

Appendix 3 – Outbreak plans for different settings

Care Homes		
Source of concern	<ul style="list-style-type: none"> • Positive test in staff or resident • Notification from Level 2 • Symptoms of Covid-19 in a staff member or resident • Household contacts of staff test positive or are asked to self-isolate and suspected COVID-19 	
Actions for:	Template actions	Waltham Forest local actions
Care Homes	<ul style="list-style-type: none"> • Follow PHE guidelines on isolating cases and those who have been in contact with them • Inform GP • Inform LA SPoC • Order tests for staff and residents (from PHE health protection team) 	<p>Lead: Care home managers: In addition to template actions:</p> <ul style="list-style-type: none"> • Inform Public Health England Health Protection Team (London Coronavirus Response Cell) of any new resident/staff member with symptoms of Covid-19, to receive support with infection control, reducing risk of spread etc. They can be contacted on 0300 303 0450. This notification should be made by phone on the same day as symptoms first appear. • Inform the local authority integrated commissioning team of any new resident or staff member with symptoms of Covid-19. This should be notified on the same day as symptoms developing, on the online Capacity Tracker and ADASS form. It will then be shared/corroborated between Commissioning and Public Health teams at the daily afternoon virtual meeting to update on new cases in the last 24 hours. • Ensure that staff are aware of and complying with infection control measures required during Covid-19 outbreak situation, including care home infection control policies and policies for residents that walk with purpose (wander). • If additional support is needed around infection control, contact the CCG infection control lead, Sandy Squire on 0203 816 3903 or email sandy.squire@nhs.net • Ensure adequate supplies of PPE are in place for an outbreak via usual suppliers.

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		<ul style="list-style-type: none"> • If PPE cannot be obtained via usual suppliers, contact the Supplier Disruption support team on 0800 915 9964 or by emailing supplydisruptionservice@nhsbsa.nhs.uk to discuss access to an emergency supply. Then submit a PPE request to the Local Resilience Forum by emailing PPE@london-fire.gov.uk • Ensure cohorting is in place for staff, with staff only working with Covid+ or Covid- residents. • Review arrangements for reducing staff contact with others (e.g. staff working in more than one care home) and contact Contract Management contract.management@walthamforest.gov.uk or your Council commissioning lead directly if support needed with this (e.g. additional funding for staff accommodation near the home). • Consider and decide whether it is necessary to suspend new admissions during an outbreak, based on your ability to effectively segment and isolate the population of care home residents and staff and inform the Contract Management team of this decision.
LCRC	<p><i>LCRC have Outbreak plans for care homes</i></p> <ul style="list-style-type: none"> • Receive notification from Tier 2 • Gather information and undertake a risk assessment with the setting • Inform LA SPoC • Provide advice and manage cases and contacts, testing and infection control • Provide information materials to the setting • Recommend ongoing control measures 	<p>Lead: LCRC: In addition to template actions:</p> <ul style="list-style-type: none"> • Ensure LCRC have up to date public health SPOC details for Waltham Forest to notify of care home outbreaks and who to invite to IMT if required • Ensure LCRC have up to date details of CCG named GP/person for the home

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	<ul style="list-style-type: none"> • Convene IMT if required • Link with CCG named GP/person for the home. 	
Local Authority	<p><i>Care Home Resilience and Support Plans submitted 29th May 2020</i></p> <ul style="list-style-type: none"> • Prevention work and respond to enquiries • Infection control follow up together with CCG named person (Integrated commissioning/CCG IC lead and PH to agree what offer to care homes is following notification of case/outbreak and promote) • LA SPoC informs Adult Social care commissioners (Care home under their individual responsibilities above, would have also contacted the relevant member of Integrated Commissioning) • Integrated Commissioning (Conrad/Michael) collate information and initial response, liaising with Public Health as needed. • Liaise with the local CCG/ GP and other health providers in supporting the home. • Access to PPE (Integrated commissioning – Conrad Eydmann) 	<p>Lead: Care home oversight group</p> <p>In addition to template actions:</p> <ul style="list-style-type: none"> • Implement care home infection control action plan (Lead: Care home oversight group) • Establish care homes outbreak operational group that convenes fortnightly with support from public health, commissioning, CCG and infection control (reporting to Care Homes Oversight Group) • Establish daily briefings between Commissioning and Public Health to assess and share information about any new outbreaks within the last 24 hours

