

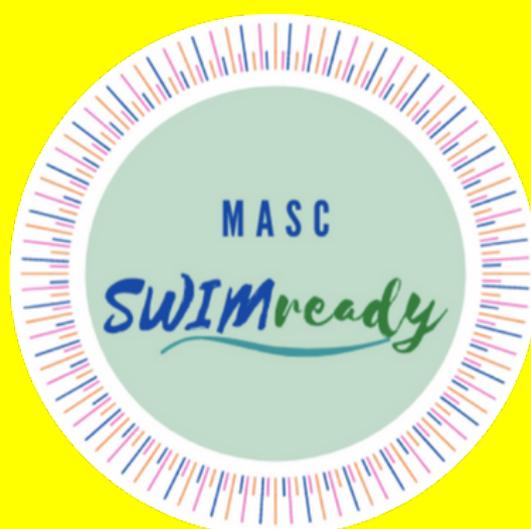
Musselburgh Amateur Swimming Club, home of the  
**Musselburgh Marlins**



# **MEMBER GUIDANCE (SWIMMING)**

## **SWIMREADY COVID-19 GUIDANCE**

Last Updated: 7 September 2020



# COVID-19: Returning to the Pool

## Foreword

We have all been missing the water during the COVID-19 enforced closure of swimming pools. For many of our members this will have been the longest period out of the water they have ever experienced which can take its toll on both mental and physical health.

Musselburgh ASC is delighted to produce this document, in accordance with Scottish Swimming and Enjoyleisure's guidance, to help ensure the safe return to the water once our swimming pools are ready to open again.

Our priority remains the safety of everyone involved in working with our Club whether that is our volunteers, coaches, leisure staff, parents or the swimmers. We will, at all times, be guided by the latest government and Scottish Swimming guidance and regulations. Changes may happen regularly and quickly, and we will update our guidance to reflect the most up to date regulations.

When we return to the pool, it will not be a case of 'business as usual' and we know that things will have to be different, but if we are to play our part in protecting the NHS from another wave of COVID-19 admissions, it is important that we follow the guidance given and adjust to the new 'normal'.

# Guidance for Members

## Introduction

The following has been developed in co-operation with Enjoyleisure and Scottish Swimming.

This document aims to support our members in returning to club activities following the period of lockdown and closure due to COVID-19 and provides guidance on the measures put in place aimed at reducing the risk of COVID-19 transmission within our club environment.

It will highlight the continued requirements for safe social distancing and enhanced hygiene regimes, along with detailing how this will impact on the different experiences our members will have. This guide will give details on what to do before leaving home, accessing the sports centre, entering the water and leaving the pool. This document also includes details of important supporting documents that require immediate attention from our members before the return to the pool can take place. It also includes a Next Steps guide for you to follow in the hope it will make the process of resuming training as simple as possible.

We recognise that training sessions and the club structure may not look like the programme we are all used to however, the circumstances that we will be operating under are not normal and we as a club will need to adapt accordingly to ensure we meet and comply with Scottish Government guidance.

**Danny Kirkham**

Head Coach

Musselburgh ASC

## Guidance for Members

### Contents Page

Page	Section title	Description
4	Guiding principles	Musselburgh ASC's five principles for returning to the water.
5	Pool user guidance	Guidance on how to use facilities under the new regulations.
11	Preparing for social distancing	Plans and procedures in place to implement social distancing within the club environment.
13	Equipment	Information on the use of equipment, including an equipment list.
14	Supporting documents	Further information and documents for members to read and understand.
16	Risk groups	Information and considerations for 'at risk' groups.
18	Para/disability swimming	Information and considerations for para and disability swimmers.
19	Next steps	A flowchart detailing the process each member must follow before they return to training.
20	FAQ's	Frequently asked questions.
22	Appendices	Supporting documents and information.

## Guidance for Members

### Guiding principles

Musselburgh ASC has five guiding principles for returning to the water:

- **Safety first** – the safety of everyone involved in the club is paramount and will be put first in all considerations.
- **Consistent** – we will aim to ensure our guidance is consistent across all levels of the club to avoid any confusion.
- **Robust** – we will ensure that our guidance adheres to that of Scottish Swimming, Enjoyleisure, local and National Government.
- **Evolving** – we will provide initial guidance but please understand that not all factors are currently known and that circumstances will change, to that end we will develop and improve guidance as appropriate and based on practical experience when swimming recommences.
- **Equitable** – we want to cater for all of our members as effectively as possible. Ensuring that from when we get the 'green light' to commence club activities, albeit with social distancing measures in place, we can accommodate and involve all of our members.

## Guidance for Members

### Pool user guide

#### Before participating

- People who are symptomatic should self-isolate as per NHS guidance. No one who is self-isolating should attend a sports facility/activity.
- Please understand that returning to training is not compulsory and swimmers have the option to opt-in or opt-out. There is no compulsion or risk of losing membership if swimmers do not want to return straight away.

#### Timetable

- Ensure you know when your session slot time is. Check our website's '[Swim Ready](#)' page for a copy of the swimmer groups and see appendix 1 for a copy of the timetable we will be running during the return to pool period. Contact the Coaching or COVID Team if you are unsure when your session is. See appendix 4 for a list of relevant contact details.
- Parents, guardians and swimmers must stick to scheduled timings to enable arrival and departure to take place effectively without overloading the capacity of the venue.
- Please turn up on time to ensure no overcrowding takes place.

#### Before leaving home

- Do not come to the facility if you are showing any symptoms of COVID-19 (temperature, new and persistent cough, difficulty breathing, or anosmia e.g. loss of taste or smell).
- Upon entry to the building, swimmers should use the hand sanitiser provided.
- Please consider the following:
  - Arrive ready for your swim 'beach style', meaning you have your costume or swim trunks on underneath your outdoor clothes or onesie so you can quickly change on poolside. Private changing pre-session will only be available for **exceptional circumstances** and must be prearranged with the COVID Team if required. See appendix 4 for contact details.
  - Shower at home before coming to the pool. Showers will not be available at the facility and by arriving wearing your swimwear under your clothing and

showering at home pre swimming you will help minimise time spent in the premises and help maintain the water quality.

