



# KWAZULU-NATAL AQUATICS

(AFFILIATED TO SWIMMING SOUTH AFRICA)

OFFICE 24 – KINGS PARK POOL COMPLEX – MASABALALA YENGWA AVE -DURBAN

Tel : 031 – 312 7272, Fax : 031 – 312 6405

E-mail: [admin@kznaquatics.co.za](mailto:admin@kznaquatics.co.za)

All correspondence to – P.O. Box 35359, Northway, 4065

---

## Kwazulu Natal Aquatics (KZNA) CODE OF PRACTICE: ENSURING A SAFE AQUATIC ENVIRONMENT AND PROTECTING THE HEALTH OF MEMBERS

### INTRODUCTION

Before the first cases of COVID-19 being diagnosed in South Africa in early March, the South African government introduced steps to mitigate the effects of the disease. By 17 March 2020, the government announced regulations under the Disaster Management Act, 2002, and these were amended subsequently for the implementation of the “lockdown”. New regulations came into effect on 1 May 2020, based on the government’s Risk Adjustment Strategy, announcing the Alert level 4, and on 1 June 2020, the Alert Level 3. While all forms of sport were suspended under Alert levels 5 and 4. The Draft directions as announced by Minister Mthethwa on 30 May 2020 makes provision for sport to resume under certain conditions under Alert level 3.

**Kwazulu Natal Aquatics (KZNA)**, as the Association responsible for all aquatic and its disciplines in Kwazulu Natal, has identified the need to protect its members from adverse health effects of exposure to the virus, and to sustain the financial interests of its members. **Kwazulu Natal Aquatics** recognizes that its members need to meet the regulations applicable to sport, and as many members operate as businesses, workplace regulations as well.

### LEGISLATIVE FRAMEWORK

There are several regulations legally binding on members. This directive is primarily intended to meet the directions of the Department of Sport, Arts and Culture (DSAC) “*Extension of term of office of councils and boards of public entities and suspension of sport, arts and cultural events as measures to prevent and combat the spread of COVID-19*” and the *Draft Directive as announced by Minister Mthethwa.*” This SSA directive will be updated once the direction for the resumption of sport activities during COVID-19 Alert Level 3 is published in the Government Gazette (including when directions for Alert level 2 and 1 are issued).

In addition, the following documents apply as appropriate (or their amended versions as these become available to all members.

1. The Disaster Management Act, 2002: Amendment of Regulations issued in terms of Section

27(2): (the “Alert Level 3 Regulations”)

2. The Department of Health: COVID-19 Disease: Infection Prevention and Control Guidelines Version 2 (21st May 2020)
3. Department of Employment and Labour. Covid-19 Occupational health and safety measures in workplaces COVID-19 (C19 OHS), 2020.
4. Department of Trade and Industry: appropriate Directions when announced for Swim Schools or other affiliated entities registered with DTI.
5. Department of Health: Guidelines for symptom monitoring and management of essential workers for COVID-19 related infection
6. Department of Health: Guidance on vulnerable employees and workplace accommodation in relation to COVID-19 (25 May 2020)
7. Department of Health: Guidance note for workplaces in the event of identification of a COVID-19 positive employee (14 May 2020)

#### **DEFINITIONS**

“**COVID-19**” means the Novel Coronavirus (2019-nCov2) which is an infectious disease caused by a virus that has previously not been scientifically identified in humans, which emerged during and was declared a global pandemic by the WHO in 2020.

“**Member**” means the individual members of clubs, districts, affiliates, associates, honorary members, life members and those persons deemed to be members of SSA in terms of clause 5.0 of the SSA Constitution.

“**facility personnel**” means persons that are required to maintain the working order of the facility that it meets the necessary requirements for use by the individual members of the Club or Swim School.

“**PPE**” means personal protective equipment.

“**professional athletes**” means a player who is registered with the code of sport for a sporting event.

