



Managing Participant Check-In Stations

The BCAS Return to Artistic Swimming Guidelines require clubs to ensure that all participants – athletes, coaches, and other personnel – complete a Daily Health Screening process and that clubs maintain Daily Attendance Logs of all individuals who enter the training environment. Here are some tips for managing these processes which may include multiple touch-points and opportunities for contact.

Daily Check-In Process

Option 1: Electronic Waivers

Source and secure subscription to online waiver software such as:

- DocuSign
- Formstack
- Smartwaiver.com

Option 2: The Paper Trail

1. Have a designated COVID-19 Risk Manager or **trained** COVID-19 Safety Support Personnel man the check-in station. This can be the coach, but it is recommended that someone else man this station to allow the coach to focus on the training environment set up.
2. Set up a check-in table with:
 - Hand sanitizer
 - 2 jars for pens – 1 labelled Clean Pens, 1 labelled Dirty Pens
 - Lots (enough for 1/per athlete) of copies of the Daily Health Questionnaire and Attestation printed double-sided.
 - A designated folder or envelop for the completed forms. (It should indicate the current date).
 - Gloves and mask for the person manning the table.
 - Contactless thermometer.
3. The Process:
 - Advise all athletes and parents to arrive wearing a mask and to go directly to the check-in station.
 - Designate 2m distance spacing in the waiting area using cones or other markers.
 - Have athlete and parent come to the table one by one.
 - Direct them to use the hand sanitizer.
 - Direct them to take a clean pen and a questionnaire and to fill it out.
 - Meanwhile, person manning the table will take the athlete's temperature.
 - Have the person completing the form hold it up to show both sides to the person manning the table.
 - Direct them to put the pen in the "dirty pen" jar and to put the completed form in the designated envelop or folder*.
 - **Optional:** Before the form is placed in the envelope or folder, use the Adobe Scan app (it's free) to take a scan of document (both sides). The scans can then be uploaded to club Dropbox folder created by BCAS or to a designated club network to easy access if required.
 - The athlete and their parent/guardian are added to the Attendance Log.

- Direct all parties to use the hand sanitizer.
- Direct the athlete to follow the facility flow to the training space to set up their mat bubble or personal zone.
- Advise the athlete to keep wearing their mask until they are ready to enter the pool or to start training.
- After each training group or after all training sessions are complete (up to the club how they want to sort the forms), while wearing gloves, the person manning the table seals the envelope and stores it until it may be needed at a later date (This can simply be a box or larger envelope).
- After each training group, the person manning the table cleans all surfaces and the pens with disinfectant and resets the space for the next group.
- The person manning the table uses hand sanitizer and puts on new gloves before the next group arrives.

Option 3: The Binder Method

1. Have a designated COVID-19 Risk Manager or **trained** COVID-19 Safety Support Personnel man the check-in station. This can be the coach, but it is recommended that someone else man this station to allow the coach to focus on the training environment set up.
2. Create a binder or duo tang for each athlete with 20+ copies of the Daily Health Screening Questionnaire & Attestation. Only the C-19 Risk Manager or trained C-19 Safety Support Personnel, the athlete and/or their parent/guardians will touch the binder/duo tang.
3. Put a clean pen in a plastic bag and staple it to the back of the duo tang or clip it to the binder. Only the athlete and/or their parents/guardians will touch this pen.
4. Use a bin to transport the binders/duo tangs with them sorted alphabetically by athlete.
5. Set up a check-in table with:
 - Hand sanitizer
 - Gloves and mask for the person manning the table.
 - Contactless thermometer.
 - Bin with sorted binders/duo tangs.
6. The Process:
 - Advise all athletes and parents to arrive wearing a mask and to go directly to the check-in station.
 - Designate 2m distance spacing in the waiting area using cones or other markers.
 - Have athlete and parent come to the table one by one.
 - Direct them to use the hand sanitizer.
 - Put the athlete's binder/duo tang on the table and have them complete a new form using the pen from the plastic bag.
 - Meanwhile, person manning the table will take the athlete's temperature.
 - Have the person completing the form hold it up to show both sides to the person manning the table.
 - **Optional:** Before the form is placed in the envelope or folder, use the Adobe Scan app (it's free) to take a scan of document (both sides). The scans can then be uploaded to club Dropbox folder created by BCAS or to a designated club network to easy access if required.
 - Direct them to return the pen to the plastic bag.
 - The person manning the table returns the binder/duo tang to the bin.
 - The athlete and their parent/guardian are added to the Attendance Log.
 - Direct all parties to use the hand sanitizer.

- Direct the athlete to follow the facility flow to the training space to set up their mat bubble or personal zone.
- Advise the athlete to keep wearing their mask until they are ready to enter the pool or to start training.
- After each training group, the person manning the table cleans all surfaces and the pens with disinfectant and resets the space for the next group.
- The person manning the table uses hand sanitizer and puts on new gloves before the next group arrives.

Managing the Attendance Log

Attendance can be tracked in any form that is convenient for the club, but it is mandatory for contact tracing. It does not require a signature or initials so it can be an electronic document maintained by the C-19 Risk Manager, Safety Support Personnel or Coach.

Tips for Managing the Attendance Log

- Pre-populate the information for each athlete and their parent/guardian (or whomever may drop them off and enter the facility) then edit as appropriate on site so only 1 person touches the log.
- If electronic, you can delete those who didn't attend in person then resave.
- If on paper, you can highlight those who attended or cross-off those t who were absent.
- One sheet/electronic form per training group per day will do the trick.
- **Optional:** If using paper, use the Adobe Scan app (it's free) to take a scan of document before filing it. The scans can then be uploaded to club Dropbox folder created by BCAS or to a designated club network to easy access if required.
- Electronic copies of completed attendance logs can be uploaded to the club Dropbox folder created by BCAS or to a designated club network to easy access if required.

***** All club coaches and the C-19 Risk Manager have access to the Dropbox. *****