

**Standard Operating Procedure (SOP)**  
**COVID-19 Prevention and incident/Outbreak Management**  
**Businesses: Leisure Centres and Gym Settings v1**

Version Number	Change made	Date
Final version 1	Adopted by	

Following summarises roles and responsibilities of agencies in the prevention of and response to outbreaks of Covid-19 in Leisure and Gym settings in Havering and sets out the actions LBH will take.

This SOP will be updated to reflect any changes/strengthening of arrangements, including lessons learned from responding to incidents/outbreaks (locally / regionally / nationally).

This SOP will be formally reviewed on an annual basis, commencing from the date of initial approval and adoption. Additional reviews will be undertaken as necessary in response to statutory requirements, government guidance and developing COVID-19 outbreak control best practice.

<b>Oversight/Implementation of SOP</b>	
Bronze Group Ownership	
CLT lead	
Relationship manager (LBH officers leading role in communicating with settings)	
Public Health lead officer(s)	
Public Protection lead officer(s)	
Who holds contact details (including OOH contact details for settings)?	

<b>Data and reporting</b>	
Data in CTAS and HPZone systems	LCRC / PHE
Reports (from CTAS and HPZone) provided to local authorities [DN timescales]	LCRC / PHE
Public Protection Premises APP database	LBH PP
Business Rates database	LBH

**1. Prevention and early intervention**

This section sets out actions required to reduce the risks of outbreaks in these settings.

	<b>Actions</b>	<b>Responsible Organisation</b>
1.1	Maintain up to date lists and contact details of Leisure Centres and Gym businesses operating in Havering.	LBH Public Protection
1.2	Continue to engage and build relationships with Leisure Centres and Gym businesses and maintain logs of concerns and issues to inform both the communication strategy and future activity.	LBH Public Protection
1.3	Provide guidance to Leisure Centres and Gym businesses on undertaking Covid-19 risk assessments and implementing COVID-19 secure measures. ‘Businesses are continuously reminded of the need to act COVID secure through routes including: <ul style="list-style-type: none"> <li>• Information in business newsletters</li> <li>• Phone call engagements</li> <li>• Webinars</li> <li>• Posters</li> <li>• Online communications</li> <li>• Inspection Visits</li> <li>• Monitoring Visits</li> </ul>	LBH Public Protection
1.4	Provide assistance to Leisure Centres and Gym businesses to enable them to access resources such as posters and signage including, if appropriate, providing resources in languages other than English.	LBH Public Protection
1.5	Monitor compliance with COVID 19 secure guidance across Leisure Centres and Gym businesses in Havering.	LBH Public Protection
1.6	Where LBH is the health and safety enforcing authority for Leisure Centres and Gym businesses; include the Leisure Centres and Gym premises in a proactive inspection programme based on COVID-19 risk. (Different Leisure Centres and Gym premises types will be associated with different levels of COVID-19 risk and they will be included in the programme at a point appropriate to their ranking.)	LBH Public Protection
1.7	Where the HSE is the health and safety enforcing authority, liaise with them regarding their Covid-19 compliance work with Leisure Centre and Gym Businesses.	LBH Public Protection
1.8	Develop a LBH COVID-19 enforcement policy. Make the enforcement policy available to all businesses by publicising it on the LBH website. Provide a copy of the enforcement policy to an individual business on request.	LBH Public Protection/Public Health
1.9	When intelligence is received that a setting is not Covid-19 secure or following national guidance, Public protection will	LBH Public Protection

