



**City of Fort Saskatchewan  
Facility / Program Reopening Plan  
COVID-19 Pandemic  
Re-opening of the Harbour Pool**



## **Introduction:**

On August 27, 2020, the City of Fort Saskatchewan COVID Task Force reviewed and approved the Re-opening plan for the Harbour Pool consisting of several parts:

- Part 1: Re-opening of the Harbour Pool
- Appendix A: General principles to reopening services in Alberta
- Appendix B: COVID-19 Symptoms, Screening Protocols and Infection Response
- Appendix C: Harbour Pool Specific Information
- Appendix D: Aquatics Guidelines

## **Restrictions and Related Public Health Order(s):**

Alberta's Chief Medical Officer of Health (CMOH) may issue Public Health Orders to protect Albertans from serious consequences of disease, such as COVID-19.

## **Reopening Plan Updates and Communications Procedures**

- Each staff member associated to this plan will review the guides, City protocols and updated hazard assessment prior to rentals commencing. Any changes will result in an updated plan to be reviewed by staff.
- Training will be provided to staff from August 18-24 or prior to first shift on new procedures, operations, standards checks or recertification.
- Culture and Recreation will work with Corporate Communications to post information about the aquatics admission guidelines (lesson information to remain in previous format).

## **Part 1: City of Fort Saskatchewan Harbour Pool Reopening Plan**

**Date:** *Drafted 2020AUG2020*

*City Approval 2020AUG27*

This plan supplements the City's [Relaunch Consideration](#) document found on the City's website.

## **Current Status**

As a result of the COVID-19 pandemic the City of Fort Saskatchewan closed all culture and recreation facilities to the public on March 15, 2020. Staff remained on site conducting administrative work and daily building checks. In May 2020, the province began lifting COVID-19 restrictions. Following the



**City of Fort Saskatchewan  
Facility / Program Reopening Plan  
COVID-19 Pandemic  
Re-opening of the Harbour Pool**



CMOH announcement that swimming pools would be permitted to open as of June 12, 2020 and subject to AHS guidelines for swimming pools, Senior Leadership directed staff to develop a reopening resuming modified operations.

**Current Priorities**

The safety of staff, patrons and user groups will continue to be the primary consideration of the City during the re-opening of the Harbour Pool. The Director of Culture and Recreation shall ensure:

- Staff develop specific steps to maintain the safety and well-being of facility users, staff and volunteers upon reopening to the public.
- Training programs are developed and implemented that include new policies and procedures reflecting current and future Public Health Order requirements. Training should be provided as necessary to contractors and subcontractors.

**Related Public Health Order(s) or Guides:**

1. Swimming Pools and Whirlpools
2. Workplace Guidance For Business Owners

**Related City Policies and Guides:**

1. Mandatory Face Coverings
2. How and When to Disinfect, Wash or use Personal Protection Equipment
3. Use of Medical and Non-Medical Masks

**Timeframe to Reopen**

- June 12, 2020: Pools may reopen as early as June 12, 2020, provided they meet Alberta's health standards and comply with physical distancing requirements established by the CMOH.
- September 8, 2020: Aquatics activities commence.
  - Aquatics activities are subject to cancellation without notice due to the COVID-19 pandemic.
  - The whirlpool and sauna remain closed per CMOH Public Health Orders and Guidelines. The province has indicated it may revisit this as part of its Phase 3 review.
  - Intended activities include lane swim, facility rentals / cohort bookings, Aqua-Fitness classes, leadership programming, and swimming lessons.

The City of Fort Saskatchewan will adhere to CMOH Public Health Orders and guides. This plan is in addition to the City's global relaunch consideration document. Refer to the City of Fort Saskatchewan Relaunch Consideration document on the City's website.