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	<ul style="list-style-type: none"> • Support vulnerable contacts who are required to self-isolate (test and trace steering group) • Participate in IMT if convened by LCRC and provide further support to setting following IMT (Public Health) 	
Other	NHS – CCG named GP/person for each Care Home links to ASC Commissioners and Public Health to follow-up re infection control, PPE, ongoing control measures.	<ul style="list-style-type: none"> • Brief clinical leads for care homes on arrangements/protocols around outbreaks in care homes and invite them to attend care homes outbreaks meetings where clinical input required regarding an outbreak and prevention of these
Data reporting	<ul style="list-style-type: none"> • Total number of COVID-19 situations with principal context Care Home, by Borough • Total number of deaths in patients with a Care Home address by local authority, confirmed and suspected COVID-19 • Number of care home testing results reported the previous day, that will be relayed to homes that day • Graph: timeline of Covid deaths in care homes (as reported to LCRC) • Graph: timeline of number of new care homes reporting suspected and confirmed Covid, by date of first contact with LCRC • Number of tested individuals matched to care homes by postcodes by PHEC • Number of tests matched to care homes by postcode by PHEC 	<ul style="list-style-type: none"> • Public health and integrated commissioning to meet and agree what additional care home data would be useful to share, how often and with whom (e.g. briefing to care home oversight group; daily update if new outbreak reported by PHE).

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	<ul style="list-style-type: none"> • Number of COVID-19 cases matched to care homes over time • Number of new care home postcodes with confirmed cases • Age and sex distribution of COVID-19 cases matched to care homes 	
Comms	<ul style="list-style-type: none"> • Awaiting Comms Toolkit from London Councils and GLA • This will be in key community languages and pictorial form • Key Message is "Keep London/Borough/Place/ Families etc. Safe" 	<ul style="list-style-type: none"> • Continue to deliver twice monthly care home virtual update meetings to continue regular comms with care homes • Continue to invite CCG infection control lead to care home virtual update meetings • Include information and updates within the provider bulletin sent out by Integrated Commissioning • Schedule and hold a specific item at a virtual update meeting on outbreaks and care home responsibilities • Discuss with care homes any additional support they need around comms to family members / visitors to the home

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Schools and early years settings		
Source of concern	<ul style="list-style-type: none"> Positive test in staff member of child Notification from Level 2 Symptoms of Covid-19 in a staff member or child Household contacts of staff or child test positive or are asked to self-isolate 	
Actions for:	Template actions	Waltham Forest local actions
School	<ul style="list-style-type: none"> Follow PHE guidelines on isolating cases, PPE and cleaning Inform LA SPoC and Head of Education/Children's Services. Inform parents with a pre-prepared letter/SMS (template provided by LCRC) 	<p>Suspected case (symptoms of COVID-19 in child or staff)</p> <ul style="list-style-type: none"> Ensure that child is collected / staff member sent home as soon as possible to self-isolate Follow guidance on what to do whilst child awaiting collection, which involves ensuring that the child is isolated in a separate room (ideally with good ventilation). If the child requires care and supervision, then one staff member should remain in the room with the child wearing PPE. For children with symptoms - Advise parents to go to NHS website (coronavirus in children) and follow guidance on contacting NHS111 School to advise them to arrange testing as soon as possible Template letter prepared for schools / childcare settings to send to parents should they wish to use it. Advised that this is not required, but schools / settings may use it if they want to reassure parents that they are following national guidance and to remind parents of actions required should children develop symptoms. If cluster of possible cases (e.g. within a bubble and within 14 days of one another), school / childcare setting to contact LCRC as soon as possible, for risk assessment and advice <p>Confirmed case (with a positive COVID-19 test (LFD or PCR) result)</p> <ul style="list-style-type: none"> School / childcare setting to follow guidance set out in LCRC resource pack for education settings and / or contact DfE helpline for advice with self-isolation periods, identifying close contacts, cleaning, communications etc School / childcare setting to contact PHE LCRC if meet criteria for escalation as described in the LCRC resource pack for educational settings (e.g 10% of bubble). School / childcare setting to follow advice provided by DfE / LCRC with regard to cleaning and advising self-isolation of contacts in bubble / class if confirmed case attended the setting whilst infectious

