

SUMMER Lifeguard Standard Operating Guidelines or SOGs 2020 to Operate in the COVID 19 Environment

1. ADMINISTRATIVE OVERVIEW

- When employees are onboarded, especially under the designation of “essential” they must be educated as to the hazards and how to avoid getting sick. This needs to be specific to the job that they will conduct.
- ***Worker Training***
 - Train all workers with reasonably anticipated occupational exposure to COVID-19 (as described in this document) about the sources of exposure to the virus, the hazards associated with that exposure, and appropriate workplace protocols in place to prevent or reduce the likelihood of exposure. Training should include information about how to isolate individuals with suspected or confirmed COVID-19 or other infectious diseases, and how to report possible cases, including Verbal Screening pursuant to the following:
 - **Verbal screening for symptoms of COVID-19 and contact with COVID-19 cases should include the following questions:**
 - *Today or in the past 24 hours, have you had any of the following symptoms?*
 - *Fever, felt feverish, or had chills?*
 - *Cough?*
 - *Difficulty breathing?*
 - *In the past 14 days, have you had contact with a person known to be infected with the novel coronavirus (COVID-19)*
 - Training must be offered during scheduled work times and at no cost to the employee.
 - Required PPE must be identified by Supervisor and requested pursuant to Administrative guidelines. Workers required to use PPE must be trained by Supervisor. This training includes when to use PPE; what PPE is necessary; how to properly don (put on), use, and doff (take off) PPE; how to properly dispose of or disinfect, inspect for damage, and maintain PPE; and the limitations of PPE. Applicable standards include the PPE ([29 CFR 1910.132](#)), Eye and Face Protection ([29 CFR 1910.133](#)), Hand Protection ([29 CFR 1910.138](#)), and Respiratory Protection ([29 CFR 1910.134](#)) standards. The OSHA website offers a variety of [training videos](#) about respiratory protection.

- Employees will be required to adhere to any Executive Order from the Governor of the State of New York and/or the Mayor of the Village of Saltaire, and the guidelines will be automatically updated to properly reflect adherence to those directives.
- Employees will be briefed on sick leave and concerns as it relates to the Covid Virus at the work place by the Village Safety Personnel.
- Employees will be encouraged to voice any COVID concerns directly to their supervisor.
- Requests for proper PPE will be submitted to the Village Inventory Manager **at least** two weeks in advance of when needed.
- All staff will be trained **remotely** on the new CPR COVID guidelines.

2. VILLAGE BEACH OPERATING GUIDELINES (SUBJECT TO CHANGE)

OCEAN BEACHES

- Chief Lifeguard will monitor the opening of neighboring beaches and depending upon that status and Saltaire Staff readiness, Chief Lifeguard will make a recommendation to Village Administration on Beach Opening
- If Saltaire Beaches are determined closed by Village Administration, Saltaire Lifeguards will NOT be located or guarding on any area of the Beach.
- Lifeguarded Beach Capacity will be reduced by 50% to encourage social distancing; i.e. the area of beach coverage in-between the demarcation flags will be doubled from that required by DOH regulations.
- Public Beach Chair Program is suspended until further notice.
- Public Showers, foot baths and drinking fountains will be closed to the public. Signs will be posted to notify the public.
- Lifeguards will use Pilot Bathroom for Wash Down facilities.
- Social Distancing pursuant to State Mandate will be maintained on all areas of the beach at 6 feet in between members NOT of the same household. (Members of the same household will be allowed to break social distancing guidelines on the

beach without wearing masks.) This will be enforced and regulated by Public Safety.

- Personal chairs, towels and beach toys are allowed on the beach, but must be removed by the beachgoer by the close of the beach. Any towel, chairs or beach equipment found in a public place after beach closure will be discarded by Lifeguards, with assistance of Public Works or Public Safety, if requested.

BAY BEACH

- If Saltaire Beaches are determined closed by Village Administration, Saltaire Lifeguards will NOT be located or guarding on any area of the Beach.
- Lifeguarded Beach Capacity will be limited to 50 Beach-Goers at any one time.
- Diving Board will be Closed.
- Swim Platform will be limited to no more than 2 people at any one time.
- Public Showers, foot baths and drinking fountains will be closed. Signs will be posted to notify the public.
- Lifeguards will use Base Camp for shower facilities.
- Social Distancing pursuant to State Mandate will be maintained on all areas of the beach at 6 feet in between members NOT of the same household. (Members of the same household will be allowed to break social distancing on the beach without wearing masks.) This will be enforced and regulated by Public Safety.
- Personal chairs and beach toys are NOT allowed on the Bay beach. Towels are allowed on the bay beach but must be removed by the beachgoer by the close of the beach. Any towel or any other item in a public place after beach closure will be discarded by Lifeguards with assistance of Public Works or Public Safety if requested.

3. GENERAL LIFEGUARD OPERATIONAL OVERVIEW

- Every Staff member must comply with the Department's General Safety and Standard Operating Procedures.