“**professional non-contact sport**” means an elite sport whereby athletes or players are physically separated such as to make it nearly impossible for them to make physical contact during the course of a game or training in preparation for Olympics, international championships, national qualifying championships, local professional leagues at club, provincial and national level excluding combat sport.

“**screening**” means the process to separate those who are well from those who are potentially infected through the recording of a specific set of symptoms as defined by the Department for Health.

“**support staff**” means technical official, coach, assistant coach, kit manager, physio, medical officer, driver, and security personnel.

“**virus**” means the SARS-CoV-2 virus.

“**worker**” means a person who does a specified type of work or who works in a specified way (including a volunteer).

“**workplace**” means any premises or place where a person performs work.

“**vulnerable person**” means any person, as contemplated in the Department of Health Guidelines, who:

- if infected with COVID-19, is at a higher risk of complications or death than other persons,
- has a known or disclosed health issue or comorbidity or any other condition; or
- is 60 years and older.

#### **SCOPE OF THIS CODE OF PRACTICE**

This Directive will apply to ALL members (as defined) of **Kwazulu Natal Aquatics** whose capitation obligations have been met for the 2020-21 financial year. Members in default will be given a specified time to restore their membership status, until which time, **Kwazulu Natal Aquatics**, will provide no oversight or approval for training, lessons, competition or working activities of said member.

Under Level 3, the directions indicate that professional athletes might be permitted to train and compete. Under conditions in which the athlete conducts such activities outside the confines of the District/Club or Swim School, this directive will apply to the individual. In the event of any member organizing a competitive activity, this COP will also apply

#### **RESPONSIBILITY OF AFFILIATE**

As part of this scope of practice, **Kwazulu Natal Aquatics** has appointed **Rodney Du Toit**, as the COVID-19 Compliance Officer. The Compliance Officer will assume oversight for the implementation of this directive by **KZN Aquatics Members**, and will account to **Swimming South Africa (SSA)**. It will include the satisfaction of Members with the relevant legally binding conditions,

as well as the levels of protection of the health of Members and the safety of training, competition and working environments.

**Kwazulu Natal Aquatics** has as a minimum requirement that all members establish a Code of Practice (COP) relevant to its activities. These different COP's will be reviewed and if meeting the requirements set out in this directive, will be endorsed by **SSA**. This endorsement will be submitted to **SASCOC** and **DSAC**, which provides the member with permission to conduct their activity.

## **SETTING UP CODE OF PRACTICE (COP)**

All entities will be required to set up SOPs that will be ratified by **KZN Aquatics**, and be made publicly available to its members. These COP's must include the items included in this Directive.

## **REQUIREMENTS OF SOPs AT DISTRICT AND ASSOCIATE MEMBER LEVELS**

The District and Associate Member SOP need to provide an instruction to its members, to ensure compliance with this directive. The District and the Associate Member will be delegated the oversight responsibility by **Kwazulu Natal Aquatics** to apply and enforce this COP among its members. The District and Associate Member will be required to provide an initial and thereafter monthly report on compliance or not of members to this directive.

## **REQUIREMENTS OF SOPs AT CLUB LEVELS**

Each Club or Swim School affiliated to **Kwazulu Natal Aquatics** must have a formal written Standard Operating Procedure in place, signed off by Rodney Du Toit., the KZN Compliance Officer and available for scrutiny by clients of the Swim School, Club members, and relevant municipal and provincial authorities. This SOP, at a minimum must cover the following sections

### **Plan for re-opening facilities**

1. At the point at which relevant government regulations permit Swim Schools and Clubs, as businesses and sports and recreation organisations, to commence activities, every entity must assess the risk posed by potential exposure to the virus at the facilities at which they operate.
2. Based on this risk assessment, the entity must develop a plan indicate the measures that will be introduced to reduce the risk to exposure, prior to the re-opening.
3. The plan must include the operating times of the Swim School or Club, the coaches, support staff and other personnel that will be required to work at the facility, and if this is a phased return to work, then, details of the phases for full return, rotational work schedules, if any and the list of identified vulnerable facility personnel, support staff and athletes
4. The plan to meet facility legal requirements as appropriate
5. the measures for the daily screening of facility personnel, support staff, athletes and visitors prior to the re-opening