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		<ul style="list-style-type: none"> School / childcare setting to inform parents with a pre-prepared letter template provided by DfE helpline, Letter templates available in LCRC resource pack and on the Waltham Forest Hub. School / EY setting to email public.health@walthamforest.gov.uk to notify of confirmed case by complaint minimum information form Waltham Forest Public Health team to review information on the positive case and actions taken to date, provide further advice for the school where needed, and log on the schools and childcare dashboard. Waltham Forest SPOC to inform education or early years team, as appropriate <p>Other (e.g. household contacts of staff or pupils test positive or are asked to self-isolate)</p> <ul style="list-style-type: none"> Schools / childcare settings to follow guidance in FAQ document and flowchart available on the Waltham Forest Hub – the rest of the school / setting can continue to attend Seek advice from public.health@walthamforest.gov.uk on communications to parents (if required)
LCRC	<p>Receive notification from Tier 2</p> <ul style="list-style-type: none"> Gather information and undertake a risk assessment with the setting Inform LA SPoC Provide advice and manage cases and contacts, testing and infection control Provide information materials to the setting Recommend ongoing control measures Convene IMT if required or refer to local team 	<p>Confirmed case</p> <ul style="list-style-type: none"> On notification of a confirmed case, the LCRC will contact the case to obtain further information and undertake a risk assessment This will consider: <ul style="list-style-type: none"> Whether case was in school / childcare 48 hours prior to symptoms (or test result if asymptomatic) or within 7 days after onset of symptoms Whether the case had contact with any other individuals and the nature of this contact (i.e. does the contact meet the criteria for direct / proximity / travel contact) <ul style="list-style-type: none"> LCRC will provide the following isolation advice: <ul style="list-style-type: none"> They should not attend school / childcare until 7 days after date of onset (or date of test if asymptomatic) AND have not had temperature for 48 hours They can attend school / childcare if they still have a cough but no temperature if it is more than 7 days since the date of onset or date of test LCRC will advise the case that we will be contacting the school / childcare to obtain further information (if not already done so, we will encourage case to notify school themselves) School / childcare setting will be contacted by LCRC to confirm nature of case's contact with others and possible exposure If case has not been in school / childcare 48 hours prior to symptoms (or test result) or within 7 days after, no further action will be recommended by HPT

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		<ul style="list-style-type: none"> LCRC will work with school / childcare setting to identify which students and staff meet definition of direct / proximity / travel contacts during the infectious period of case The expected default will be that class contacts will fall into the category of direct or proximity contacts as per current DfE guidance available here LCRC will provide headteacher / childcare manager with suggested letter to send to identified contacts advising 14-day isolation, although household contacts of contacts will not need to self-isolate LCRC will also discuss how school / childcare setting are implementing social distancing and infection, prevention and control (IPC) measures, and provide advice as required (relevant guidance is here and here) LCRC will inform the headteacher / childcare manager of the need to notify the Local Authority of the situation LCRC will also notify the Local Authority of public health actions taken via a line listing with metrics. <p>Multiple cases</p> <ul style="list-style-type: none"> When notified of a possible outbreak, the LCRC will obtain further information from the school / childcare setting to inform a risk assessment (this may involve asking the school to complete a data return) This will include details of the setup of the school / childcare setting, total number of staff and students confirmed or symptomatic, vulnerability of student population, potential number of contacts and current social distancing and IPC measures LCRC will also discuss how school / childcare are implementing social distancing and infection, prevention and control (IPC) measures, and provide advice as required (relevant guidance is here and here) LCRC will undertake a risk assessment to consider the severity and spread of outbreak, current control measures and the wider context (including communications from the school / childcare, anxiety level amongst students, staff and families, media interest etc.) LCRC will inform the local authority (pending local discussions) and jointly consider need for Outbreak Control Team (OCT) LCRC (or OCT) will help school / childcare to identify contacts who need to isolate (any symptomatic contacts will be encouraged to access testing) LCRC will provide school / childcare setting with letters to be sent to contacts and non-contacts
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		<ul style="list-style-type: none"> The LCRC may advise widespread swabbing of the staff and student population, particularly in the early stages of test and trace.
Local Authority	<ul style="list-style-type: none"> Prevention work and respond to enquiries Liaison with school governors and support with communication to parents Support vulnerable contacts who are required to self-isolate Liaise with the local CCG/ GP and other health providers Infection control follow up Convene Local IMT if required Covid Secure risk assessments support, where relevant Local communications e.g. briefings for Cllrs, local press 	<p>Prevention</p> <ul style="list-style-type: none"> Flowchart and FAQs prepared for schools and childcare settings covering actions to take in event of suspected or confirmed case, which follows national guidance on isolating cases, PPE and cleaning Wider FAQs for schools and childcare settings on maintaining safe provision Poster / action cards prepared for schools and childcare settings Opportunities for schools and childcare settings to ask questions via headteacher / nursery manager meetings arranged by local authority All schools and childcare settings completed risk assessment, which has been reviewed by local authority, prior to re-opening Local authority providing supplies of PPE to schools / childcare settings to be used in the event of a suspected case in the setting and where 2m social distancing cannot be maintained. Advice on PPE included in FAQs. <u>Covid19 specialist nurse in school nursing team available to provide support to settings</u> <p>Communications</p> <ul style="list-style-type: none"> Local authority to develop clear protocol for management of emails to SPOC (public.health@walthamforest.gov.uk) from schools / childcare settings which concern the notification of a confirmed case Local authority to respond to all other enquiries to SPOC (public.health@walthamforest.gov.uk) from schools / childcare settings within 48 hours Local authority to provide letter template to schools / childcare settings in event of suspected case or if required to manage concerns related to where household contacts of children / staff test positive and therefore the child / staff has to self-isolate Work in partnership with Council communications team to prepare briefing for ward Councillors (where case(s) linked to a school within a particular ward) or for local press in response to media enquiries. Proactive press statements to be prepared in event of complex outbreak or where situation escalating. <p>Local outbreak management (multiple cases)</p> <ul style="list-style-type: none"> Local authority to liaise with Barts Health (Whipps Cross Hospital) if symptomatic children expected to attend for diagnosis and treatment