- Supervisors will make every effort to make sure staff cleans and disinfects work areas, bathrooms and equipment as part of their routine, and minimally as described herein.
- Base Camp and the Broadway lifeguard shack will be wiped cleaned twice a day- once immediately after the morning shift, at approximately 10:30am, and then a second time at the end of the day after all employees have Clocked Out for the day.
- At no time will there be more than 3 staff members in Base Camp, which is inclusive of one person using the bathroom. If more than one guard present, staff will follow standing protocols of the VOS and NYS regarding social distancing and wearing masks.
- At no time will there be more than 4 staff members inside the Broadway Lifeguard shack. If more than one guard present, staff will follow standing protocols of the VOS and NYS regarding social distancing and wearing masks.
- Social distancing must be followed on and off duty by all employees, and they will be expected to maintain a six to ten-foot distance from all other employees. A face covering must be on their person and deployed if another person is within 6-10 feet.
- Face masks will be issued to all employees in addition to two reusable face shields will be issued to each employee with instructions to launder daily.
- Lifeguards must have the face shields on their person at all times while on the beach and must immediately deploy the face shields whenever the guards are within 6 feet of any member of the public or another employee.
- Hand Washing, hand sanitizing and disinfecting is required at the start of every shift, at every break and when changing locations, consistent with CDC guidelines; <https://www.cdc.gov/handwashing/when-how-handwashing.html>.
- Hand washing for 20 seconds following CDC guidelines posted at sink will be performed at the beginning of every shift. Hands will be washed frequently during the shift and in any of the following situations:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals
 - The handwashing area should be disinfected at the end of each shift by the employee assigned for that shift. It is the responsibility of those employees to monitor supplies and to communicate if additional supplies are needed.

- The use of hand sanitizers when running water is not available will be mandatory. Signage reminding employees of this practice will be displayed prominently. All high touch areas in the Lifeguard Area will be wiped down with **Bioesque** disinfectant at the end of every day and throughout the day as needed.
- Radios, Tools and Equipment used will be sanitized after each use, when returned to central supply, when transferred to others for use, or minimally at the end of each day.
- Supervisors should assign radio equipment to staff in a manner that minimizes the number of guards that come into contact with different radios.
- When possible conduct **all** communication remotely, adhering to 6-foot personal distance recommendations when direct communication is not avoidable.
- The Supervisor on duty is responsible to assign an employee to reserve 30 minutes to properly follow disinfecting protocols at the end of each shift. Gloves must be worn for disinfecting protocols to protect employee from harmful chemicals. (Safety Data sheets will be provided to supervisors.)
- At the Ocean, one bathroom at Pilot Walk will be designated an exclusive lifeguard bathroom, and will be under the total control of the Lifeguards and will be the hand-washing location for the Ocean Operation
- At the Bay, Base Camp will be designated an exclusive lifeguard bathroom, and will be under the total control of the Lifeguards and will be the hand-washing location for the Ocean Operation

4. LIFEGUARD TRAINING AND GUARDING GUIDELINES

- Lifeguards will assist with implementing the Village's Beach Operating Guidelines outlined in Section 2 herein.
- Daily training drills will be adjusted to account for 6-foot social distancing guidelines
 - Training will focus on running and swimming conditioning, rather than carries which involve physical contact, consistent with the following guidelines: <https://www.npr.org/2020/04/13/833242474/how-runners-can-keep-themselves-and-others-safe-during-the-pandemic>, which requires 10-12 foot spacing for physical training when respiratory effort is above normal.
- Guards will sit one person per stand until further notice and as circumstances dictate at the direction of the Chief-on-Duty.

- At the discretion of the Chief-on-Duty an additional stand can be set up at Pacific Walk to help physically disperse the lifeguards as well as patrons on the beach
- Lifeguards will assist the VOS with posting signs about social distancing guidelines on the beach
- At the time of adoption, and until further notice the public beach chair boxes will be locked to prevent physical contact with shared items
- Equipment, including torps, medical equipment, shovels, etc. that is handled will be sanitized with approved disinfectant at least daily and more frequently when shared. The staff assigned to this will be instructed in the use of appropriate PPE.
- All lifeguard stations will have a 10' perimeter roped off to distance the lifeguards from the general public.
- Each day, one lifeguard will be appointed the medical-lead for the day. That person will be responsible for checking all supplies and communicating issues with all staff. Staff will have limited contact with the public during medical emergencies, pursuant to the guidelines in Section
- “In water” face coverings have been purchased and will be distributed to all staff.
<https://www.originalwatermen.com/lifeguard/face-masks.html>
- Staff will be assigned their own facemask that can be worn into the water. When circumstances permit and if the lifeguard is able to don and swim with the mask without it impeding their safety, they are to wear the mask upon entering the water in order to conduct a rescue.
- A “rover” all-terrain vehicle will be necessary for use on the oceanfront in the event that patrons on the beach spread themselves out to a degree that lifeguard coverage could be compromised. This piece of equipment will be wiped down with disinfectant at the end of each use and at the end of the day

5. IN-WATER LIFEGUARD SAVING PROCEDURES TO RESCUE SWIMMER SPECIFIC TO COVID 19

Only differences from Standard Procedures Listed

- Listed Changes
 - All life guards MUST enter the water with a torpedo and a 6-foot tether line attached. When possible, if the lifeguard is able to maintain their distance they should use the six-foot

line, so they do not come in contact with the tired swimmer. Contact with the swimmer should be kept to the minimum amount of lifeguards at all times. The regular chain of command will address issues related to the number of lifeguards necessary to perform a rescue.

