The Villages of Westminster

Management Plan for COVID-19 Response and Pool Opening

Adopted July 2, 2020

Per the Governor’s Executive Order 65 and Forward Virginia’s Safer At Home: Phase Three guidelines and mandatory requirements for swimming pool openings, the Board of Directors of the Villages of Westminster (“VOW”) Homeowners Association has unanimously adopted this Management Plan as a Special Meeting of the Board held July 2, 2020 via the Zoom digital/online platform.

The pool area and pool deck area will NOT open until sufficient volunteers are signed up to assist the Pool Committee with the screening requirements and necessary cleaning throughout the day as noted below. The goal for achieving this is 20 volunteers, with at least two volunteers working each day in 4-1/2 hour shifts, but the Pool Committee Chair will be responsible for managing this staffing need.

1. **Signage**. Signage will be posted at the pool entrance that states the following:
2. “No one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case within 14 days prior to today, is permitted in the pool.” If the requirements are changed, the sign will be updated. This sign may be printed or it may be handwritten on a whiteboard, but it shall be in a prominent location near the pool entrance gate.
3. Additional signage will be placed at the entrance gate, within the pool area, and on restroom doors to provide public health reminders regarding physical distancing, gatherings, options for high-risk individuals, and staying home if sick.
4. Any changes to the mandatory signage will be noted on the VOW website under the News tab, and notices will be posted on the VOW Facebook page and Nextdoor Neighbor page to alert residents to check the website.
5. 2020 Pool Rules, once approved, will be posted at the pool and on the website as well.
6. **Occupancy**.
7. An official occupancy limit for the pool has not been established. Consideration is given to the dimensions of the pool, expert opinion of the pool management company, the 75% of occupancy limit, and the physical distancing requirements of 10 feet for non-household members. VOW has determined that the combined capacity for pool and surrounding deck use is approximately 50 people. It is not feasible to establish a firm number, given that members of the same household are not held to the 10-foot distancing requirement.
8. The current pool management contract with Continental Pools provides that extra lifeguard services are required when occupancy exceeds 30 people in the pool itself. Therefore, if the lifeguard determines that capacity is at maximum safe limits, even if swimmers are members of the same household, he/she may enforce the occupancy load.
9. If the lifeguard determines that capacity has been reached, the staff assisting with screening at the entrance gate will tell people wanting to enter the pool area that they have to either wait until the physical distancing requirements can be met or return at a later time.
10. **Seating**.
11. Due to requirements for cleaning and sanitization, VOW will not be providing chairs for residents to use surrounding the pool. Rather, residents may bring their own chairs but must remove them when they leave the pool. Residents may only bring one chair per person present from their household. Further restrictions on floatation devices and pool toys will be addressed in the Pool Rules.
12. Physical distance requirements of 10 feet must be maintained between chairs or tables used by persons who are not members of the same household. The Pool Committee may chalk or tape or otherwise identify seating areas to achieve this.
13. Residents are responsible for the cleaning and sanitizing of their own chairs. VOW will not provide cleaning solutions or cloths for this purpose.
14. The lifeguard chair will be cleaned by the lifeguard/pool company.
15. Tables and umbrellas will be provided but will be placed at the required 10-foot intervals. Neither tables nor umbrellas may not be moved by residents.
16. Disinfectant wipes will be provided at each table, and residents using the tables will be required to clean them when they leave a table.
