



Procedure:	Rotation for Single and Multi-Guard Facilities – San Mateo Point	Modified On:	
Created On:	11.1.2024	Approved By:	Torrey Stone

POLICY

The purpose of this policy, and the procedures herein, is to ensure appropriate staffing levels to maintain coverage of each pool during operational hours. All lifeguards are to be orientated with and held to this standard. Should there be any deviation from this policy, it must be presented, approved, documented, and trained/communicated prior to being implemented.

PROCEDURE

The procedures which follow are divided into single guard coverage and multiple guard coverage.

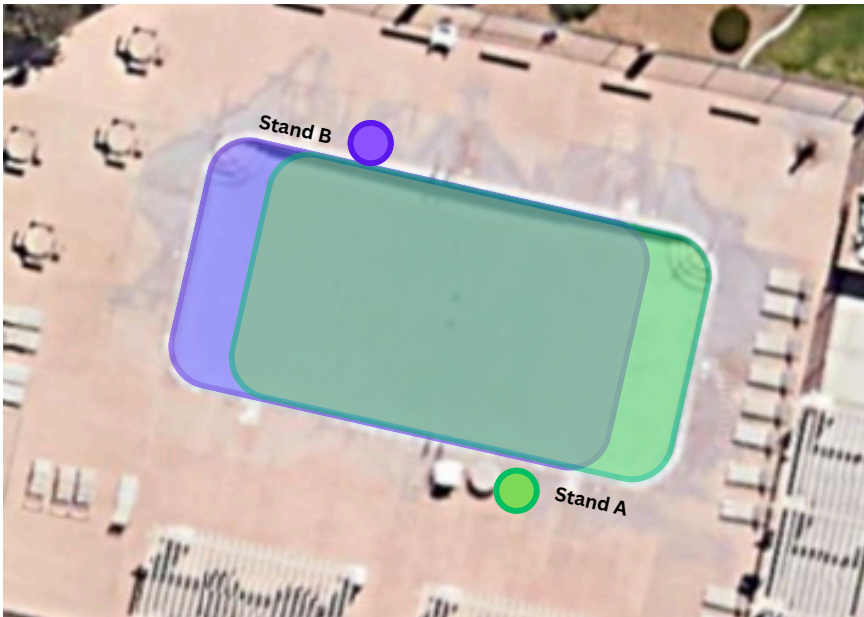
SINGLE LIFEGUARD

- If there is only (1) Lifeguard scheduled for a single pool, the Lifeguard will maintain TOTAL COVERAGE of the pool for the entirety of their shift.
- The Lifeguard will signal for a “Safety Break” every two hours: 1pm, 3pm, and 5pm with the pool hours being 11am-7pm.
**Safety breaks outside of these hours will need to be approved by management. **
 - The “Safety Break” is time for our guests to rest, rehydrate, re-apply sunscreen, and use the restroom.
 - Should the lifeguard need to use the restroom, please limit your time away from the deck and ensure all patrons have safely exited the water first.
- The manager will provide a 10-minute break at agreed upon times between the loop manager and lifeguard.
- The manager will also provide a 30-minute break for the Lifeguard’s lunch should they require one.
- Should the lifeguard need to break themselves or leave the pool area for any reason, they must follow the below:
 - Get approval from management.
 - Have all guests exit the facility.
 - Hang pool closure sign.
 - Hang “Will return at _____ am/pm” sign.
 - Lock facility.

MULTIPLE LIFEGUARDS

- Rotations will occur every 30 minutes unless otherwise communicated by management. During the “lunch hour”, one guard will be up for 30 minutes while the other guard is on their lunch. Immediately following, the second lifeguard will take coverage while the first takes their lunch. This will total an hour. See ROTATION SCHEDULE SAMPLE in this document.
- The Lifeguards will signal for a “Safety Break” every two hours: 1pm, 3pm, and 5pm with the pool hours being 11am-7pm.
 - **Safety breaks outside of these hours will need to be approved by management. **
 - The “Safety Break” is time for our guests to rest, rehydrate, re-apply sunscreen, and use the restroom.
 - Should the lifeguards need to use the restroom, please limit your time away from the deck and ensure all patrons have safely exited the water first.
- (2) lifeguards scheduled for a single pool:
- If there are one or more people in the water, both lifeguards will be on stand and will follow ZONE COVERAGE.
 - ZONE COVERAGE means both lifeguards will be on their respective stands and will be watching the water.
 - No other duties will distract these lifeguards from watching their water.
 - Each lifeguard will have a zone to cover when scanning. **Should a lifeguard see something outside of their zone, they are still expected to respond**
 - Lifeguards will refer to their “ZONE CHART” on the back of their lifeguard stand (see “ZONE COVERAGE CHARTS” in this document).
 - Lifeguards will rotate from one stand to the other every **30 minutes**.
 - **ZONE COVERAGE Rotation:**
 - Lifeguard from stand __A__ will initiate the rotation by blowing one short whistle and signaling to lifeguard on stand __B__ that they should rotate.
 - The hand signal is drawing a circle in the air with finger.
 - At this time, lifeguard on stand __A__ will be maintaining TOTAL COVERAGE of pool.
 - Lifeguard from stand __B__ will step down from stand and walk to stand __A__, while maintaining eyes on water.
 - Upon arrival at stand, the lifeguards will execute a proper rotation (see “ROTATION PROCEDURE” in this document).
 - Lifeguard now on stand __A__ will be maintaining TOTAL COVERAGE until second lifeguard arrives at and is on stand __B__.
 - Lifeguard arriving at stand __B__ must provide a thumbs up to lifeguard on stand __A__, signaling a return to ZONE COVERAGE.

ZONE COVERAGE CHARTS



2 Lifeguards - Zone Coverage



Minimum 1 Lifeguard - Total Coverage

ROTATION SCHEDULE EXAMPLE

11	30	12	30	1	30	2	30	3	30	4	30	5	30	6	30
A	B	A	B*	A	B	A	L	A	B	A	B	A	B	A	B
B	A	B*	A	B	A	L	A	B	A	B	A	B	A	B	A

KEY:

A – Stand A B – Stand B * - DECK 20 MINUTES/10-MINUTE BREAK L – LUNCH (30MIN)