



**LEICESTER-SHIRE  
& RUTLAND SPORT**  
PHYSICAL ACTIVITY & WELLBEING

# TARGETED PROGRAMME RECOVERY PLAN



# Targeted Programme Recovery Plan

This guidance has been produced by Leicestershire & Rutland Sport and district colleagues in line with national guidance and serves as a tool to assist in the local recovery and delivery of targeted physical activity programmes. Please can you ensure you are checking updated Covid-19 national and local guidance. Further guidance and links can be found in **appendix 1**.

The recovery plan includes the following;

- COVID-19 impact
- Headline information on national guidance
- Leicestershire Exercise Referral Guidance
- Steady Steps Guidance (across LLR)
- Co-ordinator guidance

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*Please note that all the guidance documents (specifically the participant and instructor guidance) are there to be used as a handout and can be amended locally.*



## COVID-19 IMPACT

All leisure centre and community centre facilities in the UK were forced by Government to close on 23 March 2020 as part of the Covid-19 lockdown procedures, consequently local targeted programmes across Leicestershire, Leicester and Rutland were put on hold.

Public Health has developed a Coronavirus equality impact assessment to explore the impact of the Coronavirus pandemic on different populations. The assessment outlined the short-term impact of people living with health conditions:

- Those with certain underlying health conditions (uncontrolled diabetes, severe asthma, and respiratory disease) have higher mortality rates linked to Covid-19.
- In March 2020, 91% of Covid-19 related deaths had at least one pre-existing health condition.
- Some people living with these conditions are classed within the 'clinically extremely vulnerable' group were asked told to 'shield'
- The reduction in physical activity levels due to shielding or social distance/isolation measures may have exacerbated their condition and even caused deconditioning.
- Risk of depression, anxiety and other negative impacts on mental health is likely to be higher in this group as Covid-19 continues to be a worry and barrier.

## NATIONAL GUIDANCE

On 9 July 2020, Government announced that indoor sport and leisure facilities (including gyms and swimming pools) could re-open on 25 July 2020. With community centres from early August, providing they can adhere to the COVID-19 guidance for safe use of multi-purpose community facilities. Unfortunately, since then the UK have entered into a third national lockdown. Restrictions for indoor activity looking to lift on 17<sup>th</sup> May 2021.

We will ensure we are fully aligned to the **Roadmap out of lockdown**. More information on this can be found here;

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/965011/COVID-19\\_Response\\_-\\_Spring\\_2021\\_Summary\\_-\\_Easy\\_Read\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/965011/COVID-19_Response_-_Spring_2021_Summary_-_Easy_Read_.pdf)

UK Active and CIMPSA to support the sector have produced a toolkit ReOpen: Sport and physical activity sector facility reopening guidance to help with the safe planning and reopening. The guidance includes measures such as; regularly deep cleaning equipment, reworking gym floors and studios to maintain social distancing and the need to have signs to direct people in a certain direction around the buildings.

A consultation with the fitness sector, enabled UK Active to identify key restrictions that, may have an impact on Exercise Referral / Targeted physical activity recovery of delivery:

1. Capacity reduction: When gyms and leisure centres reopen their immediate priority will to welcome back existing members. A phased return is therefore inevitable for Exercise Referral / Targeted individuals later.
2. User restriction: There is a percentage referred that fall into the over 70s category which at present is restricted from using gyms / leisure centres.
3. Consumer Confidence: Exercise Referral / targeted individuals may feel more anxious about visiting a gym due to a combination of shielding, self-isolation and their own anxieties about attending a public indoor facility following complete / partial lockdown.

# LEICESTERSHIRE ACTIVE REFERRAL GUIDANCE

## Overview of scheme

The Active Referral Scheme has been operating within Leicestershire County for over 10 years. The scheme operates in all seven local authorities supporting 3,000 people every year.

The scheme is centrally coordinated by Leicestershire and Rutland Sport and delivered within a mixture of private and local authority run Leisure Centres, with some Localities offering outreach community sessions within community centres.

An annually reviewed County Standard Operating Procedure (SOP) provides 'best practice' guidance for Localities. The County SOP recognises there are bespoke delivery options within each Locality. The County SOP also recognises the requirement for local ownership. As such, Localities have flexibility to manage, deliver and develop their scheme using the County SOP as a 'best practice guide'.

## Phased Return of Active Referral and Targeted Programmes

Based on the guidance, factors above and local delivery providers abilities the Active Referral Scheme along with the targeted programmes delivered across Leicestershire shall restart following a phased approach.

It is anticipated that this will consist of 3 levels, however, considering that each local provider may restart certain aspects at different times, depending on their readiness and ability. This plan though may change allowing for any adaptations and changes to government guidelines and the possibility of further restrictions to the sector.

