

PHRec Water Fitness Standard Operating Procedures

All Water Fitness participants are required to adhere to all of the following requirements.

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 must bring their own training equipment, such as kickboards and goggles. The District will not provide any shared equipment.
 - Any personal items left behind will be thrown away at the end of each class/reservation.
- 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.
 - Participants not wearing a mask/face covering will not be permitted to enter the facility.
- Practice social distancing of 6 FT or greater at all times **in and out** of the pool.
- Staff and participants should cover coughs and sneezes and wash hands right after doing so.
- Frequently touched surfaces will be sanitized regularly.
- 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.
- 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.
- Restrooms are for emergency use only. There will be no showers or changing rooms available. Please arrive prepared to swim. 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.
- Please self-check prior to arriving to the pool. If you are sick, not feeling well, experiencing any COVID related symptoms, have been in contact with anyone who has confirmed COVID or traveled outside of the area, DO NOT attend your class/reservation.
 - “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 will be 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.

Reservation, Arrival, Screening and Exit Procedure

- Participants must preregister for a class/reservation online at www.pleasanthillrec.com prior to arriving at the pool facility. No drop-ins will be taken.
- All transactions will be paperless. Payment must be made at the time of registration in order to reserve your space. We cannot accept payment at the pool. Waiver must be signed electronically before you arrive for your reservation.
- Please arrive no more than 10 minutes before your class/reservation.
- Only program participants and scheduled staff will be admitted into 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.

- Please self-check prior to arriving to the pool. If you are sick, not feeling well, experiencing any COVID related symptoms, have been in contact with anyone who has confirmed COVID or traveled outside of the area, DO NOT attend your class/reservation.
 - “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.
- Participants will enter the facility through the front doors and exit at the gate between the Pool and Teen Center. Please follow the instructions of staff.
- Lap Swimmers will be assigned a lane upon arrival and check in.
- Please leave the facility promptly at the end of your class/reservation through the designated exit so staff have enough time to wipe down and disinfect before the next group of swimmers arrive.
- Hanging out or sun bathing on the pool deck or lawn area is prohibited.

Other

- We are so happy to have you back at the pool!
- All participants must follow the direction of all District staff at all times.
- No refunds for non-admittance or ejection for failure to adhere to program rules.
- Refunds for missed or canceled classes are not available.

Lap Swimming

- Lap Swim is set-up as a 45 minute reservation.
 - Most Lap Swim will be in the Training Pool. The Training Pool has four 20 yard lanes and is 3.5 -4 feet deep.
 - The Lap Swim schedule will indicate which times are in the Dive Pool. The Dive Pool has six 25 yard lanes and is 3.5-10.5 feet deep.
 - The Lap Swim schedule will be available monthly on our website www.pleasanthillrec.com/261
- One swimmer per lane. We do not allow anyone to share lanes.
- Lap Swimmers will be assigned a lane upon arrival and check in. Lanes will be staggered so that swimmers in adjacent lanes start on opposite ends of the pool. Please follow the instructions of staff and ask if you need clarification.

- We encourage swimmers to enter and exit the pool in their lane whenever possible. Please ensure proper social distancing when using ladders and stairs and be respectful of other swimmers workouts.
- We encourage swimmers to plan breaks in between laps to be on the same side of the pool where they entered the water in order to encourage social distancing.
- You must preregister for a lane reservation at www.pleasanthillrec.com prior to arriving at the pool facility. No drop-ins will be taken.
- Registration will open weekly on Monday's at noon for the week starting the next Monday.
- There are **no refunds** for canceled or missed reservations. Cancellations made at least 2 business days before the reserved day/time will receive a **credit on account**. Cancellations made less than 2 business days before your reservation will not be refunded or credited. If you need to cancel a lap swim reservation, please contact the District Office at cservice@pleasanthillrec.com or (925) 682-0896 (M-F, 9-5).
- If a lap swim time is full, please sign up for the waiting list. If a space becomes available, you will receive an email or phone call. If you are waitlisted, please do not show up to swim unless you were notified of **and** registered for an opening. Spaces will be filled from the waitlist in entry order.
- Please check our website www.pleasanthillrec.com/261 for the current lap swim schedule and fees.

Aqua Zumba, Deep Water Aerobics, TriFIT Aqua Circuit and Water Aerobics

- Class size is limited in order to ensure social distancing 6 FT or greater at all times **in and out** of the pool.
- You must preregister for class at www.pleasanthillrec.com prior to arriving at the pool facility. No drop-ins will be taken.
- The District's Refund Policy applies to Water Aerobics Classes. Refund or transfer requests must be received 10 business days prior to first class/activity. Transfers or credits to your account will be assessed a \$5 processing fee. A refund by check or to your credit card will be assessed a \$10 processing fee. Processing fees are assessed for each student and each class/activity that is being changed or canceled. No fees will be charged if the class/activity is canceled or changed by the District. See <https://pleasanthillrec.com/178/Refund-Policy> for more information.
- If the session you want is full, please sign up for the waiting list. If a space becomes available, you will receive an email or phone call. If you are waitlisted, please do not show up to swim unless you were notified of **and** registered for an opening. Spaces will be filled from the waitlist in entry order.

- Please check our website www.pleasanthillrec.com/272 for the current water aerobics class schedule and fees.

Air Quality Index

- The fall is more prone to poor air quality due to California's wildfire season. The District monitors the Air Quality Index (AQI) on the site www.airnow.gov.
- When AQI is **ORANGE** (101-149, Unhealthy for sensitive groups), programs will be held, but participants with increased health risks should consider reducing their exposure by choosing less strenuous outdoor activities or shortening the time they are active outside.
- When the AQI is **RED** (150 or higher, Unhealthy), the pool will be closed and all programs canceled. The District will issue refunds/credits for classes canceled due to the Air Quality.
- To be notified of pool closures, please sign up for the Alert Center on our website.

To sign up for the Alert Center:

- Go to <https://pleasanthillrec.com/list.aspx>
- Enter your email address and click "sign in".
- The page will re-refresh and you can scroll down the page, clicking on the icons you would like to subscribe to.
- The first set of alerts on the page are the Alert Center, and you can select email and/or text alerts (see below for text instructions) for all of the options on the page.
- You have to confirm your email address before you will receive any notifications.
- Please add listserv@civicplus.com to your safe list so that notifications are not blocked by your spam filter.

For Text Alerts (message/data rates apply):

- After you enter your email address and click "sign-in", check the box next to "I would like to be able to receive text messages on my mobile phone".
- Enter your phone number in the box and click "Save".
- After selecting the alerts you would like to receive via text message, you will receive a text message with a confirmation code.
- Follow the instructions to confirm your phone number and SMS subscription.
- After you send the confirmation code, you will receive a confirmation text with the lists you have subscribed to.