Last updated by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| * The Pool Areas Staffing Plan is meant to identify positions in the Aquatic Facility and their roles to always ensure safe operations.
* Individuals may be designated to more than one role. However, they should be able to perform all tasks within the necessary timelines.
* The Pool Areas Staffing Plan will also ensure that staff are properly trained for each duty and obtain/maintain all required certifications
* The Pool Areas Staffing Plan shall be updated as often as necessary due to staffing changes or changes in roles.
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1. **Identifying and communicating health and safety hazards**

The persons designated below shall have the following duties:

* Identifying health and safety hazards at the facility
* Communicating with the person-in-charge and patrons regarding health and safety hazards once identified
* Developing schedule for monitoring/surveillance

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| **Designated Responsible Person** | **Alternate/Support** | **\*Schedule** |
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| Describe how this will be performed. Include timelines and deliverables: |
| What training was provided for this role and when: |

\*If staffing changes during the year or the schedule is not fixed, please note “See attached schedule” and maintain a separate sheet with the weekly/monthly identification of personnel assigned to these duties.

1. **Mitigating health and safety hazards and closing the facility if needed**

These duties include, but are not limited to:

* + Ensuring that any identified health and safety hazards are immediately mitigated
	+ Deciding to close parts or the entire facility

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| **Designated Responsible Person** | **Alternate/Support** | **\*Schedule** |
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| Describe how this will be performed. Include timelines and expectations: |
| What training was provided for this role and when: |

1. **Maintaining water quality**

These duties include, but are not limited to:

* Maintaining water chemistry and disinfectant residuals
* Monitoring water temperature and water levels
* Maintaining minimum flow rates for filtration and recirculation system
* Measuring and recording all required levels

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| **Designated Responsible Person** | **Alternate/Support** | **\*Schedule** |
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| Describe how this will be performed. Include timelines and expectations: |
| What training was provided for this role and when: |

1. **Enforcing aquatic facility rules and regulations**

These duties include, but are not limited to:

* Enforcing posted rules governing health, safety, and sanitation
* Ensuring occupancy limits are not exceeded
* Ensuring spa and water slide rules are followed

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| **Designated Responsible Person** | **Alternate/Support** | **\*Schedule** |
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| Describe how this will be performed. Include timelines and expectations: |
| What training was provided for this role and when: |

1. **Responding to reported emergencies**

These duties include, but are not limited to:

* Responding to drownings, near-drownings, or other injuries
* Responding to operational conditions that could be hazardous to patrons
* Preparing for or responding to inclement weather conditions

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| **Designated Responsible Person** | **Alternate/Support** | **\*Schedule** |
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| Describe how this will be performed. Include timelines and expectations: |
| What training was provided for this role and when: |

1. **Conducting pre-service evaluations**

These duties include, but are not limited to:

* Conducting daily inspections of the facility before opening
* Ensuring that equipment is working properly
* Ensuring that safety equipment and signs are in place and in good repair
* Ensuring that first aid supplies are stocked
* Checking for physical hazards and that gates/fencing/barriers are intact and functioning correctly
* Ensuring electrical safety is checked
* Ensuring pool drain cover is secure and not damaged

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| **Designated Responsible Person** | **Alternate/Support** | **\*Schedule** |
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| Describe how this will be performed. Include timelines and expectations: |
| What training was provided for this role and when: |

1. **Training and Certification**

These duties include, but are not limited to:

* Ensuring all employees complete required training
* Ensure employees obtain and maintain required certifications
* Scheduling training (in-house or vendor)
* Updating employee records with copies of certifications or documenting completed training

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| **Designated Responsible Person** | **Alternate/Support** | **\*Schedule** |
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| Describe how this will be performed. Include timelines and expectations: |
| What training was provided for this role and when: |

\*If staffing changes during the year or the schedule is not fixed, please note “See attached schedule” and maintain a separate sheet with the weekly/monthly identification of personnel assigned to these duties.