## Summary Table

	Phase 1	Phase 2	Phase 3
<b>Timescale</b>	Subject to local guidance and protocols		
<b>Offer</b>	<ul style="list-style-type: none"><li>- Virtual consultations</li><li>- Home Exercise</li><li>- Programmes</li><li>- Online class offer</li><li>- Outdoor offer</li></ul>	Same as Phase 1, plus inclusion of: Facility based gym, aqua and class sessions	Same as Phase 1 and 2
<b>Audience</b>	<ul style="list-style-type: none"><li>- Existing Exercise Referral individuals</li><li>- Existing Cardiopulmonary individuals</li><li>- New Exercise Referrals individuals</li></ul>	Same as Phase 1 plus new low and medium risk referrals *new cardiopulmonary referrals will be determined in partnership with Phase 3 rehab team	Same as Phase 1 and 2, plus new high-risk referrals



## Detail of each Phase

### Phase 1

**Indoor leisure facilities, such as gyms and swimming pools, will reopen no earlier than April 11<sup>th</sup> 2021- but only for use by people on their own or with their household.**

During this phase there needs to be consideration for offering some physical activity provision for participants on an Active Referral Scheme programme. These individuals are more likely to have been inactive during all of lockdown and whom are wanting support in getting active again.

GP's and other referring health care professionals are at risk of being overwhelmed by hundreds of requests for re-referrals because of the backlog caused by National Lockdowns. As an interim measure, Active Referral Co-ordinators should use an enhanced PARQ during consultations along with The Irwin and Morgan Risk Stratification Tool. 'high risk' patients with referral forms older than 3 months should be sent back to the person who referred them. Low and medium risk patients with referral forms older than 3 months may not require a re-referral providing their condition hasn't changed and they have been appropriately risk stratified prior to commencing an exercise programme. This will be at the discretion of the Active Referral Co-ordinators in line with local policies and procedures.

Individuals who have been active throughout lockdown should be encouraged to continue with their physical activity routines / provided with any additional support around further physical activities suitable to their needs and marked as 'complete' on the relevant local database.

Telephone / video call shall be used to communicate with referrals, filling in the relevant paperwork and communicating the relevant information regarding the Leisure Centres and community centres re-opening and what to expect.

Activities to be offered include:

- An online offer, such as group virtual exercise sessions, tailored to particular health conditions or types of exercise.
- Information and resources to keep active at home, e.g. Active at Home Booklets; Activities for People with long term health conditions; We Are Undefeatable
- Outdoor activities such as walking, running, cycling

### Phase 2

**Face to face group exercise, can return from May 17<sup>th</sup> 2021 in line with the Governments Covid-19 Response Spring 2021 Roadmap.**

During this phase Leisure Centres should consider introducing facility-based gym sessions, and/or group exercise for all participants on an Active Referral Scheme programme **including Cardiopulmonary Rehabilitation**. Community Centres should consider re introducing class-based activities if safe and able to do so.

Grouped exercise class and gym sessions will be determined by Leisure Centre guidelines in terms of space and numbers and so a booking system will likely be required to facilitate

those wanting / able to access LC based provision. All referrals shall still be able to access phase 1 delivery options depending on their needs.

## Phase 3

**It is hoped all legal limits on social contact can be removed no earlier than June 21<sup>st</sup> 2021.**

During this phase Leisure Centres, who have yet to reintroduce facility-based gym sessions and/or group exercise, for participants on an Active Referral Scheme programme **including cardiopulmonary rehabilitation** should be encouraged to welcome these populations back. Community venues operating similar sessions should be supported and encouraged to follow suit following all the practice from previous phases.

The recovery of programmes within the Active Referral Scheme will be reliant on a successful countywide communications plan informing referrers and potential referrers that the scheme is back up and running.

## STEADY STEPS GUIDANCE (LLR)

### Overview of programme

The Steady Steps programme is a community strength and balance programme ran across Leicestershire, Leicester City and Rutland. It is centrally co-ordinated by Leicestershire & Rutland Sport and delivered locally by the districts.

There is a service specification in place which is annually reviewed and delivered against.

### Current position- 2019/20 courses

- 48 courses across Leicestershire & Rutland (includes additional 8 courses)
- 13 courses finished before COVID
- 21 courses started and stopped due to COVID (approx. 294 participants)
- 14 not started (approx. 196 participants)
- We have over 250 participants on the waiting list across Leicestershire, Leicester and Rutland at present
- Undertook a Steady Steps survey which was completed by over 250 participants- headline information can be found in **appendix 2**

### Recovery plan considerations

We have undertaken a mapping exercise to explore face-to-face delivery and virtual sessions looking at previous delivery, future deliver, potential risks and solutions. The main guidance utilised to help shape the recovery plan is from LLT, NIHR and CIMPSA.

