeguard equipment
 - Tubes (Effersan)
 - Backboards (Effersan)
 - Safety Goggles/Glasses (Effersan)
 - Sanitize deck areas - In front of lanes 10-20 (Wysiwash)
 - Sanitize all cones (Wysiwash)
 - Complete all closing cleaning/sanitizing checklists
 - Complete in-service training
- Front desk cleaning/sanitizing duties
 - Sanitize front desk equipment
 - Tablet/computer (Clorox Wipes)
 - Phone (Clorox Wipes)
 - Check-in table and chairs (Clorox Wipes)
 - Check-out table and chairs (Clorox Wipes)
 - Sanitize all gate handles for entrance and exit gates (K-Quat No-Rinse)
 - Complete closing cleaning/sanitizing checklist

Cleaning Product Instructions

- **K-Quat No Rinse**

- PPE Required - gloves, face masks
- Equipment Required - K-Quat No Rinse spray bottle, yellow towel
- Mixture - This cleaning product is premixed by Maintenance Staff
- Cleaning Instructions:
 1. Spray directly onto the surface to be sanitized, thoroughly wetting the surface.
 2. Allow to sit on the surface for 10 minutes.
 3. Wipe the surface with the Yellow Towel (the yellow towels can be re-used throughout the entire day but must be discarded at the end of the day)

- **Effersan**

- PPE Required - gloves, face masks, eye protection (glasses or goggles), shoes
- Equipment Required - Effersan spray bottle, white towel, water hose
- Mixture - Fill a 32oz spray bottle with water. Drop in 1 tablet of Effersan. Allow the tablet to dissolve. Put spray cap back on bottle.
- Cleaning Instructions:
 1. Spray directly onto the surface to be disinfected.
 2. Allow to sit on the surface for 5 minutes.
 3. Rinse area or item thoroughly.
 4. Dry area or item with a white towel or let area or item air dry.

- **Wysiwash**

- This cleaning product is only to be used by trained staff members. Failure to follow operating instructions may result in injury and/or property damage.
- PPE Required - gloves, face masks, eye protection (glasses or goggles), shoes
- Equipment Required - Wysiwash with caplets, water hose
- Mixture - This system mixes on its own provided there are caplets in the mixing canister
- How to attach the Wysiwash system to the hose:
 1. Unscrew the caplet container from the nozzle top piece of the cleaner
 2. Place caplet inside the caplet container (there may already be a caplet inside - use the old caplet if there is one in the container). Do Not Remove the plastic jacket on the caplet!
 3. Screw the caplet container back in place on the nozzle top piece of the cleaner
 4. Thread the female dis-connect onto the garden hose
 5. Insert the male end of the Wysiwash onto the female dis-connect on the hose. Pull back the neck on the female dis-connect to do this. Once inserted, release the neck. Make sure the Wysiwash is securely fastened to the hose by pulling gently on the hose.
- Cleaning Instructions:
 1. Turn on the water hose
 2. Turn on the Wysiwash system by twisting the flow control valve

3. Prime: Spray into a bucket to prime the system. This ensures that the solution is at an effective concentration and any concentrate is flushed out. This concentrate in the bucket can be poured into the comp pool.
 - New Caplet: Prime for 1-2 minutes
 - Previously used caplet: Prime for 30-40 seconds.
4. Begin with a gentle mist, not a targeted spray. Misting first prevents pathogens from becoming airborne. To adjust the spray, twist the sleeve on the stem of the adjustable nozzle. After the whole area has been sprayed with a gentle mist, use the jet spray on heavily soiled areas to remove any remaining organic waste.
5. Allow Wysiwash solution to sit for 10 minutes
6. Rinse area down with the garden hose.
7. Drying
 - For restrooms: dry the toilets, urinals, and sinks with a dry towel and squeegee.
 - For remainder of restrooms as well as deck and guard stands allow to completely air dry
- How to drain the Wysiwash system
 - This is an essential step to keep the unit in good condition and prevent chlorine fumes and unintended bleaching
 - Take caution to avoid contact with skin and clothing while draining. The drained solution is more concentrated and may stain/irritate skin
 1. Make sure the water and flow control valve are turned off
 2. Disconnect the unit from the female coupler by sliding the neck of the female toward the hose side again to release.
 3. In a bucket, turn the Wysiwash upside down and point the valve downward.
 4. Turn the flow control valve on to allow the solution to drain. The bottom of the caplet container should be pointed upwards at a slight angle. This allows water to drain from the bottom of the caplet container.
 5. Store the Wysiwash system in this position to maximize the life of the caplets.
 6. Empty the bucket into the comp pool.