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		<ul style="list-style-type: none"> Local authority to inform local GP surgeries / Primary Care Network and CCG if symptomatic children expected to seek appointments Local authority to coordinate Outbreak Control Team meeting with key stakeholders, if required <p>Ongoing support</p> <ul style="list-style-type: none"> Infection control follow up with schools / childcare setting Learning and systems development to make regular contact with school / childcare setting to ensure they are able to manage the situation and identify any areas for support until outbreak over. Frequency of contact depends on complexity of the situation but at a minimum twice weekly and could be as frequent as daily. Educational support for school pupils who are required to self-isolate via remote learning mechanisms set up for other pupils not yet returned to face to face teaching
Other	STP, CCG and Hospital if symptomatic children are attending for diagnosis/testing	<ul style="list-style-type: none"> Liaise with CCG infection control staff to facilitate infection control support and advice for schools and early years settings <u>(if additional support is required beyond that provided by the Covid19 specialist school nurse)</u>
Data reporting	<ul style="list-style-type: none"> Data in CTAS and HPZone Reported centrally and to LA on testing results a ?? timescale basis 	<ul style="list-style-type: none"> Clear system to be developed for collating notifications to SPOC email address of suspected and confirmed cases in schools and childcare settings and process for how this information is used and to whom it is shared
Comms	<ul style="list-style-type: none"> Awaiting Comms Toolkit from London Councils and GLA. This will be in key community languages and pictorial form. Key Message is “Keep London/Borough/Place/Families etc. Safe”. 	<ul style="list-style-type: none"> Local authority communications team to utilise the London Councils and GLA Comms Toolkit to disseminate preventative messages to children and families in Waltham Forest via schools and childcare settings, as well as through main Council channels

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Workplaces		
Source of concern	<ul style="list-style-type: none"> Positive test in a staff member with close contacts identified in the workplace Symptoms of Covid-19 in a staff member with close contacts identified Household or other close contact of staff tests positive, requiring self-isolation Notification of outbreak from tier 2 	
Actions for:	Template actions	Waltham Forest local actions / additional
Businesses	<ul style="list-style-type: none"> Follow guidance in LCRC workplace resource pack. Key actions include enhanced cleaning, testing, and providing advice and information to staff. Inform LA SPoC Inform staff and clients with a pre-prepared letter/SMS 	<ul style="list-style-type: none"> Ensure staff member is isolated as soon as possible. If symptoms develop at work, they should return home immediately using the fastest transport option, preferably with minimum contact with other people. A face covering should be worn. Inform LA SPoC via email, public.health@walthamforest.gov.uk when any new outbreak occurs using public.health@walthamforest.gov.uk Encourage or arrange testing at earliest possible point after symptoms develop. Warn and inform staff using template letter provided by LA. Maintain an up-to-date line list of all cases, including test dates, isolation dates and other key information. Instigate BCPs as required Review covid secure workplace practices to ensure fit for purpose, especially in instances of multiple workplace 'close contact' episodes or outbreaks. Liaise with Local Authority enforcement staff if additional support required. Share outcomes of any risk assessments with employees in an appropriate way, e.g. publishing on website. Consider displaying HSE self-certificate that the 'Five Steps to

