

PHRec Lifeguard Training
Standard Operating Procedures
Fall 2020

Prevent Spread & Social Distance Policy

- Staff and participants will wash hands often with soap & water, especially if visibly dirty. Hand sanitizer will be used when soap & water is not readily available.
- Participants will be encouraged to keep their hands to themselves and will be strategically spread during activities.
- Items will not be shared amongst separate groups. Any shared items or locations will be disinfected before another group can use it.
- Staff will always wear a face covering, unless entering the water to make an emergency rescue.
- Participants must wear a face covering at all times while not in the water. Face coverings can be removed only immediately prior to entering the water and must be reapplied upon exiting the pool.
- Practice social distancing of 6 FT or greater at all times, in and out of the pool.
 - Due to the nature of the course, there will be training situations when participants will come in close contact with other participants.
 - Course will be taught using the American Red Cross Guidance for Training Lifeguards during COVID-19.
 - Training manikins will be used whenever possible to facilitate social distancing and minimize contact rescues.
 - Participants will be assigned to smaller groups within the class for contact rescues.
- Staff and participants should cover coughs and sneezes and wash hands right after doing so.
- Frequently touched surfaces will be sanitized regularly.
- Staff will not prepare food. Participants must bring their own snacks/lunch, along with a refillable water bottle. Participants are not allowed to share food. Staff will refill water bottles if needed.
- Participants should refrain from bringing personal items from home. Any personal items left behind will be thrown away at the end of each class.
- Participants will stay with the same group throughout the session and the same staff members/supervisors will stay with the same group of participants to the best of our ability.

- All areas of the pool are open to participants and assigned staff only. Members of the general public are not allowed into the pool/facility.

Hand Hygiene Procedure

- All participants and staff should engage in hand hygiene at the following times:
 - Arrival to the facility and after breaks.
 - Before and after preparing food or drinks.
 - Before and after eating or handling food, or feeding children.
 - Before and after administering first aid.
 - After using the toilet.
 - After coming in contact with any bodily fluid.
 - After handling animals or cleaning up animal waste.
 - After playing outdoors or in sand.
 - After handling garbage.
 - Before and after swimming activities.
 - Before and after practicing CPR/First Aid skills.
- Everyone should wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available.

Cleaning/Disinfecting Procedure

- In addition to cleaning after each program/reservation, high touch surfaces may need to be cleaned and disinfected more often and throughout the day. This includes, but is not limited to toys/equipment, tables, chairs, bathrooms and outdoor surfaces.
- Staff are required to wear PPE when cleaning (masks, disposal gloves and eyewear).
- Only utilize approved chemicals. Safety Data Sheets are available for all chemicals.
- Mops must be washed and disinfected daily.
- Chemicals will be stored out of reach of children. Keep the custodial closet closed except when accessing needed supplies.
- Staff will use the Cleaning Checklist to ensure all items are cleaned and disinfected after each program/group.

- Training equipment will be labeled and assigned to participants for use throughout the course. In addition, equipment will be cleaned and disinfected according to American Red Cross and manufacturer instructions after each class.
- Locker rooms and restrooms will be available for class use. There is NO Deck Changing.
 - Restrooms will be checked on a regular basis to ensure adequate supplies (paper towels, soap, toilet paper, etc.).
- Playground/Outdoor Areas/Hallways
 - High touch surfaces made of plastic or metal, such as grab bars and railings will be sanitized using approved chemicals on a regular basis.
 - All surfaces will be cleaned before or after groups arrive each day.

Isolation, Sick Participant and Sick Staff Policy

- Sick participants and staff are required to stay home and will not be allowed in the program.
- “Sick” is someone exhibiting, but not limited to, the following symptoms: cough, shortness of breath, fever (temp 100.4°F or higher), sore throat, chills, vomiting, and/or diarrhea.
- Should you develop any of the symptoms above, please notify the program via phone at 925.682.0896 or kriley@pleasanthillrec.com.
- Staff will be vigilant in monitoring symptoms in participants and themselves and will notify a supervisor if they or a participant is showing symptoms of being sick (symptoms listed above).
- Participants or staff who arrive sick or become sick while at the program will be sent home as soon as possible.
 - Participants or staff who become sick while at the program will be isolated from the rest of the group in the pool office (infirmary).
 - Staff entering the infirmary will be required to wear personal protective equipment (PPE) including:
 - Face covering/Mask
 - Gloves
 - One staff member will maintain physical distance of at least 6 feet and will supervise any sick participants in the infirmary until a parent/guardian arrives to pick them up. Participants will be made as comfortable as possible.
 - Participants/Parents will be notified if a member of their group becomes sick.
 - Participants are warned that the program can be cancelled due to an illness in the program or a change in State, County or Federal guidelines.

- Sick staff members and participants should not return until they have met one of the criteria below:
 - 14 days have passed since they started showing symptoms.
 - Consulted with their doctor about resuming public activities.
 - A record that a doctor was consulted may be required to be readmitted into any programs.

Absent Staff Plan and Substitutes

- Staff are encouraged to stay home if they exhibit any symptoms of being sick. If they must be absent from a shift or if they become ill, they must inform their supervisor as soon as possible.
- Supervisors will reach out to substitutes to cover the shift. Alternate staff may be asked to cover the shift.
- If a substitute cannot be found, then an available supervisor assigned to that group will take over the shift.

Participant Drop-Off, Pick-Up and Screening Procedure

- Participants are encouraged to take their temperature and self-check for symptoms each day before arriving to the program.
- Upon arrival at the facility, participants will be greeted by a staff member for a health screening prior to entering the facility. This includes a symptom and temperature check using a no-touch thermometer.
- Lifeguard training classes will be a stable group of no more than 14 participants.
- Only program participants and scheduled staff will be admitted into the facility.
- Participants will enter and exit the facility at the gate between the Pool and Teen Center. Participants can use the curb in front of PH Aquatic Park for drop-off and pick-up. No parents will be allowed to enter the facility. If you would like to observe activities, you can watch through the pool fence from the park.