**City of Fort Saskatchewan**  
**Facility / Program Reopening Plan**  
**COVID-19 Pandemic**  
Re-opening of the Harbour Pool



**General Guidelines**

Ensuring the safety of City staff, volunteers and the public was paramount when evaluating reopening options and plans. The City has implemented a full range of prevention strategies including screening for symptoms, high standards for hygiene, enhanced cleaning, disinfecting surfaces and workspaces, the use of Personal Protective Equipment (PPE) as necessary, and adherence to physical distancing standards. Refer to the Government of Alberta's Workplace Guidance for Business Owners document for full details.

The Harbour Pool has incorporated AHS Guidance for Swimming Pools and Whirlpools, Day Camps in addition to the standards adopted or established by the Lifesaving Society, Canadian Red Cross.

Alberta and Lifesaving Society guidance documents recommend there be a dedicated COVID-19 responsible person scheduled during operational hours and that this person be a Lifeguard. The reasoning is lifeguards are normally responsible for enforcing facility guidelines, would be familiar with scanning pool patrons for compliance and would react in a manner consistent with pool best practices.

The re-opening plan includes adding a COVID-19 responsible person for:

- September 8 to October 8: to help mitigate any issues. This will allow for a period of adjustment by staff and patrons to additional swimming pool protocols (staff will be returning to work after a 6 month leave) and will be incorporating many new operational procedures in order to re-open.
- October 8 to December 31: whenever NEW activities, guidelines or practices are introduced.
- As required to address problems identified by the staff to ensure compliance with COVID-19 guidelines, practices or city administrative plans or Facial Covering Bylaw.

Full Time Supervisors (i.e. / the Aquatics Operations Supervisor, Aquatics Program Coordinator, Head Instructor Guard and Aquatics Clerk), will maintain a flexible schedule and provide on-call support for situations arising outside of their scheduled work day. This was in place pre-COVID-19 and proved successful.

**COVID Related Protocols**

1. Screening signs will be placed at each entrance of the facility. Handwashing protocol signs and cough/sneeze etiquette and 2-meter physical distancing signs will be placed as required.
2. The Harbour Pool will ensure alcohol based (60%) hand sanitizer is available for all patrons. Hand sanitizer will be available at each entrance or exit with signs indicating all individuals must sanitize their hands.



**City of Fort Saskatchewan  
Facility / Program Reopening Plan  
COVID-19 Pandemic  
Re-opening of the Harbour Pool**



3. Capacity limits have been established to maintain a minimum 2-metres of physical distancing.
4. Activities having a higher risk of disease transmission will be prohibited, including:
  - a. Shaking hands
  - b. Sharing food / Participating in buffet-style meals / Sharing utensils
  - c. Singing
5. People exhibiting COVID-19 symptoms will be declined admission.
6. The pool schedule will incorporate the staggered arrival and departure times from the facility.
7. Facility Staff will promote the use of facial coverings as appropriate, along with cough and sneeze etiquette, hand hygiene, etc.).
8. Facility staff will increase the frequency of cleaning of surfaces that are touched often during the facility schedule.
9. A responsible person over 18 will oversee activities to ensure public health guidelines are adhered to. At the Harbour Pool this person will be referred to as the COVID-19 Responsible Person.



**City of Fort Saskatchewan**  
**Facility / Program Reopening Plan**  
**COVID-19 Pandemic**  
Re-opening of the Harbour Pool



**Appendix A - General Principles to Reopening Services in Alberta:**

Service providers must continue acting responsibly. Every reopening plan should include the following preventative measures:

- Stay home if ill.
- Maintain 2m physical distancing between people, except those who reside in the same household or who belong to an existing cohort (that remains exclusive of other people).
- Practice proper hand hygiene (wash your hands for 20 seconds with soap and water or with an alcohol based rub (ABR)).
- Practice sneeze/cough control.
- In a work setting, staff must wear a mask if unable to maintain 2m distancing.
- Masks are recommended in public.
- Follow all CMOH Public Health Orders and Guidelines for specific businesses or services.