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		<p>Safer Working Together' have been implemented.</p> <ul style="list-style-type: none"> Engage with workers and trade unions where applicable, in any response to cases, including review of covid-secure working practices.
LCRC	<ul style="list-style-type: none"> Receive notification from tier 2 Gather information and undertake a risk assessment with the setting Inform LA SPoC if cases / outbreaks are identified in a WF workplace. Provide advice and manage cases and contacts, testing and infection control. Provide information materials to the setting. Recommend ongoing control measures. Convene IMT if required or refer to local team. 	As per template actions.
Local Authority	<ul style="list-style-type: none"> Prevention work and respond to enquiries and requests for information / support. Inspection of food and other premises and enforcement as necessary. Provide advice and support to local business affected by workforce isolation. <p>Liaise with the local CCG and other health providers to ensure adequate infection control follow up</p> <ul style="list-style-type: none"> Convene Local IMT if required Covid Secure risk assessments support, where relevant Communication with local community on prevention and general outbreak control measures (see comms section below) 	<ul style="list-style-type: none"> Provide follow-support with visits from EHOs in response to outbreaks. To include support with ongoing control measures, reviewing risk assessments and covid-secure plans. Communicate requirement for ongoing communication and notification to SPoC (public.health@walthamforest.gov.uk) from businesses in the borough. Support engagement of hard to reach groups within workplaces through appropriate communications, e.g. consider language barriers, digital exclusion etc. Consider enforcement options in instances of businesses refusing to implement appropriate covid-19 measures in the workplace.

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	<ul style="list-style-type: none"> Other local communications to ensure key stakeholders are informed, e.g. briefings for Cllrs, local press. 	
Data reporting	<ul style="list-style-type: none"> Data in CTAS and HPZone Reported centrally and to LA. Timescale TBC 	<ul style="list-style-type: none"> Maintain a tracker of workplace outbreaks reported and support provided. Information to be collated on number of businesses impacted and number of employees isolated. Information likely to be received by the LA from multiple routes: direct communication from businesses, from the LCRC and officer intelligence.
Comms	<ul style="list-style-type: none"> Work with Public Health and LCRC to implement of a local comms plan, providing key messages related to outbreaks where relevant. 	<ul style="list-style-type: none"> Use the regular LBWF newsletter to businesses 'Inbusiness' to publicise the Test and Protect system and possible requirements, as well as prevention messages and local support offers. Publish/link to Govt guidance for businesses, on LBWF website. Comms response to outbreaks in a WF business setting should be considered on a case-by-case basis but careful consideration should be given to impact on the business itself e.g. reduced customer footfall. Comms to allay public concern may be required in some situations/outbreaks.

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This will be in key community languages and pictorial form

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Home from home settings (HMOs or student accommodation)		
Source of concern	<ul style="list-style-type: none"> Multiple cases among tenants in an HMO or student accommodation Notification from Level 2 	
Actions for:	Template actions	Waltham Forest local actions / additional
Landlords of HMOs or private student accommodation. <i>Nb there is one large private block of student accommodation in the borough, Alliot House, near Blackhorse Rd.</i>	<ul style="list-style-type: none"> Follow PHE guidelines on enhanced cleaning in response to a case when they are made aware of it. 	<ul style="list-style-type: none"> If there is a case within an HMO, this should be treated as a household setting and all residents isolated for 10 days. <u>Landlords may be required to inform tenants of the need to isolate when the case has limited knowledge of other residents.</u> In student accommodation, cases should isolate as far as reasonably practicable in private rooms. Where shared facilities are present, the setting should be treated as a single household. Implement PHE guidance for PPE use and cleaning after a case of covid-19 has been present. <u>Here.</u> Where possible, consider closing communal areas to reduce social contact. Review measures to prevent spread of covid-19 to ensure they are fit-for-purpose, particularly in the case of two instances of cases and/or close contact identified within the setting. Inform LA SPoC via email when made aware of multiple cases of tenants who have tested positive for Covid-19 using public.health@walthamforest.gov.uk
LCRC	<ul style="list-style-type: none"> Receive notification from Tier 2 Gather information and undertake a risk assessment with the setting Inform LA SPoC Provide advice and manage cases and contacts, testing and infection control 	As per template actions.