17. **Masks**. Any person working at the pool on behalf of VOW will be required to wear a face mask covering their nose and mouth. Masks will not be provided; people will need to provide their own masks. The pool management company will determine the best practice for lifeguards with regard to face masks, since they may need to respond to distressed swimmers at any time. The Centers for Disease Control and the Virginia Governor’s office recommend the wearing of face masks when in public, but the lifeguard and volunteers will not be responsible for monitoring this among pool visitors.
18. **Cleaning and Sanitizing**.
19. Hand sanitizing stations will be set up at the entrance to the pool area, which will serve for the restrooms and gate entrance, and near the three handrails to the pool. VOW will provide the sanitizer.
20. The pool management company will clean and sanitize the restrooms daily before the pool opens and when it closes.
21. Volunteers will clean the gate to the pool, the eye wash station, and the surfaces of the restrooms, including the commode seats, counters, sink handles, sink basins, paper towel dispenser, door knobs, and light switches, using either disinfectant wipes, a bleach solution, or a disinfectant spray provided by VOW. Gloves for the cleaning people will also be provided. This cleaning will be done at two hour intervals, exact times to be determined based on pool opening time, possible weather delays, and other pressing needs for attention of a volunteer (such as a queue to enter the pool).
22. The Pool Committee will be responsible for ensuring there are adequate cleaning solutions, gloves, and sanitizers on hand. A resident who notes that the sanitizer is depleted should notify the lifeguard, or a volunteer if present, who will notify via text the Pool Committee Chair Kelly Coronel at 757-291-5369.
23. **Staffing for Required Screening.** The Board believes that the safest way to accomplish the required Covid-19 screening is to have an assigned person hand out and receive the completed forms. This may not be feasible due to cost of a contractor, unavailability of eligible and willing volunteers, or other logistics. The Board has been seeking to contract with someone to perform these services, and if people are identified who can fulfill this need, the Board may contract with them. Those contractors’ or volunteers’ roles will be to perform the duties listed below.
24. **COVID-19 Screening.** The volunteers or contractors (“staff”) will proceed as follows.
25. Screening will be overseen by a staff person stationed at a table outside of the pool entrance gate during all open pool hours (12 noon-7 pm), every day.
26. Priority is given to staffing during heavy-use weekend days or holidays. During the week, based on the availability of staff or at the discretion of the Pool Committee Chair, the table may be occasionally or temporarily unstaffed. If unstaffed, the screening forms will still be available and required, with adequate signage indicating this.
27. All persons who want to access the pool must complete and sign a COVID screening form. The required form is attached to this Plan as Appendix A.
28. All persons, including children, must submit a completed COVID screening form. Youth who are 14 and older may sign their own screening form. All children under age 14 must have a parent sign the screening form.
29. A COVID screening form is required for each day a person desires to enter the pool.
30. The COVID-19 screening form will be available at the entrance table.
31. Once signed, the forms will be maintained in a secure box that is collected by the Pool Committee on a daily basis.
32. The COVID-19 screening forms will be filed by date.
33. The COVID-19 screening forms will be treated as confidential. Any staff person or Pool Committee member who may be overseeing the completion of forms is prohibited from disclosing any information that may be noted on the forms.
34. The COVID-19 screening form will ask for resident to affirm they do not have the following:
35. A fever of 100.4 degrees F, or a sense of having a fever
36. A new cough that cannot be attributed to another health condition
37. New shortness of breath that cannot be attributed to another health condition
38. New chills that cannot be attributed to another health condition
39. New sore throat that cannot be attributed to another health condition
40. New muscle aches that cannot be attributed to another health condition or specific activity
41. Anyone experiencing symptoms will not be permitted in the facility.