- Arrive on time for your session, stick to scheduled timings so to not overcrowd the venue. See appendix 1 for the timetable and view the swimmer groups [here](#).
- Parking will be available as normal.
- Plan your journey accordingly and know travel arrangements.
- Use hand sanitiser on arrival, provided by Enjoyleisure.
- Bring any equipment/aids with you (floats, kick boards etc.) ensuring it is clean and identifiable as yours before you arrive. More details on page 13.

#### Upon leaving the facility

- Please consider the following:
  - Consider showering at home post swim. Showers will not be available at the facility and by showering at home after swimming you will help minimise time spent in the premises.
- Swimmers will leave the building and go straight to their cars for pick up at the designated pick up / drop off point. There should be no car-pooling or lift shares from those in different households.
- As swimmers leave the building, they should use the hand sanitiser provided.
- Swimmers should not congregate outside of the building for any reason.

#### Changing rooms and lockers

- We recommend coming to and returning from the pool 'beach style'. That means turning up with your swimwear on under your outdoor clothing. When you arrive simply remove outdoor clothing on poolside, put it in your bag on poolside and get in the water. When you leave, simply dry off on poolside and put your outdoor clothing (such as a onesie) back on on top of your swimwear.
- We would recommend bringing an extra towel or blanket for the car home to protect your seats.

- Changing rooms pre-session: only available if required (medical condition/special assistance). If this applies to you, please contact the COVID Team ([mascovidteam@gmail.com](mailto:mascovidteam@gmail.com)) to let us know so we can make any arrangements.
- Changing rooms post-session: only available if required (medical condition/special assistance). If this applies to you, please contact the COVID Team ([mascovidteam@gmail.com](mailto:mascovidteam@gmail.com)) to let us know so we can make any arrangements.
- The use of changing rooms would require a substantial deduction of pool time from our pool let. Cleaning would need to be carried out after each group of swimmers has used the changing facilities which will take at least 30 minutes. The use of changing rooms is non-viable at this stage, due to the enjoyable enhanced cleaning regimes currently in place.
- Lockers will be unavailable before and after each session. We recommend when swimmers arrive they leave their bags on poolside whilst they are in the water. Please be mindful that coaches will not be responsible for personal items left in bags and that poolside is often wet. Bags should be kept neatly tucked away against the wall as to not create a trip hazard.

#### Toilets

- Toilets will be available during sessions however, there will be a limited number of toilets available and some toilet cubicles or urinals may be out of use to ensure safe social distancing measures remain. These will be clearly marked.
- We will strictly monitor toilet breaks with a one in one out setup to ensure there will be no overcrowding near or within the facilities.
- Following toilet breaks, swimmers will be encouraged to thoroughly wash their hands before re-entering the pool and use the hand sanitiser or wash stations provided by enjoyable.
- At the start of each session the leisure staff will need to clean the toilets due to the previous group's usage, toilets may be out of commission for a short period at the start of each session, so please try and use the toilet at home before arrival.

#### At the facility

- Everyone must wear a face mask/covering in all communal areas within the building (reception, café, changing areas etc). You can remove your masks once on poolside and upon entry to the water. We would suggest wearing a mask at all times whilst in the building when not participating in the activity.

- Whilst in the building and the water, follow the operator's guidance on social distancing, direction of travel and other risk control measures that are put in place. These will be clearly marked by barriers, posters and ground markers.
- Please follow the one way system of travel in place. Please note the change to the one way system on Friday's. See appendix 3.
- Please follow the club and operator's guidance on pre swim arrival, duration of swim and post swim arrangements.
- Use hand sanitiser/wash stations wherever made available, provided by enjoyleisure.
- Spend as little extra time in the premises as possible and follow the operator's guidance on maintaining safe levels of physical distance.
- Before attending, please read our Pool Procedure Briefing (appendix 2) or watch the Pool Procedure Briefing video [here](#).

#### Pre pool activities

- There will be no pre pool activities.
- Swimmers should arrive ready to swim straight away.
- We recommend doing pre-pool activities before coming to the session at home.
- We have published on our website a standard pre pool routine for swimmers to follow. [Available here.](#)

#### In the water

- Follow the operator's directions for entry and exit of the pool. These will be clearly identifiable and reinforced by our designated COVID Liaison Officer at each session.

#### Post pool activities

- There will be no post pool activities.
- Swimmers should leave the building as quickly as possible.
- We recommend doing post-pool activities once home.
- We have published on our website a standard post pool routine for swimmers to follow. [Available here.](#)

### Respect

- Do not make physical contact with other participants.
- Please cough or sneeze into the crook of your arm.

### Speed and overtaking

- Please do not overtake whilst swimming. Before pushing off at each turn, check to see if anyone faster is approaching or if a swimmer behind you needs to overtake let them go in front at the end of the lane making sure to turn head away allowing others to maintain social distancing measures.

### Direction

- Please follow the direction of each lane moving across to the appropriate side of the lane for each length. Your coach will keep you right.

### Space

- Always attempt to maintain appropriate social distance between yourself and another swimmer (e.g. 10 seconds time gap). Coaches will make this clear.

### Equipment

- Please see page 13.

### Spectating

- Cafés will not be open after the reopening of pools.
- We strongly recommend that all members, parents and guardians adopt a punctual drop off and pick up routine which your child is fully aware of and understands.
- The café and spectating areas will be sectioned off which will remove spectating availability. Swimmers will use the café door (car park side) entrance to enter so we must maintain a clear and empty path through the cafe.
- For those who have swimmers with a disability or require special assistance, we understand remaining present at the pool may be necessary. If so, please contact the COVID Team email address ([masccovidteam@gmail.com](mailto:masccovidteam@gmail.com)) so that cases can be reviewed and considered on an individual basis.
- All parents/guardians who are supervising their children should abide by Scottish Government physical distancing guidance and stay at least 2m away from those out with their own household. Groups of parents from different households should not congregate before, during or after the activity, including within the carpark.