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	<ul style="list-style-type: none"> • Provide information materials to the setting • Recommend ongoing infection control measures • Share risk assessment and details from HPZone with LA • Convene IMT if required or refer to local team 	
Local Authority	<ul style="list-style-type: none"> • Prevention work and respond to enquiries, provide govt. guidance on covid. • LA SPoC to inform regulatory services. • Infection control follow up • Convene Local IMT if required 	<ul style="list-style-type: none"> • Provide guidance to settings on prevention and response to a case. • Follow-up with landlords in instances of complaints from tenants related to covid-19 prevention and response. • Ensure landlords are aware of expectations on them set out above. • Provide up to date national guidance and advice on preventing spread of covid-19 following cases (including social distancing, isolation, PPE use, cleaning etc.) • Follow up outbreaks and complaints with visits to the setting by EHOs.
Other		<ul style="list-style-type: none"> • Landlords of HMOs may not be made aware of situations as there is no requirement for tenants to report sickness.
Data reporting	<ul style="list-style-type: none"> • Data in CTAS and HPZone • Reported centrally and to LA. Timescale TBC 	<ul style="list-style-type: none"> • Clear system to be developed for collating notifications to SPOC email address of suspected and confirmed cases in these settings and process for how this information is used and who it is shared with.
Comms	<ul style="list-style-type: none"> • Work with Public Health and LCRC to implement of a local comms plan, providing key messages related to outbreaks where relevant. • • 	<ul style="list-style-type: none"> • LA to use newsletters and website to publicise govt. guidance to landlords of HMOs and student accommodation.

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This will be in key community languages and pictorial form¶
Key Message is "Keep London/Borough/Place/Families etc. Safe"

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Homeless Hostels		
Source of concern	<ul style="list-style-type: none"> • Positive test in staff or residents • Symptoms of Covid-19 in staff member or residents • Notification from Level 2 • Household contacts of staff test positive requiring staff member to isolate 	
Actions for:	Template actions	Waltham Forest local actions / additional
<p>Hostels management. <i>Nb there are 12 hostels in Waltham Forest, all managed by the Council.</i></p> <p><i>5 of the hostels have shared facilities (bathrooms & kitchens). Bushwood Wardley Bulwer St Mary's Teasdale</i></p>	<ul style="list-style-type: none"> • Follow PHE guidelines on isolating cases, PPE use and cleaning • Inform LA SPoC • Inform staff and clients with a pre-prepared letter/SMS • Follow locally developed SOP and risk assessment 	<ul style="list-style-type: none"> • Isolate residents who have tested positive and those with symptoms in accommodation suitable for successful self-isolation as defined in govt. guidance. The shared hostels are likely to be the biggest concern with regard to this as they are all hostels with shared facilities. • Isolate any staff member who tests positive or develops symptoms in their home. • Encourage or arrange testing at earliest possible point after symptoms for staff and/or residents. • Implement PHE guidance for PPE use and cleaning after a case of covid-19 has been present. Here. • Where possible, close communal areas and non-essential facilities to reduce social contact. • Instigate BCPs as required when staff are unable to work due to illness or isolation. • Review current measures to prevent spread of covid-19 to ensure they are fit-for-purpose, particularly in the case of two instances of cases and/or close contact identified within the hostel.

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		<ul style="list-style-type: none"> • Inform LA SPoC via email when any new member of staff or resident tests positive for Covid-19 using public.health@walthamforest.gov.uk • Inform LA commissioners / senior management if relevant.
LCRC	<ul style="list-style-type: none"> • Receive notification from Tier 2 • Gather information and undertake a risk assessment with the setting • Inform LA SPoC • Provide advice and manage cases and contacts, testing and infection control • Provide information materials to the setting • Recommend ongoing infection control measures • Share risk assessment and details from HPZone with LA • Convene IMT if required or refer to local team 	As per template actions.
Local Authority	<ul style="list-style-type: none"> • Prevention work and respond to enquiries • LA SPoC inform service commissioners • Liaise with the local CCG / GP and other health providers • Liaise with GLA in their management of hostels, clarify roles to avoid duplication or gaps. • Provide support and ongoing management of hostel settings • Convene Local IMT if required • LA to decide who may visit hostels during outbreak / symptomatic residents, and gather contact information and arrange testing (EHOs) 	<ul style="list-style-type: none"> • Provide up to date national guidance and advice on preventing spread of covid-19 following cases in hostels (including social distancing, isolation, PPE use, cleaning etc.) • Ensure hostel management are aware of expectations on them set out above. • Provide support in situations of significant staff unavailability due to sickness or isolation. • Welfare check phone calls to be made to all residents at any hostel where a case or outbreak is identified. • Arrange surge testing as required.