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	visit premises and undertake enforcement action in Leisure Centres and Gym businesses in accordance with the LBH COVID-19 enforcement policy.	
1.10	<p>Respond to enquiries relating to COVID-19 security within Leisure Centres and Gym businesses.</p> <p>When infection levels are at a <b>trigger point</b> as stated in the Community Outbreak SOP:</p> <ul style="list-style-type: none"> <li>○ Public Protection to escalate enforcement action in relevant settings if appropriate in accordance with PP Enforcement Policy.</li> </ul> <p>Where closure of a premises is indicated as necessary and proportionate and in accordance with PP Enforcement Policy, Public Protection to consult DPH re formal assessment of seriousness of risk of infection, and then legal department for sign off.</p>	LBH Public Protection
1.11	In accordance with the PP Outbreak Control Service Plan and with reference to the Community SOP prioritise the use of resources, including wider LBH staff workforce.	LBH Public Protection
1.12	<p>Create an Outbreak Control communications strategy to describe communications/engagement with Leisure Centres and Gym businesses.</p> <p>Direct specific messages to the Leisure Centres and Gym business sector.</p> <p>Provide information to Leisure Centres and Gym businesses Including engagement with Test and Trace, and arrangements in the event that a customer or staff member becomes symptomatic at the setting, and ensuring that staff seek tests and isolate in the event they become symptomatic, and follow further isolation and quarantine requirements.</p>	LBH Comms
1.13	Where appropriate, provide assistance to Leisure Centres and Gym businesses to enable them to access COVID-19 security training.	LBH Public Protection
1.14	Encourage Leisure Centres and Gym businesses to advise LBH if their staff, customers, a subcontractor staff member, supplier staff member etc. develops COVID-19 symptoms.	LBH Public Protection
1.15	LCRC to notify DPH in the event of an outbreak associated with the Leisure Centres and Gym setting.	LCRC
1.16	Encourage where possible employees and members of the public to submit concerns concerning COVID-19 security. This can be through existing channels and ongoing promotion of awareness and developing guidelines.	LBH Public Protection Public Health LCRC LBH Comms
1.17	Encourage 'Leisure Centre and Gym Settings' to comply with NHS Test and Trace requirements.	LBH Public Protection Public Health LCRC LBH Comms

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1.18	All settings to be provided with access to PHE & NHS Test and Trace developed 'Early Outbreak Management Action Cards'. This access to be provided i) Via the Business briefing ii) By signposting on the LBH website iii) By email to businesses.	LBH Public protection
1.19	Public Protection to share a weekly report to the COVID Compliance Working group including: o The number of formal COVID-19 Secure inspections undertaken. o The number of COVID-19 Secure monitoring and advisory visits undertaken. o Any areas of particular concern.	LBH Public Protection
1.20	Public Health Intelligence to monitor occupation of positive case data.	Public Health Intelligence

## 2. Incident Response

This section sets out actions required in the event of the following situations:

- A single case associated with the leisure centre/gym (either client or employee)
- A cluster affecting the setting: where two or more test-confirmed cases of Covid-19 among individuals associated with the setting with illness onset dates within a 14-day period
- An outbreak affecting the setting: two or more test-confirmed cases of Covid-19 among individuals associated with a specific setting with illness onset dates within 14 days, and one of the following:
  - a) Identified direct exposure between at least 2 of the test-confirmed cases in that setting (for example under one metre face to face, or spending more than 15 minutes within 2 metres) during the infectious period of one of the cases
  - b) When there is no sustained local community transmission – absence of an alternative source of infection outside the setting for the initially identified cases

<b>2.1 A single case associated with the leisure centre/gym (either client or employee)</b>		
	<b>Actions</b>	<b>Who Responsible</b>
2.1.1	Client/employee contacted by NHS Test and Trace who may identify workplace exposure and escalate to LCRC Level 1 test & trace response.	NHS Test & Trace
2.1.2	In order to ensure prompt responses, settings to be advised to report single positive cases both to LCRC and Trading Standards.	LBH Public Protection
2.1.3	LCRC to - Undertake contact tracing in the setting or advise setting on what contacts to identify and advise	LCRC

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	<ul style="list-style-type: none"> <li>- Undertake risk assessment</li> <li>- Advise setting on infection control measures, manage cases and contacts</li> <li>- Advise DPH, including whether any further action is advised</li> </ul>	
2.1.4	<p>Once LBH advised of an employee having tested positive, then</p> <ul style="list-style-type: none"> <li>- Public Protection to contact and                             <ul style="list-style-type: none"> <li>(a) arrange to visit the premises, and</li> <li>(b) ensure that appropriate steps have been taken, such as deep cleaning, employee's engagement with test and trace, and that appropriate public health support given.</li> </ul> </li> <li>- Public Protection to liaise with HSE if appropriate.</li> <li>- Advise DPH of any concerns that may require further Public Health / Public Protection input.</li> </ul>	LBH Public Protection
2.1.5	In the event that either LCRC or Public Protection advises DPH of concerns relating to setting, then DPH to consider requesting further interventions, such as mobile testing for a cohort of the workforce	DPH
2.1.6	Organise mobile testing unit as per DPH request	Emergency Planning

**2.2 A cluster affecting the setting: where two or more test-confirmed cases of Covid-19 among individuals associated with the setting with illness onset dates within a 14-day period**

