



## ABSTRACT

Disaster Management Act, 2005 – Standard Operating Procedure (SOP) for Sports Training in swimming pools – Orders – Issued.

### REVENUE AND DISASTER MANAGEMENT (DM-IV) DEPARTMENT

**GO.Ms.No. 774**

**Dated :18.12.2020**

சார்வரி, மார்கழி 3  
திருவள்ளூர் ஆண்டு 2051

**Read :**

1. G.O.(Ms).No.386, Revenue and Disaster Management (D.M.II) Department, dated 24.07.2020.
2. G.O.(Ms).No.430, Revenue and Disaster Management (D.M.IV(2)) Department, dated 20.08.2020
3. G.O.(Ms).No.449, Revenue and Disaster Management (D.M.IV) Department, dated 31.08.2020.
4. G.O.(Ms).No.473, Revenue and Disaster Management (D.M.IV) Department, dated 09.09.2020
5. G.O.(Ms).No.673, Revenue and Disaster Management (D.M.IV) Department, dated 30.11.2020.
6. From the Principal Secretary / Member Secretary SDAT, letter Rc.No.3841/SI-1/2020, dated 07.12.2020.

**XXXX**

### **ORDER:**

In the Government orders 1<sup>st</sup> to 4<sup>th</sup> read above, the Government have issued orders with regard to the guidelines to be followed during lock down period in adherence to the notifications issued by Ministry of Home Affairs, Government of India from time to time.

2. In the Government order 5<sup>th</sup> read above, among the other things, it has been ordered that following the Standard Operating Procedures, Swimming pools only for sports training shall be permitted throughout the State including the areas falling under the jurisdiction of Greater Chennai Police (Except in containment zones)

3. Based on the above said G.O., the Principal Secretary / Member Secretary, Sports Development Authority of Tamil Nadu in the letter 6<sup>th</sup> read above, has furnished the draft Standard Operating Procedure (SOP) for Sports Training in swimming pools and requested the Government to approve the Standard Operating Procedure (SOP) for utilising the Swimming pools for training purpose.

4. The Government, after careful examination, hereby issue orders for resumption of Sports Training in swimming pools and approve the Standard Operating Procedure (SOP) for the same as prescribed in the Appendix to this order.

(By order of the Governor)

**K.SHANMUGAM**  
**CHIEF SECRETARY TO GOVERNMENT.**

**To**

The Additional Chief Secretary and Commissioner of Revenue  
Administration, Chepauk, Chennai-5.

The Principal Secretary to Government (FAC),  
Youth Welfare and Sports Development Department, Chennai-9.

All the District Collectors,  
The Commissioner, Greater Chennai Corporation, Chennai.

**Copy to**

The Chief Minister's Office, Chennai-9.

The Special Personal Assistant to Deputy Chief Minister, Chennai-9.


The Special Personal Assistant to Minister for Revenue & Disaster  
Management and Information Technology, Chennai -9.

The Special Personal Assistant to Minister (School Education,  
Youth Welfare and Sports Development) Chennai -9.

The Private Secretary to Chief Secretary to Government, Chennai-9

The Principal Secretary / Member Secretary, Sports Development  
Authority of Tamil Nadu, Chennai-84.

/Forwarded By Order/

  
SECTION OFFICER.



## **APPENDIX**

### **STANDARD OPERATING PROCEDURES (SOP) FOR SPORTS TRAINING IN SWIMMING POOLS**

#### **I. GUIDELINES FOR TRAINING OF SPORTS PERSON AT SWIMMING POOLS.**

- This SOP is for the sports training in swimming. However, any Swimming Pool in containment zone shall not be operated for training.
- It is critical to put in place adequate measures to provide safe environment to our athletes before allowing them to resume their training program.
- The guidelines are applicable to all athletes/staffs at all SDAT/ non-SDAT training centers. Centre in charge shall ensure adherence to these guidelines.
- The officer in charge of respective facilities, while implementing this SOP, should take into account the local conditions and their preparedness. All activities should be consistent with the guidelines issued by the Government from time to time.
- Competitive Swimmers to be defined as all sportsperson not below the age of 12 and engaged in training preparing themselves for participating in International / National / State Level swimming competitions and SDAT Schemes (Elite / MIMS / CDS) swimmers, and shall not include contact sport like Waterpolo, learn to swim or swimming for general fitness. However, no competitive Swimmer living in containment zone shall be allowed this training.
- Coaches and Support Staff are directly responsible for the training of these athletes. Head coach shall ensure that the training is carried out with the minimum required staff only.
- Other Staff engaged in technical, non-technical, administrative, facility management (including hostel and mess if applicable) shall perform their duties.
- Essential visitors other than those mentioned above and if authorised by the Stadium Officer / Swimming Pool incharge (including those from government departments i.e. public health, utilities etc) shall be allowed in the premises.
- To **guide and monitor all trainees and staff within the swimming complexes** Monitoring and Swimming Pool Management Committee (MMC) shall be constituted comprising of coaching staffs at various SDAT swimming pools under the chairmanship of concerned Sports Development Authority of Tamil Nadu officers.

