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**TO:** Mayor and Council

**FROM:** Jennifer Taylor, Chief Administrator Officer  
Jocelyn Holowaty, Community Recreation Coordinator

**DATE:** March 12, 2021

**RE:** **Summer Staffing**

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**ISSUE:**

Due to the maintenance on the Aquatic Centre this year and the uncertainty of the Covid-19 Pandemic, Administration is looking for direction from Council on staffing the summer positions.

**BACKGROUND:**

Town of Wadena has applied to Canada Summer Jobs for two Park/Rec I seasonal labourer positions. The Town has applied for the CIF grant for the playground program and typically hires three part-time playground program staff. The Town also hires 5-6 lifeguards and about 5 lifeguard/instructors.

**ALTERNATIVES:**

1. Committee of the whole can give direction to Administration on staff to be hired.

**FINANCIAL IMPLICATIONS:**

Notification has not yet been received on the Canada Summer Job grant for the two seasonal labourer positions, nor on the CIP grant for the playground program staff. There will be added costs to the Town of Wadena for running lessons at the Aquatic Centre to meet the current Re-Open Saskatchewan Guidelines and the Red Cross Guidelines (see attached).

**ANALYSIS:**

By hiring staff that can play dual roles of the Playground Program Staff and Lifeguard, this gives the Town the opportunity to employ less staff but still have part time hours in the event the Aquatic Centre does not run at full capacity. We then would hire the minimum number of Lifeguard/Instructors in order to run lessons. If lessons is not the case, we then only need certified Lifeguards for the season.

Please note the information on the Re-Open Saskatchewan Guidelines that states we “must contact their local Saskatchewan Health Authority Public Health Inspection Officer prior to opening to the public”. Also note that the Re Open Saskatchewan Plans advises to have sufficient staff to be able to monitor the compliance of these guidelines.

Even though, Jocelyn is to be the Manager of the Pool, there still needs to be an Assistant Manager in the event of time off, unavailability, etc. This applicant should be required to have full certification in Red Cross as well as their Pool Operators.

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**ADMINISTRATIVE RECOMMENDATION(S):**

Administration requests direction from the committee.

**ATTACHMENT:**

Saskatchewan ReOpen Guidelines – Aquatic Facilities



## AQUATIC FACILITIES

Outdoor and indoor public aquatic facilities, outdoor swimming pools, fill and drain paddling pools, and spray/splash parks must follow all requirements in the current public health order, as well as the following guidelines.

These guidelines apply to all outdoor and indoor public swimming pools, including those operated by hotels and motels. All public swimming pools must be operated in a safe manner and are subject to *The Swimming Pool Regulations, 1999* and The Saskatchewan Swimming Pool Design/Operational Standards.

### Guidelines for General Operation

- Staff and members of the public who are sick or symptomatic must stay home. Review employee illness policies to support staff that need to stay home when ill.
- Proper and frequent hand hygiene by public and staff is a vital component in preventing the transmission of illnesses. Public and staff must wash hands often with soap and water for at least 20 seconds or use hand sanitizer approved by Health Canada (DIN or NPN number). Avoid touching your face, mouth, nose and eyes.
- Facilities must post signage to inform the public about COVID-19 precautions and restrictions.
- Public and staff, with the exception of household contacts, must maintain a minimum physical distance of two metres in all areas, including the swimming pool(s).
- Physical barriers and directional flow markings should be located throughout the facility, including change rooms and pool deck areas.
- Enhanced cleaning and disinfection is required in public and staff areas, including, but not limited to, change rooms, door handles/knobs, flotation aids, handrails, light switches, payment devices, play structures, shared workstations, shower areas, slides, tables and toys. Refer to the [Environmental Cleaning and Disinfection Guidelines](#) for further information.
- Towels and other linens provided by the facility must be laundered and dried on the highest possible temperature setting.
- Drinking fountains must be closed. Water bottle filling stations are acceptable if appropriately and frequently sanitized.
- Patrons can only remove their face masks prior to entering the pool.
- Children should be accompanied by an adult to ensure compliance with physical distancing.
- All swimmers must take a cleansing shower prior to entering the swimming pool.