### Resting

- Whether stopping for a rest or catching your breath after completing your swim, please be mindful that others using the lane will want to keep on swimming without stopping; so keep yourself to the edge of the lane allowing others to turn at the wall, turning head away and allowing others to maintain social distancing measures.
- Stay hydrated by bringing your own 'pre-filled' and clearly marked (preferably with permanent marker) water bottle on to poolside during your swim. No sharing under any circumstances. The health suite will be closed so there will be nowhere to refill bottles.

### Miscellaneous

- Ensure membership and health details are up to date.
- Ensure emergency contact details are up to date.
- Swimmers will need to slip into the water instead of diving or jumping into the pool.
- Please ensure any medication (with administration instructions) are available for those who may require it. Please contact the coaches if required.
- Chlorine levels will be raised and made more efficient through pH control.
- The pool hall air handling systems provide 100% new fresh air into circulation.

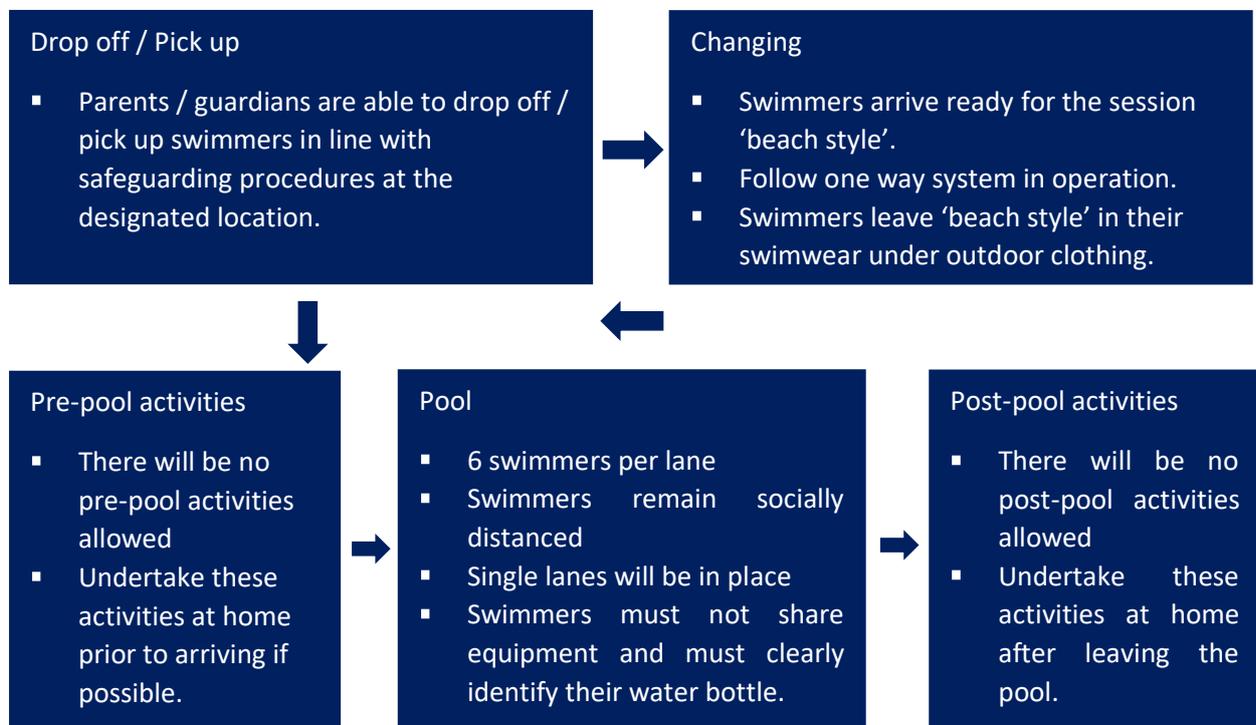
## Guidance for Members

### Preparing for social distancing

#### Overview

The below diagram should help with understanding the process of how we will implement social distancing measures to ensure safety during our sessions. Further information will cover this process in greater detail in the Pool Procedures Briefing (appendix 2) or in our Pool Procedures Briefing Video, [available here](#).

#### Process



#### Number of participants

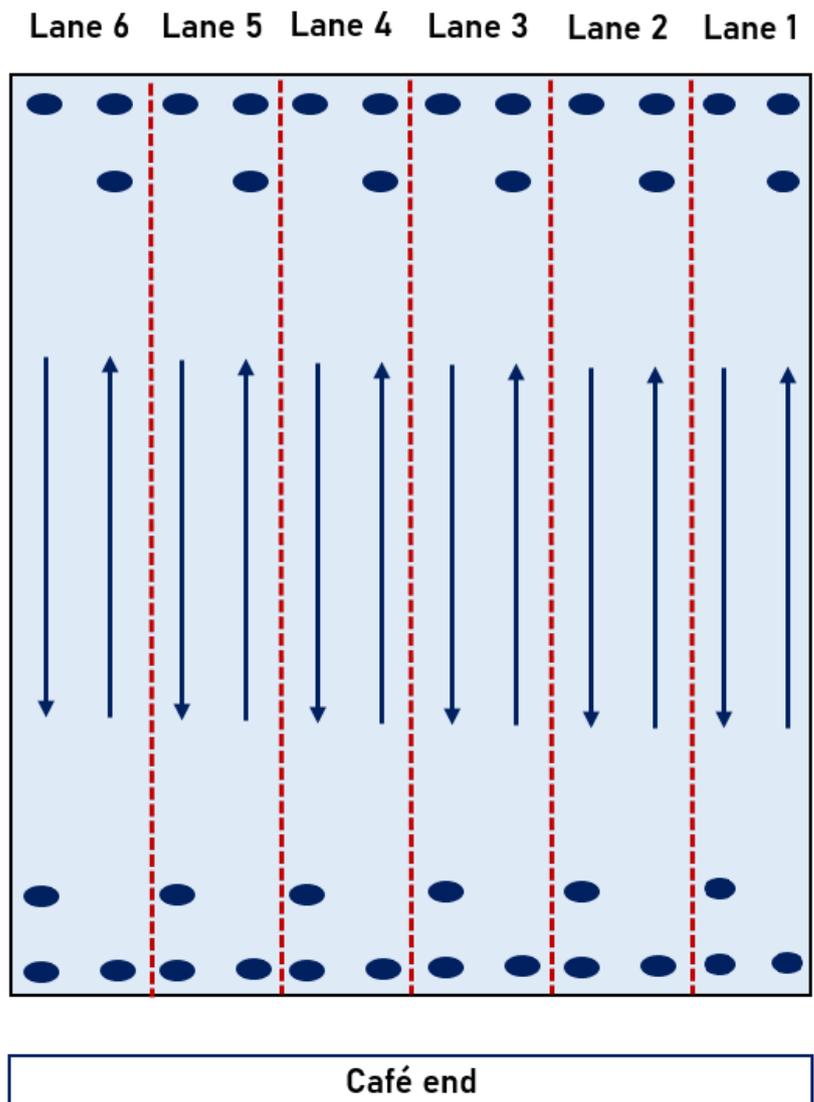
Our ideal swimmer load is a maximum of 6 per single lane. To help capacity it has meant reducing session length to enable all club members to take part over the period of pool time the club has been allocated by Enjoyleisure.