Their responsibilities would include the following, but not limited to –

- a. Communicate with the athletes and other stakeholders regarding measures being taken to manage risk and ensuring them to follow the same.
  - b. Ensure disinfection of all common areas and surfaces at regular intervals.
  - c. Supervision of security arrangements at the entry points.
  - d. Monitoring of entry / exit of all athletes/ residential staff/outourced staff into the campus/swimming pool through a movement register.
  - e. Placement of notices/advisories on time.
  - f. Update of action plan to administration on daily basis.
  - g. Update of COVID19 cases to relevant higher management.
  - h. Provision of information of COVID-19 helpline centres.
  - i. Follow-up of foreign coaches and their health & travel advise.
  - j. Training of facility management staff to follow the protocols.
- MMC shall work closely with the coaches and supporting staff to address the following issues –
- a. Training which can be effectively performed other than on field of play / swimming pool and other common training facilities.
  - b. Staggered training to minimise number of trainees and reduce contact.
  - c. Manage trainees to maintain social distancing during training as per norms.
  - d. Modify training times to ensure there are fewer people present at a time.
- MMC shall ensure each swimmer provides a signed consent form declaring their consent and knowledge of all the limitations and risks associated with training in the current scenario (A sample consent form has been included in **Annexure 1**).
- In case of minors, the form should be signed by parent / Guardian in place of the swimmer.
- Travel of trainees and coaches shall be closely regulated and monitored by MMC.

#### **General Safety Measures**

- Athletes / Coaches / facility staff shall be allowed to enter the campus only after thermal scanning. Symptomatic persons should



not be permitted to enter the campus and should be advised to contact the nearest hospital for clinical assessment.

- Hand-hygiene facilities shall be made available adjacent to swimming pool & deck wherever necessary.
- Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- Use of Arogya Setu app shall be made mandatory for all athletes and staff at the centre. The MMC shall ensure a 100% coverage of Arogya Setu among all athletes and staff at the centre.
- Prior to resuming training activities at the centres, each swimmer shall be educated on COVID-19 precautionary measures, which are to be implemented during training.

## **II. DISINFECTION OF PREMISES**

The areas to be disinfected include the following, but not limited to –

1. Entrances (doorknobs, handles etc.) to premise, buildings, rooms.
  2. All common areas which are used by trainees, staff and visitors.
  3. Playing surfaces, various equipment at the field of play, operational areas for field of play which includes control panels for irrigation system, floodlights and adjacent areas.
  4. Washrooms, shower area and toilets.
  5. All other surfaces which are touched by users after every single use.
- The disinfection shall be performed by professional staff/agency and procedures will be set in place to ensure the same is performed at regular interval (minimum twice every week).
  - The schedule of disinfection activity must be intimated to all trainee and staff well in advance so that necessary training schedule is prepared based on the disinfection activity and the same should be appropriately displayed to bring to notice of visitors.

## **III. PROTOCOLS AND PRECAUTIONS AT SWIMMING POOLS**

- Maximum Pool Capacity / Batch
- 50 m 10 lane – 20 Swimmers

- 25 m / 50 m 8 lane - 16 / 16 swimmers
  - 25 m / 16 m or 15 m 6 lane - 12 / 10 swimmers
1. Increase water sanitation level by maintaining chlorine level in the water at 2.0 PPM along with 7 to 7.40 pH of water.
  2. Chlorine levels in the pool will be measured 45 min before start of practice. Water samples for chlorine level checks will be drawn uniformly from multiple points in the pool. Record of reading will meticulously be maintained and verified by Stadium Officers / Swimming Pool in-charge / Coach in-charge before permitting swimmers to enter the pool.
  3. Toilets and showers will be regulated In case swimmers required to use toilet facility at pool, coaching staff shall ensure not more than one person is in the toilet at a time.
  4. All toilets attached to pool will be sanitized as per the protocol.
  5. If possible, outdoor shower may be installed and swimmers will take shower before and after entering the pool.
- Dry land work must be shifted to outdoors and use of gymnasium restricted as far as possible. Swimming Coach must follow guidelines prescribed in the main document when recommending use of gym to their swimmers.

#### **IV. SWIMMING SAFETY**

##### **A. PREPARING TO SWIM**

1. Use a hand sanitizer before going to the pool.
2. Do not share equipment.
3. Wear the practice suit before entering the pool. Change it in the respective room.
4. Bring own water bottle. Touching taps may be avoided.
5. If you need to sneeze or cough, do so into a tissue or upper sleeve/arm
6. Arrive only when the activity begins.
7. Avoid touching gates, fences, benches, etc.
8. Do not attend practice in case of not feeling well.
9. Shower before entering pool if outdoor shower available on pool deck.