Protocols in the Event of COVID-19 Exposure

- Isolation of Symptomatic Individual
 - Immediately separate staff or patrons with COVID-19 symptoms
 - Arrange for transportation for anyone sick to their home or healthcare provider.
- Notify Health Officials and Close Contacts
 - Immediately notify Austin Public Health, staff and patrons of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act.
 - Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow CDC and Austin Public Health guidance if symptoms develop.
- Cleaning and Disinfection
 - The facility will be closed in the event of exposure to COVID-19
 - A waiting period of 24 hours must take place prior to cleaning and disinfection of the facility.
 - The facility will reopen provided it has been cleaned and disinfected and staffing is available.
- Staff Exposure
 - Any staff member with potential exposure to COVID-19 will not be allowed to work for 14 days after the exposure and must self-isolate and follow guidance from local health officials.

Resources

- **Centers for Disease Control and Prevention (CDC)**
 - [Coronavirus Disease 2019 \(COVID-19\)](#)
 - [Considerations for Public Pools, Hot Tubs, and Water Playgrounds During COVID-19](#)
 - [Parks and Recreational Facilities](#)
 - [Guidance for Administrators in Parks and Recreational Facilities](#)
 - [Preventing the Spread of COVID-19 in a Variety of Settings Throughout Your Community](#)
 - [Worker Safety and Support](#)
 - [Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\), May 2020](#)
 - [Symptoms of Coronavirus](#)
 - [Information for Healthcare Professionals about Coronavirus \(COVID-19\)](#)
 - [Interim Guidance for Emergency Medical Services \(EMS\) Systems and 911 Public Safety Answering Points \(PSAPs\) for COVID-19 in the United States](#)
- **U.S. Equal Employment Opportunity Commission (EEOC)**
 - [Pandemic Preparedness in the Workplace and the Americans with Disabilities Act](#)
- **American Red Cross (ARC)**
 - [AMERICAN RED CROSS COVID-19 GUIDANCE](#)
 - [Considerations for Aquatics Facilities and Lifeguarding](#)
 - [COVID-19 Guidance for Aquatics from the Scientific Advisory Council](#)
- **National Recreation and Park Association (NRPA)**
 - [Phased Reopening Planning – Gradually Restoring Operations to Protect Public Health](#)
- **World Health Organization (WHO)**
 - [Coronavirus Disease \(COVID-19\) Pandemic](#)
- **Austin Public Health (APH)**
 - [COVID-19 Information](#)
 - [Information for Businesses and Industries](#)
- **Texas Department of State Health Services (DSHS)**
 - [Coronavirus Disease 2019 \(COVID-19\)](#)
 - [Opening the State of Texas](#)
- **Aquatics Industry Resources**
 - [IAAPA - Member Resources for COVID-19](#)
 - [POOLaide: Webinars for Uncertain Times](#)
 - [Counsilman-Hunsaker | COVID-19](#)
 - [Lifeguard Authority](#)
 - [USA SWIMMING CORONAVIRUS \(COVID-19\) RESOURCES](#)
 - [Redwoods Institute - COVID-19 Updates & Resources](#)
 - [Association of Aquatic Professionals - COVID-19 Resources](#)
 - [North Texas Aquatics Association \(NTAA\)](#)
 - [Texas Public Pool Council \(TPPC\) - COVID-19 Resources](#)

Lap Swimming Reservation Policies & Procedures

In an effort to meet strict social distancing requirements and capacity limits, and to mitigate the spread of COVID-19 throughout our community, the Swim Center Facility will be open for lap swim by reservation only beginning June 2, 2020. We will continue to monitor the ongoing public health situation to determine when we can expand our opening. Check back for details.

Phone use is limited due to the current situation, email is the best way to get a hold of us. Please email customerservice@ccswim.net if you need assistance.