6. PROCEDURES FOR FIRST AID, RESUSCITATION AND MEDICAL EMERGENCIES OUT OF THE WATER

Only differences from Standard Procedures Listed

- At all times, the minimum number of lifeguards will be in contact with the person in need of assistance. A daily “first aid officer (FAO)” will be appointed by the Chief of the Day. The FAO will be done PPE before approaching the patient. They will assess the situation and then advise the Chief of the Day on the best course of action, including activating the 911 system This will limit the number of guards in contact with the patient.

7. SHIFT CHANGES

- Whenever possible, look for employees already living on Fire Island to minimize transport issues.
- When an employee walks or bikes from Field 5, the employee **MUST** comply with NY State mandates regarding face masks, and as soon as entering Saltaire must comply with Village mandates, which currently requires that the employee must deploy a face covering and must keep that covering on while on all boardwalks, docks and the Market Deck.
- When an employee takes a ferry, the employee must wear a face mask on the ferry, and as soon as entering Saltaire must comply with Village mandates, which currently requires that the employee must deploy a face covering and must keep that covering on while on all boardwalks, docks and the Market Deck.

8. SUPERVISOR RESPONSIBILITIES – RICH WILDE

- Communicate with COVID Employee Safety Coordinator to assure that all Department Activities meet these Department Policies and Procedures, and to

identify all equipment and PPE needs to comply with these Guidelines.

- Assure Compliance with Daily Check List Appended Below.
- Coordinate Training Sessions with COVID Employee Safety Coordinator
- Ensure adherence to all CDC/OSHA recommendations:
 - Staggered staffing where possible
 - Enforce 6 foot or more separation mandates
- Ensure compliance with handwashing recommendations by providing access to washroom facilities, hand sanitizers when sinks are not available, education with posters and messages sent via text messaging.
- Reduce shared equipment, ensure disinfection of any equipment that must be shared. (Gloves need to be provided for use of disinfecting procedures.)
- Review all procedures that may require shared equipment and reduce sharing if possible.
- Monitor and assess health status of employees.
 - Educate employees on symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> and policies for reporting illness in themselves and close contacts.
 - Disseminate procedures and protocols for illness at work and response (see next page)
 - Report status of employee sick calls in a timely fashion to main office so fellow employees can be made aware and facilities can be terminally disinfected.
 - OSHA requires a log of all COVID related illness, please report to main office all COVID illness.

Procedures for Calling in Sick and Reporting Illness

- If you develop **any** symptoms of illness at home **DO NOT REPORT TO WORK**, notify supervisor **ASAP** and report your symptoms and wait for further instruction.
- If a close contact or family member has symptoms that warrants testing please,

DO NOT REPORT TO WORK call supervisor and await further instruction.

- If you develop **any** symptoms of illness during your shift please isolate yourself, notify your supervisor immediately for further instruction. (Severe symptoms like shortness of breath, **Call 911 DO NOT DELAY!**) Familiarize yourself with the symptoms associated with COVID -19. CDC info here:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- The Village has investigated and tested a telemedicine company HeyDoctor:
<https://www.heydoctor.com/> Hey Doctor provides expert medical advice remotely. Right now during the COVID epidemic they will provide free advice based upon your symptoms and medical history. It is as good way to determine if symptoms warrant further medical care or when they require you to stay at home. You will need to provide photo and to upload ID (driver's license)

Master Checklist Cleaning/Disinfecting Protocols – Lifeguards -

- Begin each shift with thorough handwashing with soap and water for at least 20 seconds. If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- NO SHARED EQUIPMENT** (If a piece of equipment needs to be shared it will be disinfected after use.)
- Hands will be washed frequently during the shift using the following CDC guidelines:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - When possible, adhere to six-foot separation between individuals at all times, if emergency situations arise (ie water main repairs ect) and violation of space is necessary, all parties will wear N95 mask that has been issued.
- Thoroughly wash hands at the end of shift.

MATERIAL SUPPLIES AND DATA SHEETS FOR CLEANING AGENTS AND DISINFECTANTS

In order to meet the cleaning and disinfection requirements that are now mandated as part of a COVID-19 response, the village has researched and sourced a botanical viricidal agent that has been identified as effective against SARS-COV-2. The product, called Bioesque, is an EPA registered, bleach free, phosphate free, non-corrosive disinfectant that contains no harsh chemicals. It is ready to use and does not require rinsing. Please see product label here:

https://bioesquesolutions.com/sds/BIO_dis_1gal_FINAL_032817.pdf

SDS here:

https://bioesquesolutions.com/sds/Bioesque_Botanical_Disinfectant_Solution_SDS_18.pdf

Supervisors need to familiarize themselves with this product and to communicate to their staff how to use this and any product that their staff is using.

Please requisition this disinfectant solution from Central supply, we have gallon size bottles and we can provide 16 oz spray bottles for refilling.