

RECOMMENDED COVID-19 POSITIVE-TEST PROTOCOL

IF A MEMBER OF YOUR TEAM/FACILITY OR VISITOR TESTS POSITIVE FOR COVID-19

General Items of Note:

- Immediately engage with Public Health.
- Attendance records for aquatics staff and participants should be available to help with contact tracing.
- The safety and cleaning protocols and social distancing guidelines should be available for any discussions with public health.
- You should comply with CDC guidelines for direct exposure (current guidelines at the time of publication are less than six feet for more than 15 minutes).
- A positive test does not necessarily mean an aquatics practice/class is out of the water for 14 days or the facility is shut down.
- Have a draft email on hand for distribution to alert aquatics staff and participant families that a positive COVID test result was received by an individual at the facility (see sample at the end of this document).

What forms need to be filled out?

- [OSHA Form](#) (complete only if an employee has confirmed positive test result).
- Organizations affiliated with various activities and classes should be contacted to determine what their reporting requirements are.
- If you are a Local Swim Club affiliated with USA Swimming, complete [USA Swimming Report of Occurrence \(ROO\) form](#):
 - When completing ROO use 'other' designation categories and insert, "no accident reported except notice of COVID-19 Positive Test result."
 - Additional details section, insert, "all personnel removed from site in accordance with local guidelines."
- Any other forms required by local, state and federal public health agencies.
- Any required facility forms.

Who do we need to notify?

- Notify the local health authorities of the COVID-19 case.
- Notify facility staff, swim participants, and renters (as feasible) of potential COVID-19 exposures while maintaining confidentiality.
- If you are a Local Swim Club affiliated with USA Swimming, notify USA Swimming through the Report of Occurrence Form (ROO) (link listed above).

What cleaning/disinfecting procedures do we take when a positive COVID-19 test has been reported to the facility?

- In many cases, facilities might not learn of positive results for several days. However, facilities should proceed with proper deep cleaning and disinfecting immediately upon learning of the positive result.
- In the case where a facility has been made aware of someone testing positive for COVID-19 within 24 hours of their last visit to the facility:
 - Close off areas used by the affected person and do not use the areas until after cleaning and disinfecting them.

- Ensure [safe and correct](#) use and storage of [EPA-approved List N disinfectants](#).
- In every case, follow all facility procedures.

What steps do we take with the aquatic participant team/class/group when a positive COVID-19 test has been reported to the facility?

- All aquatics participants at the impacted facility will be out of the water after a positive test has been reported to the facility to accommodate facility cleaning and disinfection.
- Have all team/class/group members follow the recommendations of their family physician or medical professional.
- If you are a Local Swim Club affiliated with USA Swimming, maintain all [SafeSport](#) standards with respect to proper supervision, etc.
- Follow the contact tracing guidelines as outlined below and by federal, state and local authorities.

Contact Tracing

- *ALL decisions should be made in accordance with the information and guidelines published by the CDC. Once an individual receives a positive test result, they should follow the directions of their health care provider and the local public health orders at a minimum.*
- Upon testing positive, ask the aquatics participant to provide a list of ANY participants with whom he/she has been in close contact with, within the timeframe as instructed by their local health department from known onset of symptoms, inside and outside of the water.

Quarantine/Isolation

- *Local public health guidelines can be found under [Insert name of County/City Public Health] and COVID-19.*
- Any participant who is ill should stay home until their symptoms have resolved or they receive a negative COVID-19 test. It is recommended they contact their primary care provider and get a note stating they are clear to return to the pool.
- If a participant tests positive for COVID-19 they should:
 - Contact their medical provider for treatment and additional guidance.
 - Stay home and follow the local public health guidelines for isolation.
 - Any members of the participant's immediate family who are also participants should also stay home and follow the local public health guidelines for quarantine of exposed individuals.
 - Follow the "Return to the Water" recommended recommendations below and in accordance with local public health guidelines.
- If a participant was in close contact (defined by the CDC at the time of publication as being within 6 feet for 15 minutes or longer) with any infected individual during the period defined above:
 - This participant is considered to have been exposed to COVID-19.
 - The participant, and any members of their immediate family who are also participants, should stay home and follow local public health guidelines for quarantine of exposed individuals.
 - The participant should be encouraged, but not required, to get tested for COVID-19 and follow the instructions provided by the health care facility that conducted the test and provided the results.

- Follow the “Return to the Water” recommended guidelines below and in accordance with local public health guidelines.
- If a participant lives with a household member who has symptoms that might be related to COVID-19:
 - This participant is considered to have been exposed to a person under investigation (PUI) for COVID-19.
 - This participant, and any members of their immediate family who are also participants, should stay home and follow local public health guidelines for quarantine of exposed individuals until their family member’s illness is resolved or testing is completed.
- *Practices/classes should be designed such that there are no instances of close OR brief contact. Sharing a lane while still being six feet apart when not actively swimming (i.e., opposite ends of the pool) does not inherently constitute contact unless other contact occurred.*

Return to the Water:

- Any participant who tested positive for COVID-19 should:
 - Contact their health care provider for clearance to return to the water AND complete the isolation directed by their local public health guidelines.
 - A participant should not return to the water if any members of their immediate family who have tested positive have not yet met this guideline.
- Any participant who was exposed to COVID-19 should:
 - Complete the quarantine directed by their local public health department.
 - Follow the instructions above for ill or COVID-19 positive participants if the participant becomes ill during quarantine.
 - A participant should not return to the water if any members of their immediate family who have tested positive have not yet met this guideline.
- It is recommended to require the individual’s medical provider to write a note when the person is cleared to return to the water.