The person in care in control of the event is responsible for ensuring patrons comply with Public Health Orders. Signage should be posted at the entrances to the facility, which includes:

- The expanded list of COVID-19 symptoms
- Instructions that the person should return and stay home if sick
- 2-Meter physical distancing expectations
- Hand hygiene expectations
- Instructions and illustrations of coughing / sneezing etiquette

Facilities should offer hand sanitizer containing at least 60% alcohol, or soap and water available. Custodial services should include enhanced cleaning and disinfection of common, high touch surfaces and washrooms. Where practicable, floor markings should identify 2m separation zones between families or cohorts (defined as a group from 2 families who stay together, typically for childcare support, and who agree not to interact with other household members).

**Other Considerations for Planned Reopening's:**

1. Be aware of how COVID-19 spreads (heavier than air droplets settle on surfaces within 2 meters distance).
  - a. Facilities must accommodate 2m physical distancing.
  - b. Reduce the number of attendees to avoid overcrowding and to maintain 2m distancing.
2. Consider the surfaces that might be contaminated and accessible to individuals attending the planned event (vertical and horizontal surfaces).



**City of Fort Saskatchewan**  
**Facility / Program Reopening Plan**  
**COVID-19 Pandemic**  
Re-opening of the Harbour Pool



- a. Establish a cough/sneeze protocol to disinfect an area should someone cough or sneeze while in the facility.
- b. Establish a daily cleaning and disinfecting protocol that complies with public health orders. Refer to specific guides published by Alberta Health Services if they exist. If a guide does not exist, extrapolate suitable practices contained within other guides.
3. Know the risks from shared common items including surfaces, sports equipment and shared food services.
4. Know that different activities have the potential to project droplets further than would otherwise normally occur. Examples include:
  - a. Providing first aid/CPR,
  - b. Being in close proximity to an emotionally distraught or excited person,
  - c. Speaking with an elevated voice (e.g., projecting or yelling to be heard over a crowd; singing, etc.),
  - d. Physical exertion (running or engaging in an arrest)

**PPE and Hand Hygiene**

Refer to the City's Guide of How and When to Disinfect, Wash or use Personal Protection Equipment (April 2, 2020) and the COVID-19 Response Guide for the Proper Use of Personal Protective Equipment (April 15, 2020).

The How and When to Disinfect, Wash or use Personal Protection Equipment guide includes excellent information about proper hygiene, cleaning/disinfecting procedures, COVID-19 appropriate products, and the hierarchy of controls to protect against infection, including the proper use of PPE. The COVID-19 Response Guide for the Proper Use of Personal Protective Equipment aligned the City's PPE protocols with those of Alberta Health Services. Both include instructions for proper hand hygiene.

In the PPE is the last option one should utilize to stay healthy. In order of precedence, the controls are:

- 1) Elimination - Isolate to eliminate the opportunity for exposure.
- 2) Substitute - Not applicable for COVID19.
- 3) Engineering Controls - Physical barriers and shields to prevent contact
- 4) Administrative Controls - Procedures that enhance safety (e.g., Increased cleaning cycles, personal decontamination, work from home, physical distancing, limiting the number of people in a building, education on use and understanding of PPE limitations, enforcing symptomatic people to don a mouth and nose cover, and mandatory hygiene standards.)



**City of Fort Saskatchewan  
Facility / Program Reopening Plan  
COVID-19 Pandemic  
Re-opening of the Harbour Pool**



- 5) PPE – PPE is the last line of defence. If you must engage with someone known or suspected of having COVID-19, use PPE.

**Cleaning and Disinfecting**

Refer to the City's Guide of How and When to Disinfect, Wash or use Personal Protection Equipment (April 2, 2020).

Standard COVID Cleaning will be done in each space by:

- increasing the frequency of cleaning and disinfecting high-touch surfaces such as door handles and railings;
- provide hand sanitizer through the space;
- ensuring hand soap is well stocked in dressing rooms, washrooms, and kitchens;
- providing additional cleaning and disinfection supplies to various operations staff to increase cleaning and disinfection of surfaces and equipment.