### Proximity to participants

- It is acceptable for swimmers in a lane to pass each other at less than social distancing requirements as long as that is for a short time and only when swimmers are in motion.
- It is imperative that swimmers maintain social distancing when static either in or out of the water.

The pool diagram below gives an example of how we will implement our training whilst we abide by social distancing measures. We will have 6 swimmers per lane (6 lanes) and 36 swimmers per session. Each lane will be split into two. 3 swimmers will start at one end and 3 will start at the other end. We will request the pool depth is at a suitable level so swimmers can easily rest/stand at the deep end of the pool. Coaches will position themselves appropriately in order to communicate effectively with all swimmers.

The diagram shows how swimmers (blue markers) will typically be positioned whilst resting or receiving coaching instructions to ensure physical distancing is possible and maintained. Swimmers will leave a push off interval between each swimmer (e.g. 10 seconds) to ensure we alleviate any congestion. All lanes will follow the same direction of travel to reduce proximity of swimmers where possible.



## Guidance for Members

### Equipment

Please see below for a list of required equipment. We will be unable to use the Enjoyleisure equipment so the club will not be able to hand out any spare equipment meaning all swimmers will need to bring their own. Sharing equipment will not be permitted. Please clearly mark your kit (especially your water bottle) to ensure no equipment is mixed up or used by the wrong swimmer.

Once swimmers have finished their session, to clean equipment it is recommended that swimmers submerge their equipment into the pool water before putting back into their kit bags. It is recommended that equipment is then safely disinfected at home with antibacterial wipes before commencing the next session.

#### Equipment list (essential)

- Water bottle – ensure bottle is filled at home prior to the session, as the water fountains will not be available. Clearly label each bottle with each swimmer's name in permanent marker or with a waterproof label.

#### Equipment list (recommended)

- Swimming goggles (consider a spare pair in case of breakage, as we will not be able to supply spares.)
- Swimming cap (if your swimmer cannot fit their own swimming cap please ensure this is done prior to arriving at the session as coaches and leisure staff will not be able to assist with fitting swimmer's caps.)
- Kickboard
- Pull Buoy
- Snorkel
- Extra Towel or Blanket

#### Equipment list (non-essential)

- Fins
- Mesh bag

We do advise swimmers have all the 'essential' and 'recommended' equipment above which is clearly labelled and easily identifiable.

## Guidance for Members

### Supporting documents

Please find all of the supporting documents relating to our return to water plan on our websites '[Swim Ready](#)' section. These documents, detailed below, include additional resources and essential information for our members to read and understand to ensure a safe and smooth return to the pool can take place. Some of these require **immediate action** before swimmers can return to the pool.

#### Timetable:

A timetable of how we will return to training in this first phase whilst we deal with social distancing and extra restrictions. Our pool time has been reduced and with physical distancing measures in place, this has meant changing our timetable and club schedule. See appendix 1.

#### Member survey: (requires immediate action)

A pre-training survey to gather information on our current membership status to allow us to understand how many members are returning when we reopen and in what capacity, as well as gauging any concerns. [Available here.](#)

#### Health survey: (requires immediate action)

A pre-training health screen with the purpose of informing and making you aware of the risks involved in returning to training. This survey will require a declaration to say that members are symptom free, will only attend training if they remain symptom free of COVID-19 and understand the risks in returning to training. [Available here.](#)

#### Swimmer groups:

A list of which group your swimmer(s) will train in during the first phase of return. As our pool time has reduced, we have been forced to amalgamate squads and swimmers into set groups. Swimmers will train only with their set group and remain together as it means it will be easier to trace and reduce any potential transmissions. Please check the [timetable](#) and the swimmer groups, [available here.](#)

### Pool procedure briefing & Declaration form: (requires immediate action)

A briefing detailing pool procedures which must be watched or read to ensure understanding. No briefing, no access. All involved (or swimmer's parents for under 18-year-olds) will be asked to agree and confirm in writing (via the google form attached) that they have seen/read the briefing, understood the requirements, and commit to adhering to them. A video briefing can [be viewed here](#), and a written briefing can be viewed in appendix 2. Once you have read/watched the briefing please confirm you have done so by signing [this form](#).

### COVID-19 liaison and lead role descriptions:

Descriptions of the roles and duties of the COVID-19 Liaison and the COVID-19 Officer/Team will carry out, including the contact details for each. [Available here](#).

### Pre and post pool routines:

Standard pre and post pool routines for swimmers to follow at home before or after they leave the session to ensure they are correctly warmed up before and stretched off after each session as we cannot complete these activities on poolside. [Available here](#).

### One way system:

A strict one way system for swimmers to enter and exit the leisure centre will operate and must be adhered to at all times. This system ensures a high level of control over the flow of travel around the poolside and within the building. The system is diagrammed with arrows (blue entering through to red exiting) within Appendix 3. Please note a change to entry procedures which are required to operate during our Friday evening session only.

## Guidance for Members

### Risk groups

If you have had COVID-19 during lockdown, you must seek medical advice through your own medical practitioner before returning to training. The COVID-19 Officer and Liaisons have the right to refuse entry to any member they believe may have symptoms of COVID-19 or is returning to training too early after having COVID-19. Members must sign the Health Survey declaration to declare they are symptom free, will only attend training if they remain symptom free and understand the risks in returning to training.