Disclaimer: These policies are recommendations; aquatics facilities/clubs are encouraged but not required to enact them. ALL actions should be in accordance with local, state, and federal guidelines as well (particularly with recommendations made by the CDC and the state and local Department of Health at minimum; these recommended policies are intended to be as or more restrictive than these established guidelines). Clubs affiliated with USA Swimming should be aware that USA Swimming insurance will likely not apply if local, state, or federal guidelines are not followed. Facilities not affiliated with USA Swimming should contact their agency, company or governing organization to learn about their liability requirements. The aquatics club/facility holds no liability for any member contracting or being exposed to COVID-19, nor any quarantines, self-isolations, or damages therein.

TALKING POINT TIPS IF POSITIVE COVID TEST

Prioritize

Determine the one thing, above all else, you want your audience to take away from your message (e.g., safety, health, and well-being of all). Prioritize, in order, what you want to address – remember: quality versus quantity. So, address your top priority plus two to three other priorities and you will be successful.

Prepare

Talking points are useful if the communicator knows and is educated on the details of the message being conveyed. Talking points are reminders so do not rely on them for breadth and depth of the message.

Pre-empt

Anticipate questions about your message. Be prepared to defend your statistics or other data (if provided). But, if you don't know the answer, don't make up one—let the inquirer know that you will work to find the answer and get back to them.

Focus on facts

Be engaging without your talking points and rely on facts. Be prepared to explain to the audience how those facts impact them.

Be direct

Even if the message is a negative one (ex. COVID-19 positive diagnosis), get straight to the point and own what you are saying. Talking points should include information on how you/club/LSC are responding to the situation and working to make it better. Be honest and share a plan for addressing the situation – the takeaway is you/organization are problem solvers and trustworthy. Don't sugarcoat or beat around the bush as this lessens trust with your audience. Additionally, do your best to make sure the aquatics participant/athlete with a positive test feels supported and is not receiving any negative backlash.

SAMPLE SCRIPT: POSITIVE DIAGNOSIS OF COVID-19 AT AQUATICS FACILITY

Good morning/afternoon/evening.

My name is _____.

My role is _____ with Club/Facility/LSC.

The information I am providing is on behalf of Facility-Site/Club/LSC regarding the positive COVID-19 diagnosis for an individual present at the Facility-Site/Club/LSC during the period of MM-DD-YY to MM-DD-YY. We will not be identifying the individual due to federal privacy laws.

Facts we want you to know:

1. This facility has been operating in compliance with CDC guidance as well as local health and state guidelines since our return to practice on MM-DD-YY.
2. We have been utilizing a “cleared for entry” protocol that includes:
 - a. Signage to explain the new screening process;
 - b. Pre-screening station located 10-20 ft. prior to the facility entrance and documentation of those entering and exiting the facility for contact tracing purposes;
 - c. Daily health screenings for individuals prior to entering facility (*describe any screening procedures, i.e. temperature checks*);
 - d. Health, travel and potential exposure screening questions answered by all individuals prior to entry to facility;
 - e. Social distancing at all times – i.e., 6 feet minimum;
 - f. Masks worn by facility personnel, coaches and non-athletes at all times;
 - g. Masks worn by participants/athletes when entering facility, readying for practice/class and departing the practice/facility.
3. An individual received a positive diagnosis on MM-DD-YY date and communicated this to our Head Coach/Facility Manager on MM-DD-YY date. We proceeded with the following actions (*c, d & e are options - please read and determine which is most appropriate*):
 - a. Emailed all active participants OR all exposed participants, depending on your local health department’s guidance, to make them aware that an individual tested positive and/or participant’s relative tested positive.
 - b. Once the facility has been properly cleaned and sanitized, practices may resume.
 - c. The positive diagnosis was for a participant’s family member, therefore, the participant will need to quarantine based on their local public health recommendations and provide the facility with a written note from the individual’s medical provider when the person is cleared to return to the water.
 - d. The training group that the positive participant is in will have to pause their practices, swim lessons, lap swim, water exercise and therapy classes, etc. and they have been provided with the following requirements:
 - i. These participants can choose to quarantine for 14 days and then return OR they can get tested for COVID-19 and provide the facility with a written note from the individual’s medical provider when the person is cleared to return to the water.
 - ii. The coach or administrator of the training activity must get tested and cannot resume activity until they have received negative results.

SAMPLE LETTER TO AQUATICS PARTICIPANTS – POSITIVE TEST

To: All families

Date: MM-DD-YY

We have been notified that a person tested positive on [date] and is now self-isolating. The last date the person was at an [aquatics activity – swim practice/swim lesson/fitness class] was on [date and time]. We have notified the proper health, facility, and local authorities.

[Insert paragraph about what actions are required...should include note that the team is following CDC guidelines and the recommendations from the County Public Health.]

We are letting you know of this incident so you may contact your family physician and follow their advice. If you have questions about COVID-19 or your situation please talk with your doctor and visit the CDC website.

Our thoughts are with our patrons impacted by the virus and we wish them a speedy recovery. The team is here to support everyone during this difficult time and if you have any questions, please contact me.

Sincerely,