**Brookhaven National Laboratory Employee Swimming Pool**

**Comprehensive Policies and Rules Manual**

**Facility:** BNL Employee Swimming Pool, Building 478, Upton, New York
**Managing organization:** Brookhaven Employees Recreation Association (BERA)
**Effective date:** 11/1/2026

## 1. Purpose and Scope

The purpose of this manual is to establish consistent policies for the safe, sanitary, equitable, and responsible use of the BNL swimming pool and its associated facilities.

These policies apply to all authorized pool users, including employees, retirees, eligible family members, guests, and participants in organized aquatic programs.

This manual addresses:

- Eligibility and facility access
- Admission, fees, and payment
- Operating hours and scheduled activities
- Child supervision and safeguarding
- Swimming behavior and water safety
- Lifeguard authority and emergency response
- Health, hygiene, and sanitation
- Swim diapers and waterproof covers
- Pool equipment and facility use
- Locker rooms, privacy, and personal property
- Respectful conduct and nondiscrimination
- Incident reporting and enforcement
- Staff responsibilities and policy review

All users must comply with applicable BNL campus requirements, posted pool rules, instructions from authorized pool staff, and applicable laws and regulations.

## 2. Eligibility and Authorized Access

### 2.1 Eligible Users

The pool is intended for authorized members of the BNL community and their eligible family members and guests. It is not open to the general public.

Eligibility is subject to current BERA membership requirements, applicable employment or appointment status, and any facility-specific restrictions.

### 2.2 Identification and Verification

1. Users must provide appropriate identification or evidence of eligibility when requested.
2. Guests must comply with applicable Laboratory visitor-registration and campus-entry requirements.
3. Adult guests must follow the advance-notification and identification requirements established by BNL.
4. Pool admission does not independently authorize entry onto the BNL campus.
5. Staff may refer eligibility or access questions to BERA management.

### 2.3 Prohibited Access Practices

Users may not:

- Admit unauthorized individuals by bypassing established access procedures.
- Misrepresent their eligibility or the eligibility of another person.
- Circumvent gate, identification, or facility admission requirements.
- Use another person's identification or credentials without authorization.

### 2.4 Right to Refuse Admission

Pool management may deny admission when a person is ineligible, the facility has reached its safe capacity, a scheduled activity restricts access, an emergency exists, or an applicable safety or conduct requirement cannot be met.

Admission decisions must be consistent with applicable Laboratory policy and nondiscrimination requirements.

## 3. Guest Policy

### 3.1 Guest Limits

The published pool policy limits each family to two guests per visit. This restriction must be followed unless BERA formally authorizes an exception.

**3.2 Sponsorship and Responsibility**

1. Guests must comply with applicable campus-entry and pool-admission procedures.
2. The sponsoring employee or eligible member is responsible for ensuring that guests understand and follow pool rules.
3. Sponsors must provide advance notification when required for guest entry.
4. Guests must remain within areas authorized for their visit.
5. Guest privileges may be suspended following violations, subject to applicable review procedures.

**3.3 Guest Eligibility and Fees**

Guests are subject to current admission charges and operating-hour restrictions. All guests must comply with applicable identification, supervision, and safety requirements.

**4. Operating Hours and Scheduled Programs**

**4.1 Published General Schedule**

**Employee swimming**

- Monday–Friday: 10:30 a.m.–2:00 p.m. and 4:00–8:00 p.m.
- Saturday: 10:00 a.m.–2:00 p.m.
    - Saturday hours not applicable during summer months

**Family swimming**

- Friday: 5:00–8:30 p.m.
- Saturday: 11:00 a.m.–2:00 p.m.
    - Saturday hours not applicable during summer months

**4.2 Scheduled Closures and Activities**

1. General swimming may be unavailable during Aqua Fit, swim-team sessions, lessons, maintenance, cleaning, or other authorized activities.
2. Published hours do not guarantee that every pool area is available at every time.

3. Management may temporarily close all or part of the facility for safety, staffing, maintenance, sanitation, or operational reasons.
4. Users must leave the water when instructed by authorized staff.
5. Changes to hours should be communicated through official BERA channels whenever practicable.

**4.3 Admission and Closing Procedures**

Users must comply with posted admission procedures and staff instructions concerning entry, changing, clearing the pool, and departure at closing time.

No person may remain in a closed facility without explicit authorization.