##### **B. DURING SWIMMING PRACTICE**

1. Follow directions for spacing and stay at least six feet apart.
2. Do not have physical contact with others.
3. Try not to take water in your mouth while swimming and if needed, to spit do so in the gutter



4. Coaches are advised to follow workouts to maintain basic fitness and endurance of the swimmers. High intensity workouts which may reduce athlete's immunity should be avoided.

### **C. AFTER SWIMMING PRACTICE**

1. Leave the facility as soon as reasonably possible after practice.
2. Wash the hands thoroughly or use a hand sanitizer after leaving the pool.
3. Do not use the locker room or changing area.
4. Shower at once after reaching respective room.

## **V. GUIDING PRINCIPLES FOR SPORTS TRAINING IN SWIMMING**

### **A. Implementation of necessary precautionary measures at the swimming pools.**

- Centre-in-charge shall maintain a daily checklist for each swimmer indicating time spent at swimming pool training facility.
- The training facilities used by Olympic / International / National Medalists and probables shall be earmarked exclusively for their use and shall not be accessible to others.
- All personal training equipment belonging to a swimmer shall be disinfected while the swimmer admitted into the Swimming Pool Complex.
- Athletes and staff shall be screened before the access to common field-of-play/ Swimming Pool training facilities.
- The coach or staff member should not allow the symptomatic athletes to enter the Swimming pool. Symptoms include mild to severe respiratory illness with fever, cough and or other symptoms.
- Swimmers /Coaches who begin to cough/sneeze for any reason, must move away from others until coughing/sneezing dissipates.
- On-field training shall be conducted in small groups ensuring social distance of minimum 2 metres
- Any training equipment used shall be disinfected before next usage by a different individual. Athletes shall only be allowed to use personal equipment including utilities like towels, water bottles etc.
- Hand-hygiene facilities shall be made available adjacent to field-of-play wherever necessary.
- Physical contact of any form shall be avoided as part of training

routine, for example handshakes, high-fives, tackling, sparring etc.

- All trainers and supporting staff shall also adhere to the precautionary measures mentioned in this SOP without exception.
- Special precautions shall be taken for training of para-athletes as per guidelines and instructions of qualified medical personnel. Para-athletes shall train in a designated centre.
- No spectators shall be allowed within swimming training centre at any time. Only athletes and training staff shall be present at the field of play.
- Primary focus shall be on creating a healthy environment with quality experience, progressive training and safety of all athletes and staff.
- Coaches may use downtime to ensure all safety skills are up-to-date, including complete sport safety, concussion training etc.
- Cases requiring urgent First-Aid intervention shall be handled by authorized medical personnel ensuring adherence to necessary precautionary measures for physical contact.

## **B. Security procedures at entry gate**

1. ONLY ONE access point will be open for entry and exit to the centre. The utilization of facilities by other swimmers (**other than SDAT Scheme such as Elite, MIMS & CDS Swimmers / Competitive Swimmers**) shall be prohibited till relaxations are announced by Government based on local conditions.
2. Compulsory screening will be performed for all persons visiting the centres. MCC shall appoint staff for manning the entry gate for each shift who shall be trained to perform the thermal tests and conduct screening based on any obvious symptoms.
3. Provision of wash basin with soap solution **OR** alcohol-based hand sanitizer shall be made available at the entry point and all persons shall wash their hands before entering the premises.
4. Any person exhibiting any symptom attributed to COVID-19 will be immediately prevented from entering the SDAT Sports Complex.
5. All trainees and vehicles must have valid authorization issued by competent authority to enter the premises.
6. Any person entering the premises must wear a mask covering his / her nose and mouth (**Annexure-2**).



### **C. Sanitization at SDAT Sports Complex/Stadia**

1. Hand sanitizers shall be made available at the entrance and a notice shall be displayed with guidelines on proper sanitization process.
2. Sanitizers shall be placed at entry points of rooms of officials, FOP and other strategic points throughout the complex.
3. Every person within the centre shall sanitize their hands regularly as per guidelines displayed on illustrative notices throughout the centre.
4. Wherever possible, windows shall be kept open and **operation of A/C to be avoided.**
5. Handshakes and other forms of greetings which need physical contact shall be avoided.
6. Meetings with trainee groups shall be avoided as far as possible.
7. For all discussions, which demand physical presence, trainees and staff shall strictly adhere to the social distancing norm of minimum 2 metres between each individual.
8. Waste disposal staff shall ensure they are wearing face masks and disposable gloves at all times while handling trash bags or bins. Clothes worn during waste disposal shall be changed and cleaned after handling waste. Staff shall avoid direct contact with drivers and collectors and shall perform hand-hygiene after handling waste. In addition, all other Government guidelines pertaining to waste disposal shall be strictly adhered to.
9. Special attention shall be given to surfaces in wash rooms/toilets/showers by periodical cleaning, swabbing and disinfecting. Adequate paper towels shall be provisioned at toilets to avoid use of hand dryers. Guidelines for cleaning toilets, social distancing norms and hygiene practices shall be displayed clearly in every toilet.