#### 'At risk' groups

Swimmers who are high risk (clinically extremely vulnerable) should follow the medical guidance issued to them by the Scottish Government. People in this category should have received a letter from the NHS informing them that they are at high risk. If they have not, we suggest they contact their GP or local care team. The information below is accessible on the NHS website and highlights some people who are at high risk. If any doubt exists regarding an existing condition, seek medical advice prior to returning.

People deemed at high risk (clinically extremely vulnerable)

*(Important - the list below may not include everyone who is at higher risk from coronavirus and may change as we learn more about the virus).*

People at high risk from COVID-19 include people who:

*(Please note this is not an exhaustive list)*

- Have had an organ transplant
- Are having chemotherapy or antibody treatment for cancer, including immunotherapy
- Are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
- Are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
- Have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
- Have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine

- Have been told by a doctor they have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
- Have a condition that means they have an extremely high risk of getting infections (such as SCID or sickle cell)
- Are taking medicine that makes them much more likely to get infections (such as high doses of steroids or immunosuppressant medicine)
- Have a serious heart condition and those who are pregnant.

People deemed at moderate risk (clinically vulnerable)

*(Important - the list below may not include everyone who is at higher risk from coronavirus and may change as we learn more about the virus).*

The information below is accessible on the NHS website and highlights some people who are at moderate risk:

- Are 70 or older
- Are pregnant
- Have a lung condition that is not severe (such as asthma, COPD, emphysema or bronchitis)
- Have heart disease (such as heart failure)
- Have diabetes
- Have chronic kidney disease
- Have liver disease (such as hepatitis)
- Have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
- Have a condition that means they have a high risk of getting infections
- Are taking medicine that can affect the immune system (such as low doses of steroids)
- Are severely obese (a BMI of 40 or above).

## Guidance for Members

### Para and disability swimming

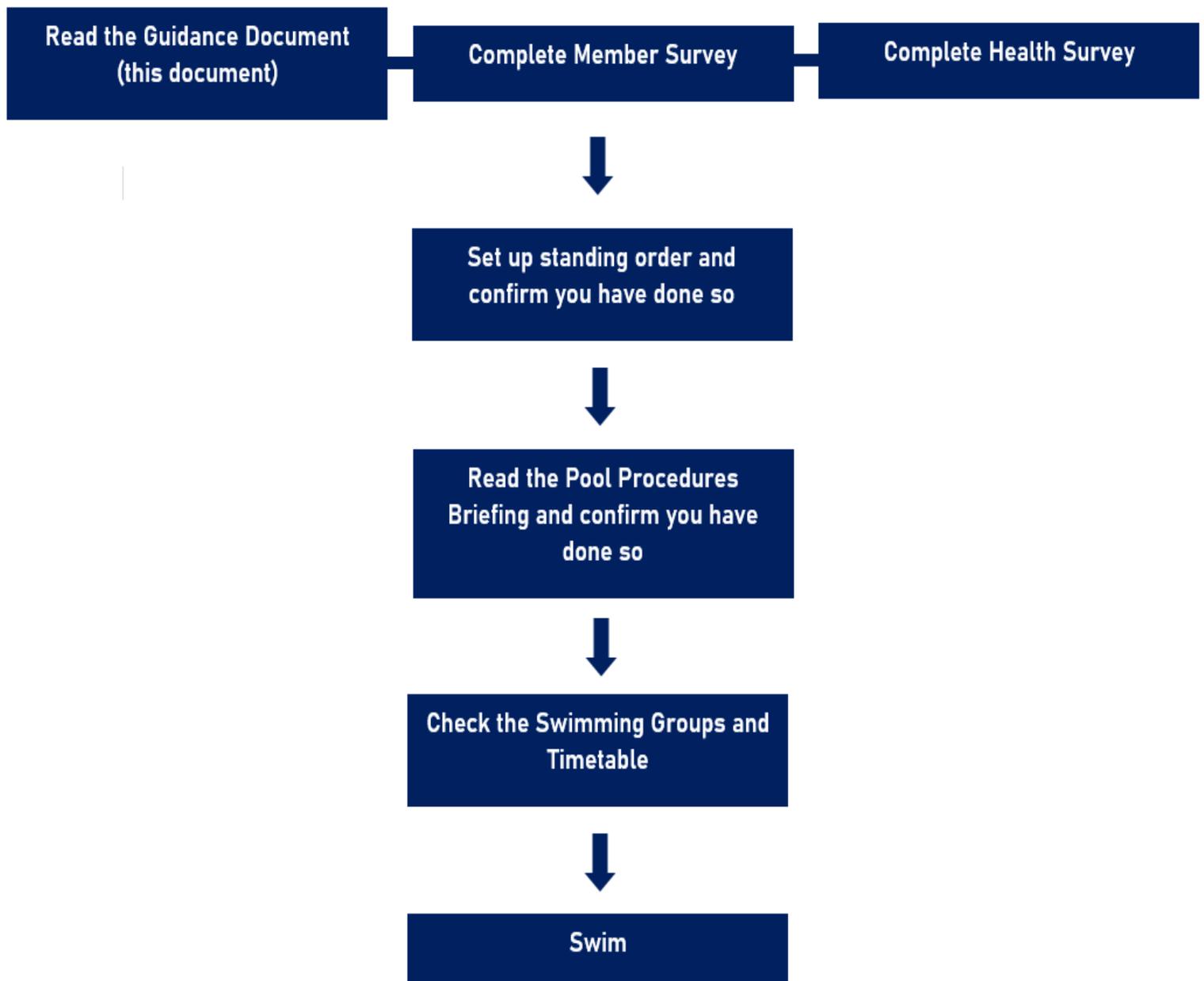
The following are considerations for para-swimmers and or disabled swimmers within the club:

- Social distancing should be adhered to at all times.
- Swimmers who require assistance and use a carer/chaperone (for example getting changed or accessing the facility, entering the water) may be accompanied as necessary at a strict 1:1 ratio, who is part of their household. This cannot be a coach.
- Swimmers who use equipment to access the pool, travel on poolside or specialist equipment for training, should continue to use this equipment, to ensure safe practice in and out of the pool. Equipment commonly used:
  - wheelchairs / wet chairs
  - scooter/skateboard
  - prosthetic limbs
  - tapping device
  - starting equipment (bands, cords, towels etc.).
- All equipment (including above) must be cleaned with anti-bacterial wipes/spray before entering the facility. All equipment (including above) must be cleaned with anti-bacterial wipes/spray after the training/swimming session.
- Equipment (including above) must only be handled only by the swimmer or their carer/chaperone.
- All swimmers must only touch and handle their own equipment.
- All carers/chaperones only to remain poolside if deemed essential and must adhere to social distancing rules during the training/swimming sessions. Carers/chaperones can assist swimmers to and from the end of their lane before and after sessions if required so long as social distancing rules are followed. For more information and guidance please visit – [www.scottishdisabilitysport.com](http://www.scottishdisabilitysport.com)

## Guidance for Members

### Next steps

This flowchart takes you through the next steps in the process following on from reading through this document to ensure your swimmer(s) are ready to return to the water.



## Guidance for Members

### Frequently asked questions (FAQ's)

**Q: Should I shower at the pool or not?**

A: Showering before you swim is a vital contribution to ensuring the free chlorine in the pool water is available for disinfection of SARS-CoV-2 (rather than being used to clean swimmers). There will be no showers available at the centre so we would ask for swimmers to shower at home before arriving at the pool to reduce the time spent in the premises.

**Q: What does arrive 'beach style' mean. Do I have to go home in my wet stuff?**

A: What we mean by 'beach style' is arrive at the pool already wearing your swimwear underneath your outdoor clothes having showered at home. We are encouraging swimmers to do this to minimise the time spent in the premises and use of changing facilities will heavily impact training time. Similarly we are encouraging swimmers to shower at home after their swim, again to minimise the time spent in the centre after a swim. After your swim, simply dry off on poolside and put your outdoor clothing back on top of your swimwear.

**Q: Should people with health conditions and disabilities return to the pool?**

A: Absolutely, we know that swimming is a fantastic activity for people with a range of health conditions / disabilities. However, those in the high risk and moderate risk groups should consider the latest government advice before returning to the pool. People categorised as "high risk" or who have concerns may wish to consult with their medical practitioner before returning to the water.

**Q: Can people who are shielding return to swimming?**

A: People who are shielding should follow the latest government guidance. Details of where to look can be found in appendix 4.

**Q: If I miss my session slot time can I join in the next session?**

A: No, we want to minimise the risk of transmission as much as possible, so we must ensure there is no crossover between groups of swimmers.

**Q: Can I borrow any equipment from the club or the pool?**

A: No, we will be unable to supply any kit during this time.

**Q: Do I need to complete the members survey in order to swim?**

A: Yes, to help with our forward planning, we need all members to complete the survey. This will aid our planning from a financial and organisational perspective.

**Q: When do I need to set-up the standing order?**

A: If you are returning, we need to receive your standing order confirmation before your first session.

**Q: Where can I find all the relevant information regarding COVID-19 and returning to training?**

A: All of the information will be made available on our website ([www.musselburghmarlins.co.uk](http://www.musselburghmarlins.co.uk)) and some important information we require will be sent out on Team App and/or via email too.

**Q: Can I still swim if I arrive late?**

A: If you arrive late, but still within your allocated group session time, you can swim however, if you arrive after your allocated group session time you will be unable to swim as we must limit any crossover between groups to reduce the transmission risk of COVID-19.

**Q: How difficult will training be when we return?**

A: When swimmers return to training it will be gradual and progressive.

For further help and advice, please get in touch via our COVID-19 queries box on our club websites '[Swim Ready](#)' section. Alternatively, you can email our COVID-19 Team directly at [mascovidteam@gmail.com](mailto:mascovidteam@gmail.com). We will endeavour to respond to queries as soon as possible.

## Guidance for Members

### Appendices

Appendix Title

1	Timetable
2	Written Pool Procedure Briefing
3	One Way System
4	Contact Details

## Appendix 1 – Timetable

Monday		
Group 1	Entry	18:10 - 18:15
	Swim	18:15 - 19:15
	Exit	19:15 - 19:20
Group 2	Entry	19:10 - 19:15
	Swim	19:15 - 20:15
	Exit	20:15 - 20:20
Group 3	Entry	20:10 - 20:15
	Swim	20:15 - 21:15
	Exit	21:15-21:20

Wednesday		
Group 1	Entry	18:10 - 18:15
	Swim	18:15 - 19:15
	Exit	19:15 - 19:20
Group 2	Entry	19:10 - 19:15
	Swim	19:15 - 20:15
	Exit	20:15 - 20:20
Group 3	Entry	20:10 - 20:15
	Swim	20:15 - 21:15
	Exit	21:15-21:20

Friday		
Group 3	Entry	19:55 - 20:00
	Swim	20:00 - 21:15
	Exit	21:15 - 21:20

Sunday		
Group 2	Entry	08:40 - 08:45
	Swim	08:45 - 10:00
	Exit	10:00 - 10:05

The 'entry' period includes arrival on to poolside, removal of outdoor clothing and entry into the water. This will take place simultaneously as another group leaves the water and moves to the far side of the pool (changing room side) to dry off. Groups will be kept separate. This should take no more than 5 minutes.

Swimmers will receive 1 hour of swim time on Monday and Wednesday for all groups. Group 3 will receive 1 hour 15 minutes on Friday and Group 2 will receive 1 hour 15 minutes on Sunday.

The 'exit' period includes leaving the water, collection of bags (at the window side), moving to the changing room side, drying off, putting outdoor clothing back on and exiting the building. This will happen simultaneously as another group enters the building and the water. These groups will be kept separate. This should take no more than 5 minutes.

We are running to a very tight schedule to ensure all swimmers can maximise their time in the pool so we kindly ask all members to be mindful of this as all delays will have a significant knock on effect.

