May 21, 2020

Dear Pool Operator:

Defiance County General Health District (DCGHD) is closely monitoring Coronavirus Disease 2019 (COVID-19). DCGHD is taking measures to minimize the impact within our county, and we appreciate the steps you have taken to protect our community.

New Orders signed by Ohio Department of Health Director, Dr. Amy Acton, have required specific sectors to operate under specific mandates and best practices named Responsible Restart Ohio. Those sectors shall follow these minimum level, sector specific requirements during operations.

DCGHD will be responsible for educating sectors on specific guidelines related to the Responsible Restart Ohio plan, and will respond to concerns from consumers, employees, and the public. The impact of COVID-19 has caused unprecedented challenges.

Review the enclosed guidelines for these different environments, and ensure employees are aware of these requirements.

- The business sector specific guidance can be found at:
  - https://coronavirus.ohio.gov/responsiblerestartohio
- Responsible Restart Ohio Information and Guidance: https://coronavirus.ohio.gov/wps/portal/gov/covid-19/responsible-restart-ohio/
- Posters and Signs: https://coronavirus.ohio.gov/wps/portal/gov/covid-19/responsible-restart-ohio/Posters-and-Signs/
- Ohio Department of Health: https://coronavirus.ohio.gov
- County Updates, DCGHD: https://defiancecohealth.org/coronavirus
- Centers of Disease Control and Prevention: https://cdc.gov/coronavirus

**What to expect when we’re inspecting**
Sanitarians will continue to conduct Pool inspections according to the Ohio Administrative Code. Please ensure a person-in-charge is at the establishment at all times. During an inspection, ensure employees are prepared to answer questions about Pool rules, employee illness reporting, cleaning & sanitizing, COVID-19 implementations, etc. **Now more than ever, it is extremely important to ensure pool operators are properly trained in Pool Chemistry and maintaining accurate pools records.**

For answers to your COVID-19 questions, call 1-833-4ASKODH (1-833-427-5634). More information can be found at www.coronavirus.ohio.gov. Specific questions regarding Pools can be directed to Defiance County Public Health Sanitarians at 419-784-3818.

Sincerely,

Jamie Gerken
Health Commissioner
Defiance County General Health District
Aquatic Facilities Operators

Mandatory

General Operations
- Review and consult the CDC guidance for aquatic venues

Communicate clearly:
- Post information throughout the pool and surrounding areas to frequently remind swimmers and visitors to take steps to prevent the spread of COVID-19. These messages should include information about:
  - Staying home if you are sick or do not feel well.
  - Using social distancing and maintaining at least six feet or more between individuals in all areas of the pool and deck whenever possible.
  - No gathering in groups of different households
  - Swimmers should not stand, sit, or otherwise block walkways or any identified narrow passage area.
  - Encourage face covering when entering buildings or interacting in close proximity to other swimmers, practice good personal hygiene including washing hands often with soap and water for at least 20 seconds, using hand sanitizer, refraining from touching eyes, nose, and mouth with unwashed hands, coughing and sneezing into an elbow, etc.

Maintain public restrooms and shower facilities to lower risk of spread of virus.
- Disable, or mark every other or every third locker for non-use to enforce six-foot social distancing requirement. Facilities where lockers are assigned to members are not required to disable lockers but must enforce social distancing requirement.
- Remove any casual seating other than benches by lockers as necessary.
- Ensure there are functional toilets and restroom facilities.
- Clean and disinfect public areas and restrooms every two hours using EPA-registered disinfectants, particularly on high-touch surfaces such as faucets, toilets, doorknobs and light switches.
- Make sure supplies for handwashing, including soap and materials for drying hands are fully stocked every time the bathroom is cleaned.
- If towels are provided, they are to be stored in covered, sanitized containers that are clearly delineated clean versus soiled. Appropriate temperatures are to be used when washing and drying towels to ensure sanitation (hot water for washing, ensure they are completely dried). Employees handling towels must wear gloves and face covering.
- Restroom and shower facilities should limit the number of users at any one time based on the facility size current social distancing guidelines. These facilities should be cleaned/sanitized per CDC recommended protocol along with established restroom cleaning schedules.