42. If a staff person is assisting with entrance screening and a COVID-19 screening form is marked to indicate a symptom listed above, the resident will be told they are not eligible to enter until they have been symptom free for 14 days. If the person refuses to leave, the Pool Committee Chair will be notified immediately. If the person enters the pool before the Pool Committee Chair or her delegate is present, the volunteer should notify the lifeguard. The lifeguard will close the pool temporarily and all patrons must exit the pool and go outside the fence. The lifeguard will not disclose the reason for the temporary closure. The Pool Committee Chair will determine if the pool should reopen or what next steps should be taken, including possible notification of the Health Department or law enforcement.
43. **Waiver of Liability forms**.
44. All persons wanting to enter the pool must sign a waiver of liability form, to be provided at the entrance station by the gate. The form to be used is attached to this Plan as Appendix B.
45. One form is required for each person, including children. A household may not submit a combined form for all household members. Children under the age of 18 must have the form signed by their parent or legal guardian.
46. One waiver form is sufficient for the remainder of the pool season.
47. The Pool Committee will file the form alphabetically by last name of the person and maintain the forms in a secure box.
48. **OTHER**.
49. Eligible pool users. Due to the pandemic risks and the limit on the number of people allowed in the pool area, this year guests are NOT allowed in the pool area or the pool itself.
50. Entrance to the pool is by the issued electronic key card only. All persons must enter under their own assigned key card, except that members of the same household may all use the same card. Replacement keys are available for a fee of $25, at Berkeley Realty Property Management. No one without a key will be admitted to the pool area. Residents are not permitted to allow neighbors to use their key, due to the electronic capture of attendee data that will aid in any necessary contact tracing in the future due to a notification of exposure to COVID 19.
51. Once inside the pool gates, all persons are required to sign the log-in book maintained by Continental Pools. COVID-19 screening information is not shared with Continental. This redundancy helps both VOW and Continental to determine the number of people in attendance, assists with usage projections for additional lifeguards, and the need for future pool services based on occupancy loads.
52. In the event VOW or Continental Pools is notified that someone who has attended the pool has tested positive for COVID-19, all other persons who attended the pool on the same dates as the sick person will be reported to the Department of Health and as instructed by local health officials.
53. The VOW Board will consider reopening the Clubhouse for both community and public events at the July 22, 2020, regular Board meeting. The Clubhouse remains closed even though the Pool is open until a further decision is made by the Board.
54. No side events are allowed during pool hours. This includes concessions, pool parties, and any other social gatherings in the parking lot or on the VOW common area grounds adjacent to the pool during pool hours.
55. The use of the VOW pool by the VOW Kraken swim team is approved **only** when the pool is opened for free swim by all residents. Current access to the pool by the swim team is suspended. When the team resumes use of the pool, the Kraken swim team coordinator, Stephanie Aja, will be responsible for all compliance with COVID-19 requirements, including screening forms, cleaning/sanitizing, and physical distancing. Aja will report such compliance to the Pool Committee Chair Kelly Coronel upon request.
56. Once the 2020 Pool Rules are approved, they will be posted on the bulletin board at the entrance and within the pool area, as well as posted on the VOW website.
57. The **designated Point of Contact** for all COVID-19 matters is our property manager, Diane Clarcq, at Berkeley Realty Property Management. She will coordinate with the VOW Board President Patricia Duggan and the Pool Committee Chair Kelly Coronel. When the Clubhouse is reopened, coordination will include the Clubhouse Committee Chair Jeannette Potter.