General Policies

- Reservation time blocks are for a duration of 40 minutes.
- Registration for reservations will open online at 6:00 a.m. for the following day.
- Reservations are open for residents of Circle C HOA only. Non-Resident guests are not permitted at this time.
- In order to book a reservation, residents must be in good standing with the Circle C HOA, be of age 10 and older, and follow all pool rules, policies, and procedures.
- Per Pool Rules, residents age 12 and younger must be accompanied by an adult parent/guardian. The accompanying adult may reserve an additional lane to swim in while their child is swimming, or they may sit at the chair located at the entrance to their child's reserved lane. All other areas of the facility are closed.
- All reservations must be made online prior to arrival at the facility. No "walk-ins" will be allowed.
- Only residents registered for the reservation time will be admitted into the facility. Spectators (i.e. non-swimming children, etc.) are not permitted.
- Residents are limited to one reservation per day.
- The facility is open for active lap swim / aquatic exercise only. Recreational swimming, lounging or "tanning" on the pool deck or terrace is not permitted.
- There is a maximum of one resident per open lane. Lane sharing is not permitted at this time.
- Residents must swim in the center of their lane. "Circle Swimming" is not permitted at this time.
- **Social distancing will be enforced.** All residents must keep at least six (6) feet of distance between themselves and any other person not residing in the same household as the resident.
- **All residents must wear face coverings while inside the facility.** Face coverings must remain on at all times except for when the resident is inside the pool water. Face coverings are not permitted in the pool.
- In addition to this policy document, all residents must sign a COVID-19 Liability Waiver prior to booking this reservation. Residents ages 17 and younger must have a parent sign this waiver on their behalf.
- Any residents displaying or confirming symptoms of COVID-19 will not be permitted to enter the facility.

Facility Alterations

- There will be no showers or changing areas available. Residents must arrive at the facility ready to swim.
- There will be no water fountains available.

- Restrooms will be open but will be limited to one person at a time.
- The Swim Center office and main entrance will remain closed at this time. Entry to the facility will be at the Cafe gate, and only at specified times.
- There will be no lounge furniture available for use.
- The facility will be closed in between reservation blocks for disinfection/sanitizing.
- There will be no “Lost & Found” system in place. Residents are responsible for taking their belongings with them. Any items left behind will be discarded after the reservation block.

How to Book a Lap Swim Reservation Time Block

1. **Make sure you have a Resident Information Form on file.** – If you have previously submitted a Resident Information Form, and already have your Aquatics ID Card, proceed to Step 2. If you have not previously submitted a Resident Information Form, please click [HERE](#) for information on how to do so.
2. **Access your Daxko Account** – If you have previously registered for a program with us, you probably have already enabled your Daxko account. You can visit your Daxko account by clicking [HERE](#). If you need to enable your Daxko account, click “Find Account” on your Daxko account page (You will need to enter the last name, birth date, and zip code of the Primary Adult as it is listed on your Resident Information Form. If you have any difficulty accessing your Daxko account, please email our Program Coordinator, Amanda, at coordinator@ccswim.net).
3. **Visit our Lap Swim Reservation page** [HERE](#) to book your Lap Swim Reservation Time Block

Cancellation Policies

- In order to cancel a reservation, an email must be sent to customerservice@ccswim.net.
- All cancellations **must** be made by 6am the day of the reservations.
- After two violations of this cancellation policy, the resident will be prohibited from making future reservations for 30 days.

Arrival Procedures (Start of Reservation)

- Residents will enter the facility through the Cafe Gate.
- Residents must arrive **no sooner than 5 minutes prior** to the reservation start time, and **no later than 10 minutes after** the reservation start time. **There will be no entry permitted 10 minutes after the reservation start time.**
- Residents will observe **social distancing** and **face covering** requirements while waiting in line to enter the facility. There will be social distancing markers to aide residents while waiting.
- Once called by the Aquatics Staff, residents will enter the facility one at a time.
- Each resident will check-in for their reservation by swiping their Aquatics ID Card. Aquatics Staff will verify the reservation upon check-in.
- Residents will be *verbally* screened for COVID-19 symptoms.
- Residents will arrive ready to swim. There will be no changing areas or showers available.
- Once checked in, residents will be assigned a lane and directed by the Aquatics Staff to the entry point of their lane.
- Residents must keep their personal belongings at the entry point of their lane.

Departure Procedures (End of Reservation)

- The Aquatics Staff will close the facility upon the end time of the reservation block.
- Residents must leave the facility **no later than 5 minutes after** the reservation end time.
- Residents will exit the facility through the Parking Lot Gate.