6. the appointment of a COVID-19 Compliance Officer for the facility

### **Administrative Measures**

1. Every Swim School or Club must undertake a risk assessment taking into account the specific circumstances of the facility and the activities of the entity;
2. It must implement a daily screening procedure, based on the criteria identified by the National Institute of Communicable Diseases (NICD) and additional questions that identify at risk persons entering the facility
3. It must develop an isolation procedure for those persons on its premises that may be identified as a "person under investigation" or other symptomatic individuals, and a procedure for the referral of these individuals for further medical assessment or testing
4. It must take special measures to mitigate the risk of COVID-19 for vulnerable facility personnel, support staff and athletes, or if such mitigation is not possible, then arrangements to stay at home
5. It must appoint a manager as a COVID-19 compliance officer who is responsible for the implementation of the stated SOP, including the re-opening plan and the administrative measures, through appropriate monitoring and supervision methods
6. it must, as far as practicable, minimize the number of persons at the facility at any given time through rotation of programmes, staggered training times, remote training arrangements or other measures to achieve social distancing;
7. it must take measures to minimize contact between facility personnel as well as between facility personnel, support staff, athletes and visitors;
8. it must provide facility personnel, support staff, athletes and visitors with information that raises awareness including leaflets and notices placed in conspicuous places in the workplace informing facility personnel, support staff, athletes and visitors of the dangers of the virus, its transmission, the measures to prevent transmission and where to go for screening or testing if presenting with COVID-19 related symptoms
9. it must provide cleaning and sanitization procedures for the facility
10. It must include its procedures when a facility personnel, support staff or athlete tests positive, its management of symptomatic persons, its management of contacts of positive persons at the facility

### **Health Management at the Facility**

1. Every Swim School or Club must screen any facility personnel, support staff, visitor or athlete entering the facility to:
  - 1.1 determine whether they have any symptoms associated with COVID-19, as stated in the current NICD definition, which at this point in time is, cough, sore throat, shortness of breath or loss of smell or taste.
  - 1.2 determine whether they have symptoms of fever, body aches, redness of eyes, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness.
2. If facility personnel, support staff, visitor or athlete presents with COVID-19-related symptoms at the facility, or advises the Swim School or Club of these symptoms, the Swim School or Club must:
  - 2.1 not permit the affected person to enter the facility;
  - 2.2 or if already in the facility, isolate and provide the affected person with a surgical mask and arrange for the affected person to be transported in a manner that does not place other facility personnel, support staff, visitors, athletes or members of the public at risk either to be self-isolated or to be referred for a medical examination or testing; and
  - 2.3 assess the risk of transmission, disinfect potentially contaminated areas, undertake contact tracing of personnel, support staff, athletes or visitors at high risk of potential exposure and

refer those who may be at risk for screening and take any other appropriate measure to prevent possible transmission