Recommended Best Practices

General Operations
- Consult with the company or engineer that designed your pool or aquatic venue to decide which disinfectants, approved, by the U.S. Environmental Protection Agency are best for your site.
- Increase the frequency of air filter replacement and HVAC cleaning for indoor pools and aquatic centers.

Communicate clearly:
- Develop regular communication with customers through a variety of channels (text, emails, social posts, flyers, etc.) to clearly communicate the steps your beach, pool and aquatic center is taking to protect users and stop the spread of COVID-19.
- Develop and update website, send emails to users with additional preventative steps the facility is taking, as well as communicate any changes users should expect to experience.

Maintain public restrooms and shower facilities to lower risk of spread of virus.
- Post a cleaning schedule at each location
- Install touch-free entry points at restrooms and other facilities.
- Install touchless sensors on faucets, paper towel, and soap dispensers wherever possible.
- Install and stock toilet seat cover dispensers.
Aquatic Facilities Operators cont.

Closures, modifications and limitations:

- Install physical barriers (for example, lane lines in the water or chairs and tables on the deck) and visual cues (for example, tape on the decks, floors, or sidewalks) and signs to ensure that staff, patrons, and swimmers stay at least six feet apart from those they don’t live with, both in and out of the water.
- Discourage or prohibit shared objects including goggles, nose clips, and snorkels.
- In accordance with current orders, close any non-essential areas where people could potentially congregate.
- Any food service must be run in accordance with current orders and guidelines for such establishments, found in Responsible Restart Ohio for Restaurants and Bars.
- Develop and implement a reduced maximum capacity to allow 6-feet of distance between users. The formula for capacity should consider the available deck area as well as the pool surface area, as often one is greater than the other. If water surface area is smaller than deck area, an additional limit of swimmers/pool occupants should be implemented to ensure proper social distancing.
- Develop revised deck layouts in the standing and seating areas so individuals can remain at least 6 feet apart from others.

Follow all appropriate guidance for customer interaction, retail sales, and equipment rentals.

- Install barriers and protective shields where needed to safely distance staff and customers.
- Post a revised occupancy number in retail or rental areas in accordance with any current order to minimize crowding where necessary.
- Mark floors inside buildings for six feet standing areas or one-way traffic.
- Clean and disinfect high-use areas like door handles, keypads, counter tops, etc. after each use or at a minimum of every two hours.
- Disinfect all rental equipment after each use, using EPA-registered disinfectants.
- Arrange any seating areas, tables, chairs, etc. (indoors and out) at safe distances from each other. If safe distances are not achievable, or regular sanitizing of these areas is not possible, barricade or remove seating areas.
- Review and follow all guidance for retail operations as provided in Responsible Restart Ohio for Retail Services.

Maintaining Distance in outdoor spaces

- In areas of concern, mark six-foot spaces on pool deck to help users visualize safe distancing.
- In areas with a lot of cross traffic, direct pedestrian traffic to enter/exit these locations in specific ways or indicate one-way traffic wherever possible.

Employees and contractors:

- Maintain at least six feet physical distance from other employees.
- Businesses must require all employees to wear facial coverings, except for one of the following reasons:
  - Facial coverings in the work setting are prohibited by law or regulation.
  - Facial coverings are in violation of documented industry standards.
  - Facial coverings are not advisable for health reasons.
  - Facial coverings are in violation of the business’ documented safety policies.
  - Facial coverings are not required when the employee or volunteer works alone in an assigned work area.
  - There is a functional (practical) reason for an employee/volunteer not to wear a facial covering in the workplace.

Recommended Best Practices

Closures, modifications and limitations:

- Facilities may determine if masks are required to enter common spaces.
- Implement a reservation system or a time limit for visitors and swimmers to accommodate the reduction in pool capacity.
- Ensure adequate equipment for patrons and swimmers, such as kick boards and pool noodles, to minimize sharing to the extent possible, or limiting use of equipment by one group of users at a time and cleaning and disinfecting between use.