	<b>Actions</b>	<b>Who Responsible</b>
2.2.1	Where the Local Authority suspects/identifies an association between cases affecting the setting, then escalate to LCRC	DPH
2.2.2	Where NHS Test & Trace identifies an association between cases affecting the setting, then escalate to LCRC	NHS Test & Trace
2.2.3	<p>LCRC to</p> <ul style="list-style-type: none"> <li>- Undertake further contact tracing where required</li> <li>- Gather information and undertake risk assessment</li> <li>- Advise setting on infection control measures, manage cases and contacts, and arrange testing</li> <li>- Provide information materials to setting</li> <li>- Advise DPH, including any concerns that may require further public health / public protection intervention</li> </ul>	LBH Public Protection
2.2.4	<p>Once LBH advised of a cluster affecting the testing, then</p> <ul style="list-style-type: none"> <li>- Public Protection to contact and                             <ul style="list-style-type: none"> <li>(a) arrange to visit the premises, and</li> </ul> </li> </ul>	LBH Public Protection

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	<ul style="list-style-type: none"> <li>- (b) ensure that appropriate steps have been taken, such as deep cleaning, employees' engagement with test and trace, and that appropriate public health support given.</li> <li>- Public Protection to liaise with HSE if appropriate.</li> </ul> <p>Public Protection to advise DPH of any concerns that may require further public health / public protection input</p>	
2.2.5	In the event that either LCRC or Public Protection advises DPH of concerns, then DPH to consider requesting further interventions, such as mobile testing for a cohort of the workforce	DPH
2.2.6	Organise mobile testing unit as per DPH request	Emergency Planning
2.2.7	Consider forming an Incident Management Team, as per Outbreak Control Plan. Lead agency (LBH or LCRC to be agreed)	DPH / LCRC
2.2.8	Whether or not an Incident Management Team is stood up, LBH Comms to: <ul style="list-style-type: none"> <li>- ensure proactive comms for elected members and SLT</li> <li>- lead on reactive comms</li> </ul>	LBH Comms
2.2.9	When situation ended, Public Protection to <ul style="list-style-type: none"> <li>- reinforce ongoing prevention and control measures as appropriate.</li> <li>- liaise with HSE as appropriate.</li> <li>- review whether to escalate the setting as an elevated risk and whether further interventions required, including as per Covid-19 Enforcement Policy</li> </ul>	Public Protection

**2.3 An outbreak affecting the setting: two or more test-confirmed cases of Covid-19 among individuals associated with a specific setting with illness onset dates within 14 days, and one of the following:**

- Identified direct exposure between at least 2 of the test-confirmed cases in that setting (for example under one metre face to face, or spending more than 15 minutes within 2 metres) during the infectious period of one of the cases
- When there is no sustained local community transmission – absence of an alternative source of infection outside the setting for the initially identified cases

	<b>Actions</b>	<b>Who Responsible</b>
2.3.1	In the event the Local Authority identifies an outbreak as per above definition, escalate to LCRC	DPH
2.3.2	In the event that NHS Test & Trace identifies an association between cases affecting the setting, then escalate to LCRC	NHS Test & Trace
2.3.3	LCRC to <ul style="list-style-type: none"> <li>- Undertake further contact tracing</li> <li>- Gather information and undertake risk assessment</li> </ul>	LBH Public Protection

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	<ul style="list-style-type: none"> <li>- Advise setting on infection control measures, manage cases and contacts, and arrange testing</li> <li>- Provide information materials to setting</li> <li>- Advise DPH</li> </ul>	
2.3.4	Stand up an Incident Management Team, as per Outbreak Control Plan. Lead agency (LBH or LCRC) to be agreed	DPH / LCRC
2.3.5	IMT to agree actions which may include: <ul style="list-style-type: none"> <li>- Advising setting to close for a period of time while further testing undertaken, and for setting to implement deep cleaning</li> <li>- Public Protection to contact and arrange to visit the premises</li> <li>- Mobile testing for a cohort of the workforce</li> </ul>	DPH
2.3.6	Organise mobile testing unit as per DPH request	Emergency Planning
2.3.7	As a member of the Incident Management Team is stood up, LBH Comms to: <ul style="list-style-type: none"> <li>- ensure proactive comms for elected members and SLT</li> <li>- lead on reactive comms</li> </ul>	LBH Comms
2.3.8	When outbreak ended, Public Protection to <ul style="list-style-type: none"> <li>- reinforce ongoing prevention and control measures</li> <li>- review setting as elevated risk for further outbreaks and whether further interventions required, including as per Covid-19 Enforcement Policy</li> </ul>	Public Protection

### Financial Implications

**Financial costs associated with the activation of this SOP will be charged to the service COVID-19 cost centre.**