**5. Fees, Passes, and Payment**

**5.1 Published Fees**

The published pool website lists the following charges, which must be confirmed with BERA before use:

- Daily admission for employees, facility users, guests, and family members over age six: $5 per person.
- Friday Night Family Swim: $5 per family.
- Monthly individual pass: $25.
- Quarterly individual pass: $60.

**5.2 Payment Procedures**

1. Fees are payable at the pool desk upon entry.
2. The published policy accepts cash or personal check.
3. Staff must apply the approved fee schedule consistently.
4. Refunds, fee waivers, pass replacements, and exceptions must follow an approved management procedure.

**5.3 Pass Use**

Passes may be used only by the authorized holder and in accordance with their applicable terms.

Passes may not be transferred, altered, or used to admit unauthorized individuals.

Management should maintain a current written fee schedule and communicate changes before their effective date whenever practicable.

## 6. Child Supervision and Safeguarding

### 6.1 Parent or Guardian Responsibility

The published pool policy requires a parent to accompany children at all times.

Parents and guardians remain responsible for their children's behavior, compliance with pool rules, and supervision, even when lifeguards are present.

### 6.2 Height Restriction

Children shorter than 42 inches must have a parent in the water with them, in accordance with the published pool policy.

A designated painted line on the wall is used to verify height. Staff should apply the published requirement consistently and refer questions to pool management.

### 6.3 Child Conduct

Children must follow the same safety and conduct rules as other swimmers.

Parents or guardians may be required to remove a child from the pool area if repeated unsafe behavior continues.

## 7. General Swimming Safety

### 7.1 Compliance With Staff Instructions

All swimmers must follow instructions from lifeguards and other authorized pool personnel.

Staff may stop an activity or restrict access whenever they reasonably believe a safety concern exists.

### 7.2 Prohibited Behavior

The following conduct is prohibited:

- Running on wet pool decks or other designated slippery surfaces.
- Pushing, wrestling, dunking, or engaging in horseplay.
- Intentionally obstructing or endangering other swimmers.
- Hanging on lane ropes or misusing pool dividers.

- Entering restricted areas or interfering with equipment.
- Engaging in behavior that distracts lifeguards or obstructs emergency access.
- Deliberately disregarding safety instructions.
- Engaging in activities that create an unreasonable risk of injury to oneself or others.

**7.3 Swimming Ability**

1. Swimmers must remain within areas appropriate to their swimming ability.
2. Non-swimmers must not enter water beyond their ability to stand or otherwise remain safely supported.
3. Swimmers should not attempt activities that exceed their physical capability.
4. Staff may restrict an activity or require a competency assessment where an approved safety procedure calls for one.
5. Parents and guardians must not assume that a lifeguard can provide continuous one-to-one supervision.

**7.4 Entering the Water and Diving**

Swimmers must look before entering the water and ensure that the landing area is clear.

Diving is prohibited in shallow water. Diving and specialized water-entry activities are permitted only in areas expressly designated and authorized for that purpose, subject to posted rules and staff instructions.

**7.5 Lane Use and Lap Swimming**

Lap swimmers may use the lines and spaces in between the lines to swim. At no point should there be more than 9 swimmers occupying the 9 designated lanes. Swimmers must avoid obstructing others, colliding with other users, or creating unsafe congestion.

**7.6 Equipment and Flotation Devices**

1. Only equipment authorized for the applicable activity may be used.
2. Staff may prohibit equipment that creates a safety hazard or interferes with supervision.
3. Personal flotation devices must not be treated as substitutes for adult supervision.
4. Restrictions on toys, exercise equipment, flotation aids, and lane equipment must be clearly posted.

5. Users must return shared equipment to its designated storage area.

### 7.7 Alcohol, Drugs, and Impairment

Users must not swim while impaired by alcohol, illegal drugs, or any substance that makes participation unsafe.

Applicable BNL restrictions on alcohol and controlled substances remain in effect.

Pool staff may deny participation when observable impairment creates a safety concern and may refer the matter to the appropriate Laboratory authority.

## 8. Lifeguard Authority and Staffing

### 8.1 Authorized Supervision

Pool activities must operate under the staffing and supervision arrangements approved by BNL management and applicable safety requirements.

The facility must not permit swimming when required lifeguard coverage or other mandatory safety conditions are absent.

### 8.2 Lifeguard Responsibilities

Lifeguards and designated pool personnel are responsible for carrying out their assigned safety duties, which may include:

- Monitoring swimmers and water conditions.
- Enforcing posted safety rules.
- Responding to emergencies.
- Directing evacuations and temporary closures.
- Reporting unsafe conditions, incidents, and equipment problems.
- Requesting assistance from emergency responders when appropriate.