Click [here](#) to see our coaching and COVID Liaison schedule for our pool timetable

## Appendix 2 – Written Pool Procedure Briefing

**This briefing will focus on the protocols that are related to the pool including the processes involved. We require that all members read through this document and watch the safety briefing video before signing the Self Declaration Form that needs to be filled out before the swimmers first swimming session.**

### GENERAL INFORMATION

**MASKS OR FACIAL COVERINGS ARE REQUIRED WHEN IN MUSSELBURGH SPORTS CENTRE EXCEPT WHEN IN THE POOL SWIMMING.**

There will be no spectating in the café area unless there are exceptional circumstances, and this has been cleared by the COVID Lead Team. Parents should stay in close proximity to the centre

### ONE WAY SYSTEM

We will be operating a one-way system throughout all our training sessions, please note this changes on Friday. We would ask that everyone makes themselves aware of the systems and abide by them. This is for the safety of all members, staff and other sport centre users.

The diagrams and explanation of the one-way system can be found in Appendix 3.

One of our COVID Liaison officers will indicate when members can come in and out of the facility and will be there to guide members throughout the one-way system. This is to ensure everyone follows the one-way system correctly and to ensure no overcrowding or mixing of groups takes place.

### “BEACH-STYLE READY”

We ask that swimmers come to the sessions “beach style ready”. “Beach-style ready” is defined as already wearing swimwear underneath clothing and having showered at home. We are encouraging swimmers to do this to minimise time spent in getting changed.

Private changing areas will be made available only under exceptional circumstances (medical or special assistance). Requests should be sent to through the COVID Lead Team ([masccovidteam@gmail.com](mailto:masccovidteam@gmail.com))

## **SHOWERS & TOILETS**

There will be no showers. We encourage swimmers to shower at home before and after the session if possible.

To minimise the risk of transmission, we ask that swimmers go to the toilet before attending the centre. However, toilets will be available during sessions in a limited capacity and will be monitored by our COVID Liaison Officer on a one in one out system.

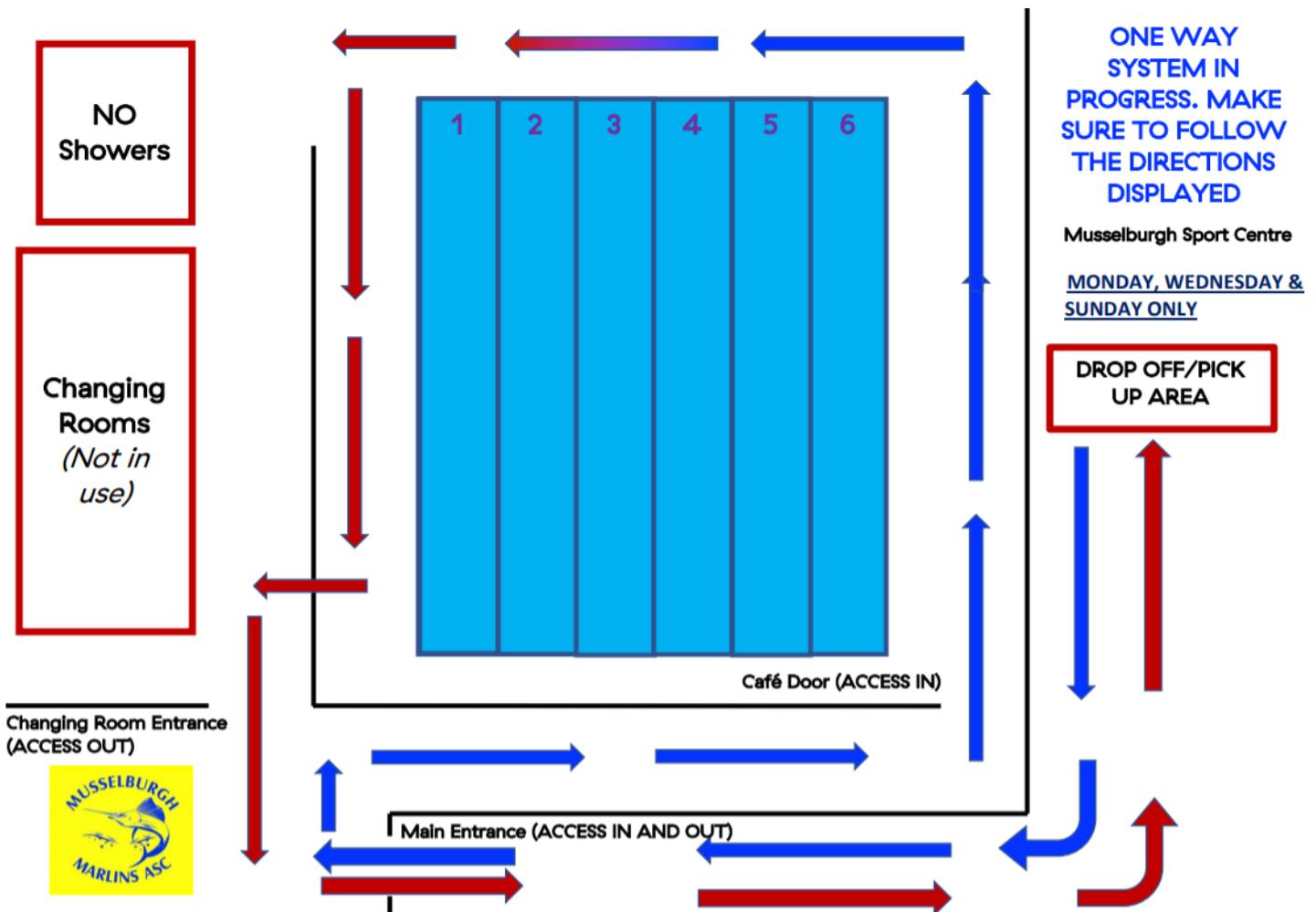
**Please keep in mind the contact details on Appendix 4 and if you have any questions please don't hesitate to ask.**

Please familiarise yourself with the pool procedures – if you would like to view the Safety Induction video version of the Pool Procedure Briefing then please click [here](#). Once you have read or watched the Safety Induction please confirm you have done so by filling out [this form](#).