Follow all appropriate guidance for customer interaction, retail sales, and equipment rentals.

- Regularly provide customers with up-to-date information about COVID-19 and related business procedures and policies. Communicate the importance of practicing preventive actions.
- Where available, use online solutions for reservations, waivers, or payment.
- Install touch-free entry points to buildings where possible.
- Create self-sanitizing stations by making hand sanitizer, soap, and water, or effective disinfectant available to the public at or near the entrance of facilities and at any locations where people have direct interactions and near high-touch surfaces.

Employees and contractors:

- Encourage 3rd-party delivery staff to wait outside or in non-congested areas practicing social distancing guidelines. Encourage 3rd-party delivery staff to wear face coverings.
- Educate on proper use, disposal, and maintenance of face coverings. Enhance education on proper use of gloves, per code.
- Health checks may include temperature assessments, questionnaires, employee self-checks, screening apps or other tools. Update files with log of “health checks”.
- Conduct telephone symptom assessment for employees who were ill and planning to return to work.
- As employee rehiring begins, consider virtual interviewing and on-boarding when possible.
**Mandatory**

_Businesses must provide written justification, upon request, explaining why an employee is not required to wear a facial covering in the workplace. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual’s nose, mouth, and chin._

- Be as flexible as possible with staff attendance and sick-leave policies. Remind staff to stay at home if they are sick. Isolate and send home anyone who exhibits fever, cough, or shortness of breath.
- Employees must perform daily symptom assessment, including assessing for symptoms,* taking their temperatures, and monitoring for fevers.
- Require employees to stay at home if symptomatic and perform daily symptom assessment requirements before returning to work.
- Company vehicles, equipment, break rooms, bathrooms, and other common areas must be cleaned and disinfected after every use.
- Implement staggered employee entry, working in assigned teams, varied arrival and departure, and staggered breaks to avoid interaction or grouping among staff.
- Require regular handwashing.

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**Recommended Best Practices**

- Reinforce education per current food safety code about when to wash hands. Post health department handwashing posters at sinks and stations. Set times for periodic handwashing.
- Avoid switching tasks when possible to reduce cross contamination concerns. Increase handwashing if changing tasks is necessary.
- Appoint an employee safety team or point of contact to identify safety concerns; suggest additional safety or sanitizing measures; and make ongoing improvements to your safety plan. Make sure all employees know who is on this team and how to contact them. This team can be responsible for training, developing, and distributing information regarding updated protocols, answering questions, and displaying information.
- Regularly provide staff with up-to-date information about COVID-19 and related business procedures and policies. Communicate the importance of practicing preventive actions.

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**Pool Users**

- Stay home if you are sick or do not feel well.
- Use social distancing and maintain at least six feet between individuals in all areas of the pool or aquatic center.
- Do not swim or gather in groups of more than 10.

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**Aquatic Facilities Operators cont.**

- Wear a mask or face covering when on the pool deck, entering buildings, or interacting near other pool guests. Masks should be removed prior to swimming as wet masks can cause difficulty breathing.
- Practice good personal hygiene including washing hands often with soap and water for at least 20 seconds, using hand sanitizer, refraining from touching eyes, nose, and mouth with unwashed hands, coughing and sneezing into an elbow, etc.
- Bring trash bags, food, and supplies. Plan to carry in and carry out trash and other items.

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**Confirmed Cases**

- Immediately isolate and seek medical care for any individual who develops symptoms while at work.
- Contact the local health district about suspected cases or exposures.
- Shutdown area for deep sanitation if possible.

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*Per the CDC, symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell.*

**Revised 5/19**
Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.

Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.

Rinse hands well under clean, running water.

Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.
Please continue to protect yourself from all infectious diseases by using these precautions.

