



Maine Swimming, Inc. | Positive COVID-19 Test Recommended Protocol

REQUIRED FORMS TO COMPLETE

- [USA Swimming Report of Occurrence](#)
 - o When completing a Report of Occurrence, use 'Other' designation for all necessary categories and insert "NO ACCIDENT REPORTED - notification of positive COVID-19 test result"
 - o In the "Additional Details" section, insert "all members and personnel removed from site in accordance with federal, state, local, and facility guidelines"
- [OSHA Form](#)
 - o Complete **only** if an employee has a confirmed positive COVID-19 test result
- All other forms required pursuant to federal, state, local, and facility guidelines

STAKEHOLDERS TO NOTIFY UPON NOTIFICATION OF POSITIVE COVID-19 TEST RESULT

- Facility Manager(s)
- USA Swimming (through the Report of Occurrence)
- All members of swim club (*see sample letter below*)
 - o ***It is imperative that athlete/family/staff confidentiality is maintained at all times***

RECOMMENDED STEPS UPON NOTIFICATION OF POSITIVE COVID-19 TEST RESULT

1. Cancel all practices and meetings at the impacted facilities for at least 24 hours following notification of a positive COVID-19 test result to accommodate facility cleaning and disinfection
2. All athletes who train in the same group or have had contact with the person(s) who tested positive remain out of practice for 14 days or until obtaining a COVID-19 test with a negative result
3. All coaches who coached, were on deck with, or have had contact with the person(s) who tested positive remain out of practice for 14 days or until obtaining a COVID-19 test with a negative result
4. Any person(s) who were in close contact with the person(s) who tested positive or who has exhibited symptoms of COVID-19 should self-isolate for 14 days or until obtaining a COVID-19 test with a negative result
5. Recommend all team members, staff, and families seek and follow the advice of their Primary Care Physicians or other trained medical professionals
6. Maintain all Safe Sport standards with respect to proper supervision, etc. for any practices that are able to continue

SAMPLE LETTER TO MEMBERS OF YOUR CLUB

To: The all club staff, volunteers, members, and their families

Date:

We have been notified that a person has received a positive test result for COVID-19 on "**DATE**". We have notified all necessary federal, state, local, and facility authorities and are following all of their required protocols at this time. All practices at "**FACILITY**" are cancelled until further notice. All members of the coaching staff who have had potential contact will be self-isolating for 14 days from today or until they obtain a COVID-19 test with a negative result. We are informing you of this incident so you may contact your Primary Care Physician or other trained medical professional to seek and follow their advice. If you have any questions about COVID-19 or your situation, please talk with your doctor and consult both the State of Maine and Federal CDC websites. As always, our club leaders are here to support you through this difficult time.

Sincerely,

"CLUB LEADERSHIP REPRESENTATIVE(S)"