



# KWAZULU-NATAL AQUATICS

(AFFILIATED TO SWIMMING SOUTH AFRICA)

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## A CODE OF PRACTICE: ENSURING A SAFE AQUATIC ENVIRONMENT AND PROTECTING THE HEALTH OF MEMBERS

### INTRODUCTION

Prior to 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 infection. By 17 March 2020, the government announced regulations under the Disaster Management Act, 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 Level 4 Alert, and on 1 June 2020, the Level 3 Alert. While all forms of sport were terminated under Levels 5 and 4, under Level 3, “professional non-contact” sport is allowed, and “professional” sportspeople are allowed to train.

KZNA, as the organization responsible for all aquatic codes in the province, 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 member clubs. KZNA recognizes that its members need to meet the sport requirements, and as many members operate as businesses, workplace requirements as well.

### LEGISLATIVE FRAMEWORK

There are several legally binding requirements on members. These may vary across the membership, depending on the nature of the entity, such as a registered business meeting the requirements of the Department of Trade and Industry and the Department of Employment and Labour, while non-business entities, such as community clubs, are obliged to meet the requirements of the Department of Sport and Recreation. This Code of Practice (COP) is primarily intended to meet the stipulations of the Department of Sport and Recreation South Africa’s (SRSA) “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”.

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 “Level 3 Alert 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 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 Coronavirus Disease 2019;

“**Member**” means either an entity (District, Associate Member or Swim School or Club) that is directly or through the District, affiliated with KZNA, or an individual member that is registered through the latter entities or separately, as defined in the Constitution of KZNA.

“**facility personnel**” means person/s that is/are required to maintain the working order of facility such that it meets the necessary requirements for use by members of the School or Club

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

“**professional athletes**” is as defined in the Direction of Sport and Recreation South Africa;

“**professional non-contact sport**” is as defined in the Direction of Sport and Recreation South Africa;

“**screening**” means the recording of a specific set of symptoms as defined by the Department of Health that is necessary to identify a potentially infected individual

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

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

“**worker**” means any person who works in an employer’s workplace including an employee of the employer or contractor, a self-employed person or 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, who:

- (a) has a known or disclosed health issue or comorbidity or any other condition; or
- (b) is 60 years and older ;

## SCOPE OF THIS CODE OF PRACTICE

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

Under the stipulations of the SRSA, under Level 3, professional athletes are permitted to train and compete. Under conditions in which the athlete conducts such activities outside the confines of the District/Club or School, this COP will apply to the individual.

In the event of any member organizing a competitive activity, this COP will also apply

## RESPONSIBILITY OF KWAZULU-NATAL AQUATICS

As part of this scope, KZNA will appoint a COVID-19 Compliance Officer. The Officer will assume oversight for the implement of this COP by KZNA members, and will account to Swimming South Africa (SSA) and KZN Department of Sport and Recreation (KZN-DSR) on its members satisfaction 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. KZNA will require as a minimum that all entities establish a Standard Operating Procedure (SOP) relevant to its activities, and that this SOP will be reviewed and if meeting the requirements set out in this COP, will be endorsed by KZNA. This endorsement will be submitted to SSA and KZN-DSR, which provides the entity with permission to conduct their activity.

## **SETTING UP STANDARD OPERATING PROCEDURES (SOPs)**

All entities will be required to set up SOPs that will be ratified by KZNA, and be made publicly available to its members. These SOPs must follow the items included in this COP, and must be based on the Template attached in Appendix 1.

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

The District and Associate Member SOP needs to provide a high level instruction to its members, to ensure compliance with this COP. The District and the Associate Member will be delegated the oversight responsibility by KZNA 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 those members that are in compliance with and those out of compliance with this COP.

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

Each Club or Swim School affiliated to KZNA must have a formal written Standard Operating Procedure in place, signed off by KZNA 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 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 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 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 School or Club of these symptoms, the 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 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 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 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 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 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 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 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 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 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 School or Club wish to consider these, it must be in consultation and approval with KZNA.

### **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. 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. Schools or Clubs must ensure that facility personnel, support staff, athlete or visitor are informed, trained, instructed and supervised 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. 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 KZNA, 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. KZNA will appoint a COVID-19 Compliance Officer who will be responsible for the oversight of members' compliance with this COP.
2. All 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. Schools and Clubs may only operate once the Officer has reviewed their SOP, and formally signed-off on this.
4. 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 School or Club
  - 4.2 A facility, 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 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

#### **REQUIREMENTS FOR COMPETITION**

TO BE DONE!!

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

1. General information, including 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. The Facility Re-opening Plan
5. The Risk Assessment approach for the facility
6. Health Management at the Facility, including:
  - 6.1. Screening
  - 6.2. Management of Symptomatic Person
  - 6.3. Management of Positive Case
  - 6.4. Management of return to activity post COVID-19 infection
  - 6.5. Management of contacts at the Facility
7. Social Distancing Measures
8. Sanitisation and Disinfection Measures
9. Masking
10. Cleaning of Facilities
11. Transportation of Athletes
12. Competitions Management (only if School or Club organizes competitions)
13. Monitoring, Reporting and Compliance