### **D. Awareness Education**

1. Prior to resuming sports activities at the centres, each athlete shall be educated on COVID-19 precautionary measures, which are to be implemented at the facility and during activities. Prior to commencement of activities, coaching staff shall re-emphasise proper hygiene and health safety practices to all athletes as part of daily briefing.
2. Athletes shall be trained in disinfection practices so as to prevent contamination.
3. Non-residential athletes and residential athletes returning to the centre shall be educated on the existing precautionary measures regarding usage of common facilities within the centre.

4. Provision shall be made for education material for athletes and other personnel to promote required behaviours (e.g. regular and thorough hand-washing, covering mouth and nose with a tissue or sleeve during coughing/sneezing). Some topics on which resources (preferably published by WHO) shall be made available are -
  - a. Good hygiene for coronavirus (COVID-19)
  - b. Hand washing guidance (**Annexure 3**)
  - c. Covering of coughs and sneezes (use and disposal of tissues)
  - d. Self-isolation (self-quarantine) for corona virus (COVID-19)
  - e. Advice for people at risk of corona virus (COVID-19)
5. Posters illustrating best hygiene practices and COVID-19 precautionary measures shall be displayed at clearly visible spots throughout the centre.
6. High performance/professional swimmers and other personnel shall be educated on hygiene practices and required behaviours relevant to swimming environment. Some mandatory precautionary practices include:-
  - a. No sharing of drink bottles and towels.
  - b. No sharing of mats, or equipment without an appropriate cleaning protocol, in between training sessions.
  - c. No physical contact in the form of handshakes, hugs, high-fives etc.

**K.SHANMUGAM**  
**CHIEF SECRETARY TO GOVERNMENT.**

/True copy/

22/11/2020  
 14/12/2020  
**SECTION OFFICER**



## VI. Annexure 1

**Athlete Consent Form for sports training of swimming****Training Consent Form**

Name - \_\_\_\_\_

D.O.B - \_\_\_\_\_ Gender - \_\_\_\_\_

Stadia/DSC - \_\_\_\_\_ Sport - \_\_\_\_\_

City - \_\_\_\_\_ State - \_\_\_\_\_

- I hereby acknowledge the risks associated with resuming training at the centre under the present COVID-19 pandemic situation.
- I hereby acknowledge that the risks involved, necessary precautions and protocols for resumption of training have been duly informed to me by \_\_\_\_\_ (DS&YWO/Stadium Officer concerned)
- I hereby acknowledge the SDAT cannot guarantee the complete elimination of risks posed by COVID-19 through the implementation of the precautions and protocols identified by the SDAT officials
- I hereby declare that I am willing to resume training at the centre on my own consent without the influence of any other party and I shall adhere to suggested safety precautions and protocols at the SDAT training centre

\_\_\_\_\_  
(Signature of Swimmer)\_\_\_\_\_  
(Signature of Coach)\_\_\_\_\_  
(Name of Swimmer)\_\_\_\_\_  
(Name of Coach)

- \*DS&YWO - District Sports and Youth Welfare Officer
- \*DSC - District Sports Complex

## VII. Annexure 2

### Guidelines for use of mask

# HOW TO WEAR A MEDICAL MASK SAFELY

[who.int/epi-win](http://who.int/epi-win)

## Do's →



Wash your hands before touching the mask



Inspect the mask for tears or holes



Find the top side, where the metal piece or stiff edge is



Ensure the colored side faces outwards



Place the metal piece or stiff edge over your nose



Cover your mouth, nose, and chin



Adjust the mask to your face without leaving gaps on the sides



Avoid touching the mask



Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it



Discard the mask immediately after use, preferably into a closed bin



Wash your hands after discarding the mask

## Don'ts →



Do not use a ripped or damp mask



Do not wear the mask only over mouth or nose



Do not wear a loose mask



Do not touch the front of the mask



Do not remove the mask to talk to someone or do other things that would require touching the mask



Do not leave your used mask within the reach of others



Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

EPI-WIN





## VIII. Annexure 3

*Steps of Hand Hygiene*

**K.SHANMUGAM**  
**CHIEF SECRETARY TO GOVERNMENT.**

/True copy/

*Shanmugam*  
 12/12/2022  
**SECTION OFFICER**