## Information for Facility Operators

- Aquatic facilities must contact their local Saskatchewan Health Authority Public Health Inspection Office prior to opening to the public.
- Aquatic facilities, with the exception of spray parks, are limited to a maximum of 100 people where physical distancing can be maintained.
- Whirlpools/hot tubs may need to be closed if physical distancing is not possible. Saunas and steam rooms may operate with adequate physical distancing precautions and enhanced cleaning and disinfection.
- Facilities are encouraged to use booking systems to manage public admission. During transactions, if possible, limit the exchange of papers such as receipts. Where possible, payments should be accepted through contactless methods (e.g. tap or e-transfer).
- For general workplace guidelines, please refer to the [COVID-19 Workplace Information](#). All businesses operating in Saskatchewan must be in compliance with these guidelines.
- Mechanical ventilation systems must be operating properly in all indoor facilities.

## Lifeguarding and Supervision

- Facility operators shall review first aid and lifesaving procedures in their current safety plans, which must be made available to public health inspectors upon request.
- Staff training is required for any new COVID-19-specific first aid and lifesaving procedures.
- Facility operators can contact the Life Saving Society and/or Red Cross to obtain additional resources for lifeguards specific to COVID-19.
- Lifeguards need to focus on the health and safety of swimmers in a facility. Therefore, they should not be required to enforce public health measures such as physical distancing and occupancy. Facilities will need to ensure there are sufficient staff to monitor compliance with these guidelines.

## Diving Boards, Slides, Play Structures, Toys and Flotation Aids

- Diving boards, slides and play structures such as climbing walls are permitted, but they are subject to enhanced cleaning and disinfection, as well as physical distancing requirements. Active supervision may be required to ensure compliance.
- Flotation aids, such as flutter boards, life jackets, noodles and other items, are permitted subject to enhanced cleaning and disinfection. Usage is at the discretion of the facility. These items must not be shared between non-household contacts.

- Toys and other objects are subject to the same requirements as flotation aids. Facilities may choose not to allow toys at this time.

## Change Rooms

- Wherever possible, members of the public should enter and exit the facility in their swim clothes to minimize crowding in change room areas.
- Reduce the number of lockers available to coincide with the capacity of the facility to reduce cleaning and disinfection demands.
- Ensure an adequate supply of soap is provided for washroom and shower facilities.

## Seating Areas

- Seating areas are permitted on the pool deck, but are subject to the physical distancing requirements of two metres and enhanced cleaning and disinfection. Facilities may choose to close off seating areas or reduce the amount of seating available.

## Classes, Swimming Lessons and Training

- Competition and game play requirements in the [Sports and Activities Guidelines](#) must be followed, where applicable.
- Swimming lessons should be postponed unless facility operators are able to maintain physical distancing and avoid physical contact.
- Training/instruction activities that promote grouping, such as instructions at whiteboards, deck side demonstrations, etc., must be done in a way to ensure physical distancing.
- Swimmers should arrive as close to the start time as possible and exit the facility immediately after practice/lessons are over to reduce the number of people gathering in a facility.
- Coaches and training staff must maintain physical distancing.
- Team workouts and other fitness activities on the pool deck or in another area of the facility are subject to the [Gyms and Fitness Facility Guidelines](#).
- Team members must avoid physical contact where possible, such as high-fives, etc.
- Lane swimming activities must be altered to ensure physical distancing of three metres is maintained between swimmers. For instance, one-way swimming is encouraged where swimmers use the adjacent lane to return.
- Lifeguard courses and training are permitted subject to the gathering restrictions. Physical distancing is recommended where possible; however, for those training procedures that require close physical contact consult with the Lifesaving Society and/or Red Cross for more information on how to do it safely.

## Splash Pads, Fill and Drain Paddling Pools

- Water features must be flushed thoroughly prior to re-opening to remove stagnant water.
- Group sizes must comply with the public gathering restrictions.
- Anyone using splash pad facilities must practise proper hand hygiene.
- Children should be supervised at all times by a parent or guardian, and reminded not to touch or contact others.
- Reduce physical contact with spray features wherever possible. For instance, consider using spray features that do not require physical interaction to activate (i.e. pressing buttons, switches).
- Signage must be posted at splash pads to caution about the risks of COVID-19, as well as educate users in following the guidelines. Signage should include the following reminders:
  - Individuals who are sick should stay home.
  - A physical distance of three metres should be maintained between people not from the same household.
  - Individuals should wash their hands before and after using the facility.
  - Avoid overcrowding. Individual groups must not exceed the restrictions on public gatherings.
- Fill and drain paddling pools should be closed at this time unless supervision is provided.

## Food Services

- Food services are permitted subject to the [Restaurants and Licensed Establishments Guidelines](#). Where any of these facilities offer food or beverage service, they must keep the activity separate (i.e. cordoned off) from the food and beverage service. No food or drink may be in the activity area.