### 8.3 Staff Authority

Lifeguards may stop unsafe activities, direct swimmers to leave the water, temporarily restrict access, and request assistance from management or security.

Users must not interfere with a rescue, distract lifeguards, or obstruct emergency response.

### 8.4 Disputes

Immediate safety instructions must be followed.

Complaints about staff decisions may be directed to pool management after the immediate safety issue has been resolved.

**9. Health, Hygiene, and Sanitation**

**9.1 Personal Hygiene**

All users must follow posted hygiene requirements and instructions intended to maintain water quality and protect public health.

Standards include showering before swimming, wearing appropriate swimwear, and refraining from entering the pool when experiencing symptoms or conditions that could create a health risk.

**9.2 Illness and Contamination**

Users must not enter the water when they have a condition that creates a material risk of contaminating the pool or endangering others.

Pool staff must be notified promptly of any fecal incident, vomiting, blood contamination, or other event that may require temporary closure and specialized cleaning.

**9.3 Swim Diapers and Waterproof Covers**

**Mandatory policy for swimmers who are not toilet-trained**

1. **Required protection:** All swimmers who are not fully toilet-trained must wear a properly fitted, purpose-made swim diaper covered by waterproof rubber pants or an equivalent waterproof swim-diaper cover while in the swimming pool.
2. **Continuous use:** The swim diaper and waterproof cover must be worn at all times while the child is in the water, including during lessons, recreational swimming, and family-swim sessions.
3. **Proper fit:** The swim diaper and waterproof cover must fit securely around the waist and legs to help minimize the risk of fecal contamination of pool water.
4. **Regular checks and changes:** Parents or guardians are responsible for checking the child's swim diaper regularly and changing it promptly when soiled. Changes must take place in a designated changing area, never on the pool deck.
5. **Regular diapers prohibited:** Disposable diapers and ordinary cloth diapers are not permitted in the pool, even when covered by regular swimwear. Only purpose-made swim diapers with the required waterproof cover may be used.

6. **Parent or guardian responsibility:** Parents or guardians must ensure that the child wears the required protection correctly and must comply with staff instructions concerning hygiene and sanitation.
7. **Accidents and contamination:** If a swim diaper leaks or a fecal accident occurs, the parent or guardian must immediately notify a lifeguard or pool staff member. Staff must implement the facility's approved contamination-response procedures, which may include clearing the pool and temporarily closing it for cleaning and disinfection.
8. **Enforcement:** A child who does not meet these requirements may not enter the water until the required swim diaper and waterproof cover are in place. Pool staff may require a child to leave the water if the requirements are not maintained.
9. **Policy purpose:** These requirements are intended to reduce the risk of pool-water contamination and protect the health and safety of all swimmers.

**9.4 Food and Beverages**

Food and glass containers are prohibited in the immediate pool-deck area, except where expressly authorized for a documented operational or accessibility need.

**9.5 Water Quality**

1. Staff must follow the approved water-testing and treatment schedule.
2. Required test results and corrective actions must be documented.
3. The pool must be closed when water quality or circulation conditions fail to meet applicable requirements.
4. Chemical handling must be restricted to trained and authorized personnel.
5. Any suspected chemical exposure or unusual water condition must be reported immediately.

**9.6 Facility Cleanliness**

Users must dispose of waste properly, keep changing areas reasonably clean, and report unsanitary conditions.

Staff must follow established cleaning and disinfection procedures.

**10. Locker Rooms, Changing Areas, and Personal Property**

**10.1 Appropriate Use**

Locker rooms and changing areas must be used for their intended purpose.

Users must respect other occupants' privacy and avoid disruptive, intimidating, or inappropriate behavior.

**10.2 Personal Belongings**

Users are responsible for securing their belongings.

The Laboratory and pool management should not promise compensation for lost, stolen, or damaged property unless an approved policy specifically provides otherwise.

**10.3 Photography and Recording**

Photography, video recording, and audio recording are prohibited in locker rooms, restrooms, and other areas where people reasonably expect privacy.

**11. Pool Equipment and Facility Protection**

1. Users must handle pool furniture, lane ropes, cleaning equipment, rescue equipment, and other property responsibly.
2. Rescue equipment must remain accessible and must not be used as a toy.
3. Defects, leaks, damaged equipment, and slippery or broken surfaces must be reported promptly.
4. Staff must remove defective equipment from service when necessary.
5. Personal equipment may be restricted if it interferes with safety, sanitation, accessibility, or scheduled activities.
6. Users must follow posted rules for storage, showers, restrooms, and adjoining areas.