**City of Fort Saskatchewan  
Facility / Program Reopening Plan  
COVID-19 Pandemic  
Re-opening of the Harbour Pool**



**Appendix B: COVID-19 Symptoms and Screening Protocols:**

The City of Fort Saskatchewan COVID-19 Screening Protocols document (May 25, 2020) includes a daily self-screening protocol staff are to use prior to reporting to work. Staff must know the symptoms of COVID-19. They need to know how to identify if they or another person is ill, and what should be done if illness is likely. In all cases, the screening process must protect the medical privacy of the person.

**COVID-19 Symptoms:**

The list of COVID-19 symptoms has been expanded by AHS and now includes:

- Fever\*
- Cough (new cough or worsening chronic cough)\*
- Shortness of breath or difficulty breathing (new or worsening)\*
- Runny nose\*
- Sore throat\*
- Stuffy nose
- Painful swallowing
- Headache
- Chills
- Muscle or joint aches
- Feeling unwell in general, or new fatigue or severe exhaustion
- Gastrointestinal symptoms (nausea, vomiting, diarrhea or unexplained loss of appetite)
- Loss of sense of smell or taste
- Conjunctivitis, commonly known as pink eye

\* Public Health Orders in effect at the time of publication stipulate individuals having a fever, cough, shortness of breath, runny nose or sore throat are legally required to isolate for 10 days from the onset of those symptoms, or until the symptoms resolve, whichever is longer. Persons with any of the other listed symptoms should stay home and minimize their contact with others until their symptoms resolve.

Potentially ill individuals will be directed to contact AHS for proper medical advice or testing.

**COVID-19 Screening:**

Utilizing a screening protocol benefits the individual who may be ill, the City of Fort Saskatchewan and all Albertan's by reducing the likelihood of transmitting COVID-19 or another communicable disease by:

1. Reduced transmission rates – helping to prevent the spread of COVID-19.
2. Promoting productivity – keeping our workforce healthy and enabling staff to focus on their work.
3. Promoting Confidence and Trust – Visible prevention measures demonstrates the City takes employees' health seriously. Staff, volunteers and the public will recognize the City as a leader in public safety.
4. Contribute to the Public well-being – The City provides essential services to many people. Maintaining a functioning workforce and critical services is in part why the City exists.



**City of Fort Saskatchewan**  
**Facility / Program Reopening Plan**  
**COVID-19 Pandemic**  
Re-opening of the Harbour Pool



**COVID-19 Screening Questions:**

Pre-symptomatic and asymptomatic transmission of the COVID-19 virus or other communicable disease is possible; i.e., not all COVID-19 patients will have symptoms of infection such as elevated temperatures. Likewise, an individual may have an elevated body temperature for reasons other than illness, i.e., physical exertion or environmental exposure to high temperatures.

The City of Fort Saskatchewan encourages all individuals to conduct a daily health self-assessment and on-site assessment before entering a City facility. The daily self-assessment and the verbal questionnaire rely on the same questions. Each person should answer five questions asked from a distance of 2 meters or more:

Clarifying questions to a positive response for questions 1 or 2 may eliminate benign causes (e.g., ongoing medical condition or seasonal allergies).

- 1. Are you or any other person in your household / cohort experiencing any of the listed COVID-19 symptoms?**
  - a. A positive response would be cause to exclude entry to a City Facility.
  
- 2. Have you experienced any COVID-19 symptoms in the past 14 days?**
  - a. If yes, determine when.
    - i. If the onset of symptoms occurred within last 10 days, do not admit the individual to the City facility.
    - ii. If the onset of symptoms occurred between 10-14 days prior, confirm the individual is symptom free and if so, admit the individual.

Positive responses to questions 3 through 5 will not automatically preclude admission but will require clarifying questions to ensure the risk of infection / transmission is low or has passed.