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Other	<ul style="list-style-type: none"> • CCG to provide infection control follow up • Links to housing, drug and alcohol services and CCG and their commissioners • Follow up of cases and contacts if/when they leave their current accommodation, including referring to other LAs where appropriate. 	<ul style="list-style-type: none"> • In the event of a resident reporting being symptomatic or isolating prior to moving accommodation, then hostel should wait until this period ends before process of moving hostel/accommodation begins.
Data reporting	<ul style="list-style-type: none"> • Data in CTAS and HPZone • Reported centrally and to LA. Timescale TBC. 	<ul style="list-style-type: none"> • Clear system to be developed for collating notifications to SPOC email address of suspected and confirmed cases in these settings and process for how this information is used and who it is shared with.
Comms	<ul style="list-style-type: none"> • Work with Public Health and LCRC to implement of a local comms plan, providing key messages related to outbreaks where relevant. • v 	As per template actions.

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This will be in key community languages and pictorial form¶
Key Message is "Keep London/Borough/Place/Families etc. Safe"

Appendix 3 – Outbreak plans for different settings

Sheltered Housing (independent living)		
Source of concern	<ul style="list-style-type: none"> • Positive test in staff or residents • Symptoms of Covid-19 in a staff member or residents • Notification from Level 2 • Household contacts of staff test positive requiring staff member to isolate 	
Actions for:	Template actions	Waltham Forest local actions / additional
<p>Sheltered Housing. <i>Nb sheltered housing accommodation is split between the private sector, voluntary sector and LA owned. There are a total of 14 schemes in the borough and LBWF own a total of 458 units, some have shared bathing facilities as well as shared laundry and lounge areas. Staffing is usually minimal within the facilities but LBWF employ a small number of Independent Living Officers who visit the schemes regularly.</i></p>	<ul style="list-style-type: none"> • Follow PHE guidelines on isolating cases, PPE use and cleaning • Inform Independent Living Officer / Independent Living Service team • Inform staff, clients and contractors with a generic, pre-prepared letter/SMS reminding of government guidelines. • Follow locally developed risk assessment and SOP. 	<ul style="list-style-type: none"> • Advise residents who have tested positive or have symptoms to self-isolate in accommodation suitable for successful self-isolation as defined in govt. guidance. • Isolate any staff member who tests positive or develops symptoms in their home. • Encourage and assist testing at earliest possible point after symptoms for staff and/or residents. • Implement PHE guidance for PPE use and cleaning after a case of covid-19 has been present. Here. • Where possible, close communal areas and non-essential facilities to reduce social contact • Instigate BCPs as required when staff are unable to work due to illness or isolation. • Review current measures to prevent spread of covid-19 to ensure they are fit-for-purpose, particularly in the case of two instances of cases and/or close contact identified within the scheme. • Inform LA SPoC via email when any new member of staff or resident tests positive for Covid-19 using public.health@walthamforest.gov.uk

Appendix 3 – Outbreak plans for different settings

		<ul style="list-style-type: none"> • Inform relevant LA senior management
LCRC	<ul style="list-style-type: none"> • Receive notification from Tier 2 • Gather information and undertake a risk assessment with the setting • Inform LA SPoC • Provide advice and manage cases and contacts, testing and infection control • Provide information materials to the setting • Recommend ongoing infection control measures • Share risk assessment and details from HPZone with LA • Convene IMT if required or refer to local team 	As per template actions.
Local Authority	<ul style="list-style-type: none"> • Prevention work and respond to enquiries • LA SPoC to inform Housing senior management team. • Liaise with the local CCG / GP and other health providers • Infection control follow up • Provide support and ongoing management of schemes • Convene Local IMT if required 	<ul style="list-style-type: none"> • Provide up to date national guidance and advice on preventing spread of covid-19 following cases in sheltered housing or comparable settings (including social distancing, isolation, PPE use, cleaning etc.) • Follow-up with support for infection control and covid secure action plans. • Minimise footfall into the schemes, through comms etc. • Notify care providers and contractors of any cases and consequent need for appropriate PPE etc. • Ensure non Local Authority scheme management are aware of expectations on them set out above. • Provide support in situations of significant staff unavailability due to sickness or isolation.