3. If any facility personnel, support staff or athletes have been diagnosed with COVID-19, the Swim School or Club must
  - 3.1 assess whether transmission occurred at the facility and/or through its programmes, determine the mode of exposure and whether failures in control measures contributed to such transmission
  - 3.2 determine whether any area within the facility is likely to have been contaminated, and if so, the extent of such contamination, and whether temporary closure of a specific section or the entire facility is necessary for decontamination
  - 3.3 determine whether other persons participating in the programme are likely to have experienced high risk of exposure to the positive person and if so, to follow the guidelines of contact management below.
4. If a facility personnel, support staff, athlete or visitor has been diagnosed with COVID-19 and isolated in accordance with the Department of Health Guidelines, the Swim School or Club may only allow the affected person to return to the facility and programme on the following conditions:
  - 4.1. The affected person has completed the mandatory 14 days of self-isolation;
  - 4.2. the affected person has undergone a medical evaluation confirming fitness to work if the person had moderate or severe illness;
  - 4.3. the affected person ensures strict adherence to personal hygiene, wearing of masks as appropriate, social distancing, and cough etiquette;
5. If a facility personnel, support staff, athlete or visitor has been in contact with another person in the facility who has been diagnosed with COVID-19, the Swim School of Club must assess that person's exposure to ascertain whether the exposure carries a high or low risk of transmission between persons.
  - 5.1 If there is a high risk of exposure, the contact person must remain in quarantine for 14 days;
  - 5.2 If there is a low risk of exposure, and the contact person:
    - 5.2.1 is facility personnel or support staff, he/she may continue with their activities, wearing a cloth mask and complying with standard precautions, and being monitored for symptoms for 14 days;
    - 5.2.2 is a visitor, he/she should be restricted from entering the facility
    - 5.2.1 is an athlete, he/she may be permitted by the Swim School or Club, should the person choose to return to the programme, complying with standard precautions and being monitored for symptoms for 14 days
6. Under this COP, the taking of temperature measurements by any means, at any point by non-health professional staff is not necessary.

### **Social distancing measures**

1. Every Swim School or Club must arrange the facility to ensure minimal contact between persons at the facility and ensure that there is a minimum of one and a half metres between facility personnel while they are working and athletes, while they are training. Reducing the number of persons present in the facility at any time will contribute to social distancing.
2. Physical barriers should be considered as an alternative if social distancing is not practical.

3. Every Swim School or Club must ensure that social distancing measures are implemented through supervision by its Compliance Officer, both in the facility (such as canteens and toilets) and in the areas outside the immediate facility (parking, entrances etc) through queue control or appropriate measures. These measures may include dividing the persons at the facility into groups or staggering break-times to avoid the concentration of persons in common areas.

### **Sanitizers, disinfectants and other measures**

1. Frequent washing with soap and water is the method of choice for removal of the virus from hands
2. Hand sanitisers are necessary when washing facilities are not readily available or practical at convenient places within the facility
3. For the purposes of these measures, a hand sanitizer must be one that has at least 70% alcohol content and is in accordance with the recommendations of the Department of Health.
4. Every Swim School or Club must, free of charge, ensure that there are sufficient quantities of hand sanitizer based on the persons who access the facility.
5. Every Swim School or Club must take measures to ensure that all surfaces and equipment are disinfected before activity begins, regularly during the activity periods and after activity ends;
6. All areas such as toilets, common areas, door handles, shared electronic equipment are regularly cleaned and disinfected;
7. The Swim School or Club must ensure that there are adequate facilities for the washing of hands with soap and clean water and that only paper towels are provided to dry hands after washing – the use of fabric toweling is prohibited;
8. Facility personnel, support staff, athlete or visitor are required to wash their hands and sanitize their hands regularly while at work;
9. Under this COP, the use of spray booths or walkthrough disinfecting tunnels or similar structures are disallowed. Should any Swim School or Club wish to consider these, it must be in consultation and approval with Mr Rodney Du Toit and Professor Rajen Naidoo.

### **Cloth masks**

1. The main benefit of everyone wearing a cloth mask is to reduce the amount of virus containing droplets being coughed up by those with the infection and transmitted to others and to surfaces that others may touch. Since some infected persons may not have symptoms or may not know they are infected, the Department of Health requires that all persons wear cloth masks when in a public place.
2. Swim Schools or Clubs must require facility personnel, support staff or visitor to wear masks in the facility. Athletes are similarly obliged when not engaged in physical activity
3. Swim Schools or Clubs must ensure that facility personnel, support staff, athlete or visitor are informed, trained, instructed and supervise as to the correct use of cloth masks.