- 1. Have you or any other person in your household / cohort tested positive for COVID-19 or been in close contact with someone who has tested positive for COVID-19?**
  - a. If yes, determine when.
    - i. If the individual tested positive within 10 days, the individual must self-isolate and entry should be denied.
    - ii. If 10 days or more since the date of the test and the individual is symptom free, admit the individual.
    - iii. If a member of the individual's family or cohort tested positive, or was in close contact with someone who tested positive:



**City of Fort Saskatchewan  
Facility / Program Reopening Plan  
COVID-19 Pandemic**



**Re-opening of the Harbour Pool**

1. inquire what direction the individual who tested positive was given by Alberta Health Services
  2. inquire if AHS gave direction to others in the household or cohort
  3. confirm they have not had symptoms in the past 10 days.
  4. If they are not under direction by AHS and have been symptom free for 10 days or more, admit the individual.
- 2. Have you or any other person in your household had contact with anyone from outside of Alberta?**
- a. If yes, determine where and when.
    - i. International travelers are required to isolate for 14 days.
    - ii. Interprovincial travel may be indicative of greater risk.
      1. Who did the person travel with (same household? Same cohort? Etc.)
      2. Who did they visit while away?
      3. Did they stay with friends or family?
- 3. Have you or any other person in your household been in contact with an international traveller in the past 14 days?**
- a. If yes, did they display any signs or symptoms of illness or have they been diagnosed COVID positive?
  - b. If yes, did the traveller quarantine as required by Public Health Order?

In some cases, entry to City facilities or access to select programs, services or essential staff may require an individual to answer a verbally administered screening questionnaire. In limited circumstances, a verbal screening questionnaire may be supplemented with a temperature screening protocol.

**What to do if you Suspect Someone is Ill:**

In the event an individual has been denied entry and is suspected of being ill with COVID-19:

1. Advise the individual they are being denied entry and why.
  - a. Direct the individual not to touch their face (eyes, nose or mouth)
  - b. Advise the individual to wash their hands immediately and don a medical or non-medical mask.
  - c. Direct the individual to return home and self-isolate, and once there, to take the AHS online COVID-19 self-assessment or to phone AHS for direction.
2. Staff must keep their hands away from their face (eyes, nose or mouth) and must wash their hands as soon as possible if not immediately.



**City of Fort Saskatchewan**  
**Facility / Program Reopening Plan**  
**COVID-19 Pandemic**  
Re-opening of the Harbour Pool



- a. Ensure other patrons are unable to interact with areas that may have been contaminated.
3. Immediately notify:
- a. **their supervisor** of the circumstances and request the rapid-response disinfection team respond to disinfect areas that may have been contaminated.
  - b. **the Health and Safety Advisor**
  - c. notify the **on-duty Director of Emergency Management** (on-duty 24/7).



**City of Fort Saskatchewan  
Facility / Program Reopening Plan  
COVID-19 Pandemic  
Re-opening of the Harbour Pool**



## **Appendix C: Harbour Pool Specific Information:**

### **Service Levels:**

1. Activities and pool capacity has been determined to accommodate 2 metres physical distancing.
2. Staff will clean and disinfect washrooms/change rooms after each activity.
3. The facility change spaces will all be universal – patrons will enter through the men’s and women’s change room and exit through the universal change room. The barrier free change room will still be available for those who require assistance to change and access the facility. All patrons will come dressed in swim attire, only those who require aquatics swim diapers will be allowed to change at the facility (i.e./ babies). Patrons will promptly change after their activity and exit the building.
4. Capacity insert calculations based on square footage. It is recommended to soft launch the Recreation Swims to start and cap the capacity at 50 people.
  - a. Main Pool- 500 m<sup>2</sup> Main Pool Bather Load=71 people
  - b. Warm Pool- 25 m<sup>2</sup> Warm Pool = 3 people
  - c. Lane Swim = 6 people or 2 people depending on activity in the rest of the pool
  - d. Aquafit = 10 participants per class
  - e. Lessons = ½ capacity

### **Operating Guidelines**

\*Note – The schedule has been created to maximize pool usage, minimize the amount of staff crossover and promote cohort like scheduling. The schedule is adaptable to situations that may arise, and is subject to change. Changes to the schedule can be phased in or out to provide soft launches for patrons and for staff.