Generic guidance can be found within this document under class, instructor and participant guidance however please see below some additional specific Steady Steps recommendations;

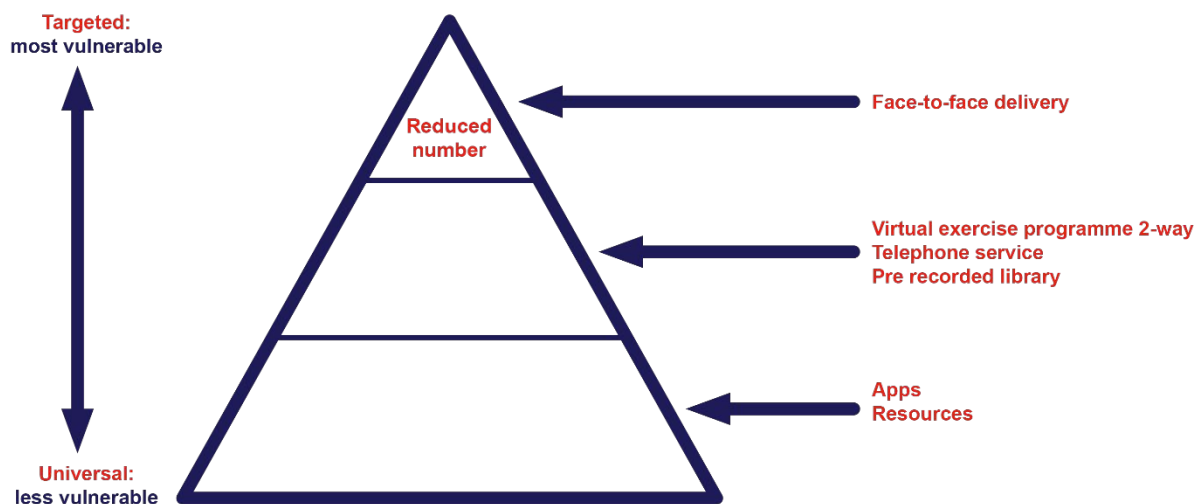
## Risk Assessment

- All instructors must prepare a written Covid-19 risk assessment prior to delivery. This can be the generic one from LRS or from the local authority, but it needs to be adapted by each instructor to meet the needs of their class.
- All PSI's need to check their insurance to ensure they are covered if they undertake virtual sessions.
- Other considerations below such as venues etc need to be included in the risk assessment.
- Specific risk assessments need to be created for the following; face-to-face, virtual 2-way sessions, pre-recorded sessions and telephone service.

## Hygiene/use of equipment

- If instructors have back to back classes, they need to ensure equipment (chairs/ mats) are wiped down thoroughly.
- There should be a minimum 10-minute gap between sessions to allow time for cleaning and to prevent congregation of people.
- Equipment should not be shared within a class- each participant should have their own TheraBand.
- Ensure we have additional cleaning products (i.e. fogging, material cleaner) and where possible to leave a gap between uses.

## Recovery plan next steps



## New referrals/ Assessment

- New referrals that come through will have a mini assessment over the phone to ensure they meet the Steady Steps criteria
  - If they are placed on the waiting list- they will be sent out any relevant resources, a band (if appropriate) and links to other support.

- The majority of baseline information can be collected via phone or virtually. If you set up a virtual assessment this can be a way of assessing technology.
- Functional testing can be undertaken virtually however this is to the discretion of the district and the PSI.
- If you are undertaking a virtual assessment you need to assess the following;
  - Physical ability
  - Technology ability- connectivity, how they can communicate, what device they are utilising
  - Action should be taken if a fall occurs. If it is a live group other people leave forum and instructor supports participant e.g. immediate first aid assessment, if able to move direct how to safely stand if possible, take necessary action e.g. call 999
  - Participants surroundings- what space they are using, chair they are using
  - Not all participants will be suitable to use or had experience with technology.

*More information can be found in the virtual guidance.*

## Face-to-face delivery

- This needs to be in line with national guidance around social distancing.
- Local co-ordinators and PSI's need to make a joint decision on maximum numbers based on venue capacity, risk assessment outcomes and any additional local guidance.
- LLT guidance states that 60 minutes for a group session is not a key fidelity point for success. The focus should be total minutes over a period of a week and the 50-hour dosage therefore if local co-ordinators want to run a shorter session then PSI's need to focus on giving additional advice on exercising at home.
- Home diary will be amended to capture information on home exercise that includes online content.
- As a minimum all participants will have to undertake the health questionnaire and functional testing assessment again.