### **Facility Cleaning**

1. If the facility has not been used for the previous 14 days, no pre-cleaning of the facility prior to re-opening is necessary
2. Swim Schools and clubs should create detailed cleaning/disinfecting schedules with sign off sheets which can be signed once an area has been cleaned. The cleaning sign off sheets should state; the area cleaned, time cleaned and the cleaner's name.
3. The schedule should include the area to be cleaned, what product / chemical it should be cleaned with and how often it should be cleaned. For example, every hour, every 2 – 3 hours or every day.
4. The cleaning / disinfecting schedule should cover, but is not limited to, the following:
  - 4.1. Changing rooms including furniture and surfaces within the changing rooms or cubicles

- 4.2. Showers
- 4.3. Hand gel / hand washing stations
- 4.4. Toilets
- 4.5. Handrails and door handles
- 4.6. Lockers
- 4.7. Poolside
- 4.8. Pool equipment including lifesaving equipment
- 4.9. Swimming teaching equipment
- 4.10. Observation areas including any tables or chairs within this area
- 4.11. Reception area
- 4.12. Entry and exit barriers / gates.

### **Transportation of athletes**

1. Under the current Level 3 Regulations, no athletes or support staff should move across provincial boundaries, unless clearance is obtained from KZN Aquatics, and is in accordance with legislation
2. Transportation of all athletes, players, support staff must comply with transport Directions issued by the Minister of Transport

### **Monitoring and Compliance**

1. KZN Aquatics has appointed **Rodney Du Toit as the COVID-19 Compliance Officer** who will be responsible for the oversight of members' compliance with this COP.
2. All Swim School and Clubs must submit their SOP to the Officer, prior to commencing any programmes or re-opening any facility, once legally allowed to do so.
3. Swim Schools and Clubs may only operate once the Officer has reviewed their SOP, and formally signed-off on this.
4. Swim Schools and Clubs are obliged to report the following to the Compliance Officer within a 24 hour period:
  - 4.1 A facility personnel, support staff, athlete or visitor becomes symptomatic, tests positive, is quarantined or isolated and for which a formal written report is provided by the Swim School or Club
  - 4.2 A facility, Swim School or Club is inspected by a national, provincial or municipal inspector of any relevant government department in relation to the epidemic
  - 4.3 A break in the control measures at the facility, and the reasons for this

### **Appointment of Compliance Officer**

1. All Swim Schools or Clubs will assign a member from within its ranks as a COVID-19 Compliance Officer to ensure that the measures outlined in its approved SOP are complied with and that all directions in respect of hygienic conditions and limitation of exposure to persons with COVID-19 are adhered to.
2. Specifically, it must appoint a manager as a COVID-19 Compliance Officer to-
  - 2.1 oversee the implementation of the re-opening plan;
  - 2.2 oversee the adherence to the protective measures established at the facility;
- 2.3 address facility personnel, support staff, athlete or visitor concerns and to keep them informed on relevant matters, respond to issues and the measures that need to be taken

**Red to Follow**

Blue – Issued 09 June 2020

**APPENDIX 1: TEMPLATE FOR STANDARD OPERATING PROCEDURE FOR AFFILIATED SWIM SCHOOL AND CLUBS**

1. **General information, including Swim School/club name, address and facility/facilities at which it functions**
2. **Terms and definitions as appropriate**
3. **Appointment of a COVID-19 Compliance Officer and tasks of such an Officer**
4. **INSTITUTION RISK ASSESSMENT FORM**
5. **The Facility Re-opening Plan**
6. **The Risk Assessment approach for the facility**
7. **Health Management at the Facility, including:**
  - 7.1. **Screening**
  - 7.2. **Management of Symptomatic Person**
  - 7.3. **Management of Positive Case**
  - 7.4. **Management of return to activity post COVID-19 infection**
  - 7.5. **Management of contacts at the Facility**
8. **Social Distancing Measures**
9. **Sanitisation and Disinfection Measures**
10. **Masking**
11. **Cleaning of Facilities**
12. **Transportation of Athletes**
13. **Competitions Management (only if Swim School or Club organizes competitions)**
14. **Monitoring, Reporting and Compliance**