1. Aquatics activities may require patrons to pre-book. This will depend on demand.
2. Patrons must come dressed in swimming attire. Exceptions are patrons that require swim diapers in order to use the facility, as per AHS guidelines. The caregivers must come dressed in swim attire.
3. Patrons check in and pay or scan their membership card at the front desk prior to their activity. This is to answer any COVID-19 related screening questions.
4. Patrons then receive a bin to take with them to deposit their belongings in. Patrons take this bin with them through the change rooms and place on the pool deck in the designated areas.
5. To promote one way traffic all patrons will enter either the men’s or women’s change room spaces – these areas will be designated as universal change areas.



**City of Fort Saskatchewan  
Facility / Program Reopening Plan  
COVID-19 Pandemic  
Re-opening of the Harbour Pool**



6. Patrons will be encouraged to take a cleansing shower with soap prior to entering the pool. Showers are available in the change rooms. Showers available for use have been identified to maintain physical distancing.
7. Patrons complete scheduled activity.
8. Patrons must promptly exit the facility after their activity. Prolonged grooming will not be permitted (i.e./showers, use of hair driers). People are encourage to leave the facility within 15 minutes of their scheduled swim time to allow for the area to be sanitized prior to the next scheduled activity. The universal change room will be the designated change room to use for the end of activities.
9. It is recommended during activities that limited viewing or spectators are in the facility. Masks are required for all those in viewing areas, lobby or on the pool deck.
10. Two metre distancing will be maintained.
11. Equipment will be available for patron use. Equipment must be returned to the designate cleaning and disinfection area promptly after use.
12. Swimming Lessons will require a guardian to be in the water to accommodate assisted activities for those registered in preschool levels through to Swim Kids 4.
13. The whirlpool and sauna will remain closed until Stage 3 reopening is approved or changes to the stage 2 guidelines occur.



**City of Fort Saskatchewan  
Facility / Program Reopening Plan  
COVID-19 Pandemic  
Re-opening of the Harbour Pool**



**Appendix D: Aquatics Guidelines**

<https://www.alberta.ca/assets/documents/COVID-19-relaunch-guidance-flushing-water-systems.pdf>  
<https://www.alberta.ca/assets/documents/COVID-19-relaunch-guidance-swimming-pools-and-whirlpools.pdf>  
<https://www.alberta.ca/assets/documents/COVID-19-relaunch-sports-physical-activity-and-recreation.pdf>  
<https://open.alberta.ca/dataset/89104c69-febd-4270-ad15-6d9d48bb52eb/resource/6fbf7e53-2657-4200-9c75-89f148b0759e/download/COVID-19-relaunch-guidance-day-camps-2020-0622.pdf>  
<https://www.lifesaving.org/public/download/files/119104>  
<https://www.lifesaving.org/public/download/files/121480>  
<https://www.lifesaving.org/public/download/files/126507>  
<https://www.lifesaving.org/public/download/files/119101>  
<https://www.lifesaving.org/public/download/files/120934>



**City of Fort Saskatchewan  
Facility / Program Reopening Plan  
COVID-19 Pandemic  
Re-opening of the Harbour Pool**



**Plan Approval**

**Names:**

**Date & Signatures:**

**Submitted by:**

Lindsay Poitras  
Aquatics Supervisor

Submitted Electronically  
August 26, 2020

**DEM Review and Recommendation:**

Brad Ward  
Director of Emergency Management

Submitted Electronically  
August 26, 2020

**General Manager Review and Recommendation:**

Heather Cowie  
GM, Community and Protective Services

Submitted Electronically  
August 26, 2020

**COVID-19 Task Force Approval:**

Troy Fleming  
City Manager

Approved Electronically  
August 27, 2020