**12. Respectful Conduct and Nondiscrimination**

All users must treat other swimmers, staff, and visitors respectfully.

Harassment, threats, discriminatory conduct, intimidation, unwanted physical contact, and deliberate interference with another person's safe use of the facility are prohibited.

Rules must be administered consistently and in accordance with applicable BNL policies.

Users who believe they have experienced misconduct should report it to pool management

**13. Emergencies and Incident Reporting**

### 13.1 Immediate Response

In an emergency, users must alert the lifeguard or other authorized staff immediately and follow their instructions.

Staff must activate applicable emergency-response procedures and contact emergency services when necessary.

### 13.2 Injuries and Incidents

All injuries, rescues, near-drownings, equipment failures, suspected contamination events, and other significant safety incidents must be reported promptly.

### 13.3 Documentation

Management should maintain an incident-reporting procedure that records, as appropriate:

- Date, time, and location.
- Type of incident.
- Individuals involved, subject to privacy requirements.
- Witness information.
- Immediate response and assistance provided.
- Equipment or facility conditions involved.
- Notifications and corrective actions.
- Follow-up actions and closure.

Incident records must be stored and disclosed in accordance with applicable BNL requirements.

### 13.4 Emergency Equipment

Management must maintain and inspect required emergency equipment in accordance with applicable standards and approved procedures.

Staff training, emergency drills, and equipment checks should be documented.

### 13.5 Temporary Closure

Management may close the pool during an emergency, suspected contamination, unsafe water conditions, required maintenance, or any other situation in which continued operation would create an unacceptable risk.

Reopening must follow applicable inspection, clearance, and authorization procedures.

**14. Accessibility, Accommodation, and Fair Administration**

Pool management must administer eligibility, admission, conduct, and safety requirements consistently.

Requests for reasonable accommodations should be considered through the applicable BNL process.

Staff must not make assumptions about a person's ability or eligibility solely on the basis of a disability or other protected characteristic.

Any accommodation must be assessed in a manner consistent with applicable law and legitimate safety requirements.

**15. Enforcement and Loss of Privileges**

**15.1 Enforcement Principles**

Violations should be addressed proportionately, with immediate intervention where needed to protect safety.

Depending on the circumstances, management may:

1. Provide a verbal reminder or warning.
2. Require the user to stop an activity.
3. Require the user to leave the water or facility.
4. Document the incident and refer it to BERA or BNL management.
5. Suspend or revoke pool privileges in accordance with authorized procedures.
6. Refer serious misconduct or security matters to the appropriate Laboratory authority.

**15.2 Serious Violations**

Conduct involving violence, harassment, deliberate endangerment, unauthorized access, interference with emergency equipment, or repeated disregard of safety instructions may warrant immediate removal and further review.

Failure to comply with the swim-diaper and waterproof-cover requirements in Section 9.3 is grounds for preventing entry into the water or requiring the swimmer to leave the water until the requirement is satisfied.

## 16. Staff Training and Administrative Responsibilities

### 16.1 Management Responsibilities

Pool management should ensure that:

- Policies and emergency procedures are current.
- Staff qualifications and training are maintained as required.
- Water quality and facility conditions are monitored.
- Fees, operating hours, and restrictions are communicated accurately.
- Incidents and corrective actions are documented.
- Users have access to current rules and appropriate reporting channels.

### 16.2 Staff Conduct

Staff must perform their duties professionally, protect confidential information, apply rules consistently, and report hazards or policy violations through established channels.

### 16.3 Training

Staff training should address the duties applicable to each position, including emergency response, first aid and rescue qualifications where required, incident documentation, child safeguarding, facility security, sanitation, and customer service.

Staff must also understand the swim-diaper and waterproof-cover policy and know how to communicate and enforce it respectfully.

## 17. Communications and Notices

Management should maintain clear, current notices covering:

- Eligibility and guest restrictions.
- Hours and scheduled closures.
- Admission fees and payment methods.
- Child supervision and height requirements.
- Swim-diaper and waterproof-cover requirements.

- Safety rules and prohibited conduct.
- Emergency instructions.
- Reporting procedures.
- Contact information for pool management.

Changes to policies should be communicated through appropriate BERA channels and posted at the facility when necessary.