STAY HOME WHEN YOU ARE SICK

AVOID CONTACT WITH PEOPLE WHO ARE SICK

GET ADEQUATE SLEEP AND EAT WELL-BALANCED MEALS

WASH HANDS OFTEN WITH WATER AND SOAP (20 SECONDS OR LONGER)

DRY HANDS WITH A CLEAN TOWEL OR AIR DRY YOUR HANDS

COVER YOUR MOUTH WITH A TISSUE OR SLEEVE WHEN COUGHING OR SNEEZING

AVOID TOUCHING YOUR EYES, NOSE, OR MOUTH WITH UNWASHED HANDS OR AFTER TOUCHING SURFACES

CLEAN AND DISINFECT “HIGH-TOUCH” SURFACES OFTEN

CALL BEFORE VISITING YOUR DOCTOR

PRACTICE GOOD HYGIENE HABITS

CLEAN ALL “HIGH-TOUCH” SURFACES EVERY DAY

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Additional information from the Centers for Disease Control and Prevention: https://www.cdc.gov/coronavirus/
Avoid close contact with people who are sick.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Clean and disinfect frequently touched objects and surfaces.

Avoid touching your eyes, nose, and mouth.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

For more information: www.odh.ohio.gov
Coronavirus Disease 2019

COVID-19 Checklist for When to Contact Your Provider
Top Recommendations If You Feel Sick

Ohio Department of Health Director Amy Acton, M.D., MPH, strongly recommends that all Ohioans take the following actions:

- Pay attention for these signs that you may have COVID-19:
  - Cough.
  - Shortness of breath/difficulty breathing.
  - Two or more of these symptoms:
    - Fever.
    - Chills.
    - Repeated shaking with chills.
    - Muscle pain.
    - Headache.
    - Sore throat.
    - Loss of taste or smell.

Symptoms may be mild or severe and may appear two to 14 days after exposure to the virus.

- Call your doctor immediately (before seeking care) if you feel like you are developing these symptoms. If you have a medical appointment, call the healthcare provider and tell them that you have symptoms consistent with COVID-19. This will help the healthcare provider’s office take steps to keep other people from getting infected or exposed. Put on a cloth face covering before you enter the facility.

- Seek prompt medical attention if you develop emergency warning signs for COVID-19. In adults, these can include:
  - Difficulty breathing or shortness of breath
  - Persistent pain or pressure in chest
  - New confusion or inability to arouse
  - Bluish lips or face.

This list is not all inclusive. Please consult your healthcare provider for any other severe or concerning symptoms.

For more information, visit: coronavirus.ohio.gov
Ask your doctor to call the local health department or the Ohio Department of Health if COVID-19 is suspected. People who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by the local health department.

For additional information, visit coronavirus.ohio.gov.

For answers to your COVID-19 questions, call 1-833-4-ASK-ODH (1-833-427-5634).

Your mental health is just as important as your physical health. If you or a loved one are experiencing anxiety related to the coronavirus pandemic, help is available 24 hours a day, seven days a week. Call the COVID-19 CareLine at 1-800-720-9616.
CORONAVIRUS DISEASE 2019 Ohio Department of Health

PREVENTION

Protect yourself and others from COVID-19 by taking these precautions.

For additional information call 1-833-4-ASK-ODH or visit coronavirus.ohio.gov.

STAY HOME

PRACTICE SOCIAL DISTANCING

GET ADEQUATE SLEEP AND EAT WELL-BALANCED MEALS

WASH HANDS OFTEN WITH WATER AND SOAP (20 SECONDS OR LONGER)

DRY HANDS WITH A CLEAN TOWEL OR AIR DRY YOUR HANDS

COVER YOUR MOUTH WITH A TISSUE OR SLEEVE WHEN COUGHING OR SNEEZING

AVOID TOUCHING YOUR EYES, NOSE, OR MOUTH WITH UNWASHED HANDS OR AFTER TOUCHING SURFACES

CLEAN AND DISINFECT "HIGH-TOUCH" SURFACES OFTEN

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