**YOU MUST WATCH OR READ THE POOL PROCEDURE BRIEFING BEFORE ATTENDING A SESSION.**

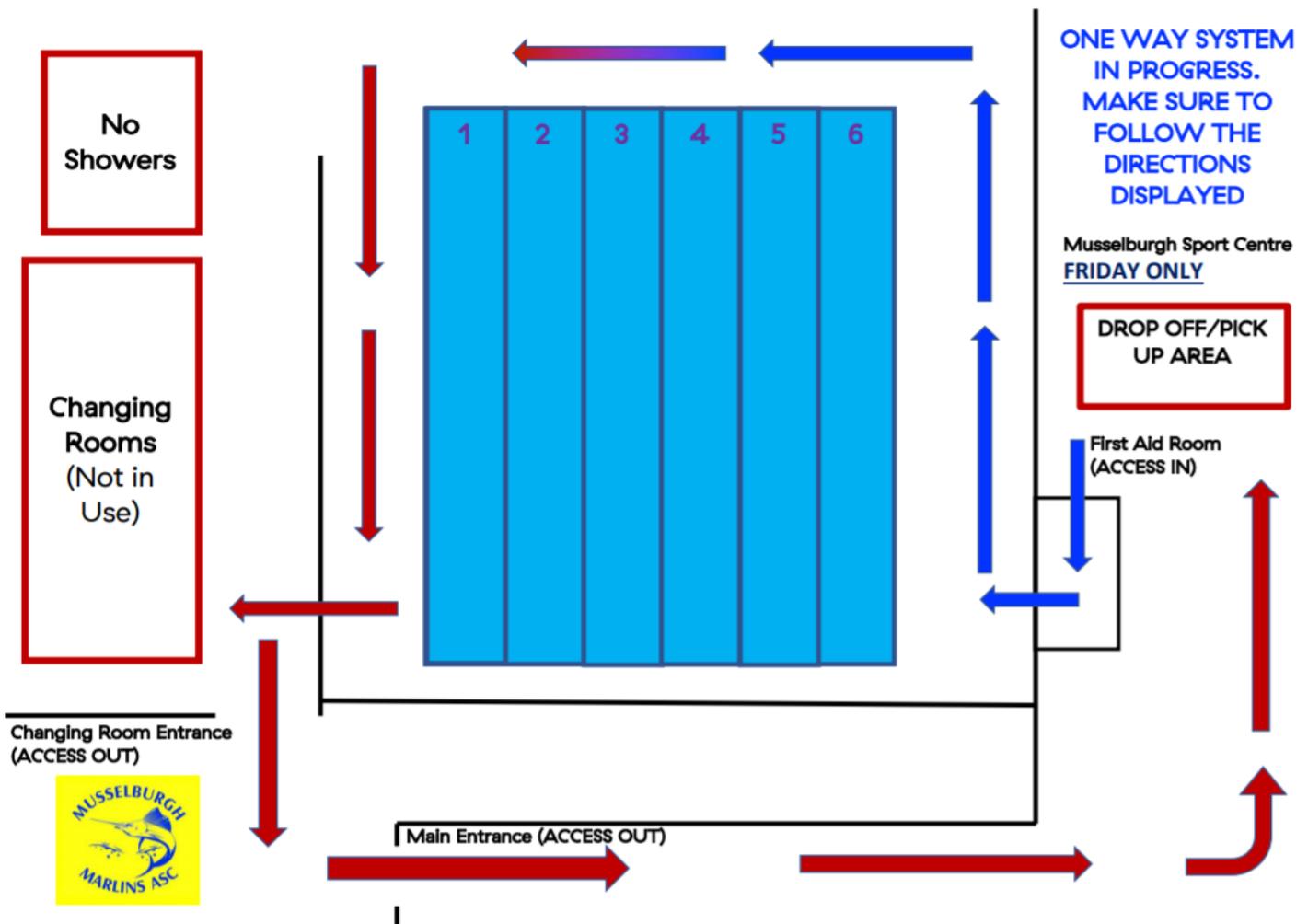
## Appendix 3 – One Way System

### **MONDAY, WEDNESDAY and SUNDAY:**



- Enter through the Main Entrance
- Walk through the Café and wait to be greeted by one of our COVID Liaison's
- Enter poolside via the Café Door when signalled to do so
- Enter on to poolside, stay to the right hand side and wait at the windows on poolside
- Enter the pool when signalled to do so
- When finished swimming, exit to the window side to collect bags then move to the changing room side to dry off
- Once dried off and outdoor clothing has been put back on, leave immediately through the changing room doors
- Leave through the main entrance and walk to the designated pick up location for collection

**FRIDAY ONLY:**



- Wait at the drop off area until you are met by one of our COVID Liaison's
- Enter through the First Aid Room door from the car park when signalled
- Walk through on to poolside via the First Aid Room
- Enter on to poolside, stay to the right hand side and wait at the windows on poolside
- Enter the pool when signalled to do so
- When finished swimming, exit to the window side to collect bags then move to the changing room side to dry off
- Once dried off and outdoor clothing has been put back on, leave immediately through the changing room doors
- Leave through the main entrance and walk to the designated pick up location for collection

## Please Note:

We have two one way systems in process depending on the day the session is taking place. On Monday, Wednesday and Sunday we will follow the same one way system (detailed on page 26) and on Friday we will follow the one way system on page 27. The reason for this is due to another group (separate to MASC) using the facility beforehand and so we must make changes to how we enter the facility to ensure no crossover of groups.

One of our COVID Liaison's will indicate when members can come in and out of the facility and will be there to guide each group through the one-way system at each stage. This is to ensure everyone follows the one way system correctly and to ensure no overcrowding or mixing of groups takes place.



## Appendix 4 – Contact Details

### Contact Details

Covid Lead Team Email: [MASCCOVIDTEAM@GMAIL.COM](mailto:MASCCOVIDTEAM@GMAIL.COM)

MASC Coaching Team Email: [MASCCOACHES@GMAIL.COM](mailto:MASCCOACHES@GMAIL.COM)

### Links

[MASC SwimReady Hub](#)

[Scottish Swimming COVID-19 Hub](#)

[NHS Inform](#)