Appendix A

Villages of Westminster Homeowners’ Association

**COVID-19 SCREENING FORM**

This form is REQUIRED to be completed and signed EACH DAY you use the pool, prior to admission to the pool area. Please mark below if you have any of these symptoms\* of COVID-19.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Symptoms | Yes | No |
| 1. | A fever of 100.4 degrees Fahrenheit or higher, or a sense of having a fever |  |  |
| 2. | A new cough that cannot be attributed to another health condition |  |  |
| 3. | New shortness of breath that cannot be attributed to another health condition |  |  |
| 4. | New chills that cannot be attributed to another health condition |  |  |
| 5. | New sore throat that cannot be attributed to another health condition |  |  |
| 6. | New muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise) |  |  |

**If you are experiencing any one of these symptoms, or checked YES to any symptom above, you are not permitted to use the pool facility today.**

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Name of child, if applicable Signature of child if 14 or older Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_

Printed Name (of Parent, if applicable) Signature Date

VOW address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(of parent if form is for any child)

*\*This is not a list of all possible symptoms. Symptoms can range from mild to severe illness and can appear 2-14 days after you are exposed to the virus that causes COVID-19. Please call your medical provider for any other symptoms that are severe or concerning to you.*

Appendix B

**Pool Waiver / Release (last updated July 2020)**

**The Villages at Westminster**

**Name of User:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Age of User:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If under age 18, name of parent(s)/**

**guardian(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number (or parent’s /**

**guardian’s phone number):**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indemnification

The undersigned is aware that swimming, use of a pool, water activities, and activities near a pool, are activities that pose potentially serious risks of injury or death to their participants. As such, the undersigned hereby agrees (including for and on behalf of any minor) that in consideration of being permitted (and/or his/her minor being permitted) to use The Villages At Westminster Homeowners Association, Inc. (the “Association’s”) recreation facilities, including, but not limited to, the Association’s pool, pool deck, clubhouse, and surrounding areas (collectively, the “Pool Facilities”) he/she will indemnify, defend (with an attorney chosen by the Association in its sole and absolute discretion), and hold the Association and its directors, officers, members, employees, representatives, and agents harmless from and against any and all actions, causes of action, costs, claims, damages, demands, expenses, fines, fees, judgments, liabilities, losses, obligations, penalties, proceedings, and suits of any and every kind and nature incurred, including, but not limited to, attorneys’ fees and associated costs, (and whether pre-trial, at trial, at mediation, or at arbitration, and/or in connection with any appeals, and regardless of whether suit is ever instituted) sustained, arising out of, or connected with any injury to person, including death, or property, however caused, or from any matter whatsoever incident to, arising out of, or in consequence of, use of the Pool Facilities (whether by himself/herself and/or his/her minor).

Waiver

The undersigned hereby further understands and agrees that swimming, use of a pool, water activities, and activities near a pool, are activities that pose potentially serious risks of injury or death to their participants. By signing this release, the undersigned understands that he/she is giving up (waiving, releasing, and forever discharging) any right he/she (including for and on behalf of any minor) may have to sue or make a claim against the Association and its directors, officers, members, employees, representatives, and agents for any injury (including death) or loss of property the undersigned (including his/her minor) may suffer as a result of use of the Pool Facilities.

Physical Condition

By signing below, the undersigned hereby certifies that he/she (and/or his/her minor) has been examined by a physician and has been found to be in good health, physically fit, and able to participate in physical activity, to include activities at the Pool Facilities.

The undersigned further certifies that he/she (and/or his/her minor) (i) does not have the covid-19 virus or any other infectious virus, disease, or condition (and, if the undersigned does contract such in the future, he/she will not use the Pool Facilities until such time as he/she makes a full recovery and then receives a negative test result for the covid-19 virus, or such other virus, disease, or condition, as applicable); (ii) has not travelled outside of the United States within the last 14 days (and, if the undersigned does in the future, he/she will not use the Pool Facilities within 14 days of his/her return to the United States); (iii) has not come into contact in the last 14 days with anyone who the undersigned knows has the covid-19 virus (and, if the undersigned does in the future, he/she will not use the Pool Facilities until such time as he/she receives a negative test result for the covid-19 virus); and (iv) does not have a fever, shortness of breath, cough, chills, shaking, muscle pain, heartache, sore throat, or new loss of taste or smell (and, if the undersigned does in the future, he/she will not use the Pool Facilities until such time as he/she makes a full recovery and receives a negative test result for the covid-19 virus).

At Own Risk, Compliance With Rules, Etc.

The undersigned hereby acknowledges that he/she (and/or his/her minor) is using the Pool Facilities at his/her own risk. The undersigned represents that he/she will comply with all rules, restrictions, guidelines, and the like, relating to the Pool Facilities (whether posted at the Pool Facilities, or otherwise adopted by the Association).

Severability

In the event that any provision(s) of this document is/are deemed to be unenforceable or declared invalid, the remainder of the provisions shall remain in full force and effect, and shall be deemed to be severable from such provision(s).

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Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Legal Guardian (if for minor) Date