*The above needs to be agreed with Leicester-Shire & Rutland Sport*

## Virtual

Virtual exercise programmes can either be live or recorded. 2-way formats are 'live' and the instructor is able to view the participants in real time on their screen or device. Digital health interventions that include behaviour change techniques, clear instructions and social/ professional support may be more effective than those that do not.

- The best way to identify and reduce risk is to undertake the pre exercise assessment (baseline) process with each participant which will highlight the compromises and opportunities. We need to understand where the person is exercising at home, the environment and if there is anyone who can support.
- Emergency actions procedures needed for all virtual exercise programmes
- LRS to use LLT personas that can be used alongside pre exercise assessment to help with suitability
- There will be a hidden link on our webpage for both PSI's/participants to access further support/ videos etc.



- To explore what's app/ other platforms for both PSI's and participants for support, advice and social benefits.
- Participants need to agree to a disclaimer before accessing virtual classes.

## Virtual exercise programme 1-way (pre-recorded)

- Videos alone are not sufficient to bring about behaviour changes. We need to ensure we are providing support around videos whether that's specific home exercises, phone calls etc.
- Local co-ordinators need too be working alongside PSI's around technology.
- LRS to co-ordinate a video library. Content will include; introductory videos, bitesize videos around components, hour sessions for SS+.

## Virtual 1-way (live)

- Due to a variety of factors, we recommend that 1 way live sessions are for more able participants and are at a lower risk of falling. There may be some Steady Steps + participants which may find 1 way live sessions appropriate.

## Virtual exercise programme 2-way

- Insight is suggesting this is a safer format because participants can be observed and corrected.
- Our recommendation on ration is no more than 5 participants.
- There is potential that we could take a combined approach;
  - Two PSI's could work together- one could be demonstrating whilst the other talks the participants through
  - The PSI could share a pre-recorded video on the screen and give bespoke advice during the live session.
- As a collective we need to look at what platforms are available such a Zoom.

## Telephone service

- Not everyone will have technology that can support them to do undertake exercise at home and not everyone will want to.
- During lockdown the majority of districts provided a bespoke telephone service to individuals who needed additional support.
- PSI's or local co-ordinators can continue to provide this support if an individual does not have access to the internet or this is their preferred way of communicating.
- The telephone service will be more beneficial if it is alongside other ways to encourage participants to be active such as sending a home pack or a printed booklet.

## Steady Steps plus

- Participants who have been attending a high-level programme who require very little individual supervision may be more appropriate for virtual offers.
- It is up to the discretion of the PSI but it is not necessary to undertake a full set of pre-exercise assessments.

## CLASS BASED GUIDANCE

Instructors are advised to take a rapid lateral flow test at least once per week which can be accessed for free via <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests> or a local pharmacy.

Please see **appendix 3** for class based guidance that details the following;

- COVID-19 Self Screening
- Participant information
- Risk populations (**see appendix 4**)
- Risk Stratification (**see appendix 5**).
- Health screen questionnaire example – (**see appendix 6**).
- Booking and Payment
- Cleaning
- First aid (first aid flow chart in **appendix 7**)
- Training
- Venue

## VIRTUAL GUIDANCE

Virtual exercise programmes can either be live or recorded. 1-way sessions are either pre-recorded or live and the participant can see the instructor, but the instructor cannot see them. 2-way formats are 'live' and the instructor is able to view the participants in real time on their screen or device. For more guidance and a checklist on virtual delivery please **see appendix 8**.

## INSTRUCTOR GUIDANCE

Instructor guidance (**appendix 9**) includes; information on preparation prior to the session and at the start and end of the session and Fit pro guidance for positioning of participants throughout the class (**see appendix 10**).

We have also included information on what to do in the event of; illness, COVID, participant support, first aid support and a fall.

There is also an example face to face risk assessment for targeted sessions (**see appendix 11**) as well as templates for the following;

- Two way live sessions (**see appendix 12**)
- One way live sessions (**see appendix 13**)
- Pre-recorded sessions (**see appendix 14**)
- Telephone service (**see appendix 15**)

## GUIDANCE FOR PARTICIPANTS

The participant guidance can be used as a handout and includes information that all participants must read, understand and agree to prior to attending any session. (see [appendix 16](#))

For more specific guidance for participants with disabilities please go to [appendix 17](#)

## GUIDANCE FOR CO-ORDINATORS

The Co-ordinator guidance can be used as a handout for local instructors to make sure they agree to adhering to the guidance. It also includes a link to the latest CIMSPA guidance. Please go to [appendix 18](#)

## TARGETED PROGRAMMES - TEST AND TRACE GUIDANCE AND PROCESS

Steps should be taken to support the NHS test and trace. The document in [appendix 19](#) details the process and various scenarios.