Appendix 3 – Outbreak plans for different settings

		<ul style="list-style-type: none"> • Liaise with hospital before any discharge into the scheme to ensure measures are in place to reduce risk of transmission and ensure personal care plan is sufficient.
Other	<ul style="list-style-type: none"> • Links to drug and alcohol services, mental health, CCG and commissioners 	
Data reporting	<ul style="list-style-type: none"> • Data in CTAS and HPZone • Reported centrally and to LA. Timescale TBC. 	<ul style="list-style-type: none"> • Outbreaks in all settings are logged and monitored via the Public Health SPoC.
Comms	<ul style="list-style-type: none"> • Work with Public Health and LCRC to implement of a local comms plan, providing key messages related to outbreaks where relevant. • v 	As per template actions.

Deleted: <#>Awaiting Comms Toolkit from London Councils and GLA ¶
This will be in key community languages and pictorial form¶
Key Message is "Keep London/Borough/Place/Families etc. Safe"

Appendix 3 – Outbreak plans for different settings

Libraries		
Source of concern	<ul style="list-style-type: none"> • Positive test in staff member or visitor to the library who had close contact with staff • Symptoms of Covid-19 in a staff member • Household contacts of staff member test positive, thus requiring staff member to isolate • Notification from Level 2 	
Actions for:	Template actions	Waltham Forest local actions / additional
Libraries	<ul style="list-style-type: none"> • Follow Government guidelines on 'Working safely during coronavirus' isolating cases, cleaning after a case has been present and others. • Inform LA SPoC in case of a symptomatic staff member or of contact from the NHS Test and Trace service. • Inform staff with a pre-prepared letter/SMS 	<ul style="list-style-type: none"> • Ensure staff member who develops symptoms is isolated as soon as possible. If symptoms develop at work, they should return home immediately using the fastest transport option, minimising contact with other people. • Encourage or arrange testing at earliest possible point after symptoms develop. • Arrange for required cleaning in areas where the case has been present within the library, following govt guidance. Here. • Inform LA SPoC via email when any new member of staff tests positive for Covid-19 or any isolation is needed due to close contact within the workplace using: public.health@walthamforest.gov.uk • Instigate BCPs as required. • Review covid secure workplace practices to ensure fit for purpose, especially in instances of multiple workplace 'close contact' episodes or outbreaks. • Share outcomes of any risk assessments with employees in an appropriate way, e.g. publishing on website.
LCRC	<ul style="list-style-type: none"> • Receive notification from Tier 2 	As per template actions.

Appendix 3 – Outbreak plans for different settings

	<ul style="list-style-type: none"> • Gather information and undertake a risk assessment with the setting • Inform LA SPoC • Provide advice and manage cases and contacts, testing and infection control • Provide information materials to the setting • Recommend ongoing control measures • Convene IMT if required or refer to local team 	
Local Authority	<ul style="list-style-type: none"> • Prevention work and respond to enquiries • Infection control follow up • Convene Local IMT if required • Covid Secure risk assessments completed with support from Health and Safety • Local internal communications e.g. briefings for Cllrs 	<ul style="list-style-type: none"> • Health and Safety team to follow-up with infection control support and advice. • Be aware of and communicate latest workplace guidance including any updates / new evidence or best practice examples published relevant to library settings, e.g. book quarantining etc. • Ensure we are implementing all prevention, response and BCP activities within LA services and workplaces to a high standard.
Data reporting	<ul style="list-style-type: none"> • Data in CTAS and HPZone • Reported centrally and to LA on a ?? timescale basis 	<ul style="list-style-type: none"> • Library staff are all LBWF employees so data is collected through the staff sickness recording procedures. • Outbreaks in all settings are logged and monitored via the Public Health SPoC.
Comms	<ul style="list-style-type: none"> • Work with Public Health and LCRC to implement of a local comms plan, providing key messages related to outbreaks where relevant. 	As per template actions.

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Appendix 3 – Outbreak plans for different settings

Leisure Centres		
Source of concern	<ul style="list-style-type: none"> • Positive test in a staff member with close contacts identified in the leisure centre • Symptoms of Covid-19 in a staff member with close contacts identified • Household or other close contact of staff tests positive, requiring self-isolation • Notification of outbreak from tier 2 	
Actions for:	Template actions	Waltham Forest local actions / additional
<p>Leisure centres and other recreation facilities. <i>Nb GLL manage the main leisure centres in the borough and a number of other facilities are managed directly by LBWF. These are the sports grounds, Score centre, Pasures YC, Leyton Cricket Ground.</i></p>	<ul style="list-style-type: none"> • Follow Government guidelines on 'Working safely during coronavirus' including isolating cases, cleaning after a case has been present and others • Inform LA SPoC in case of a symptomatic staff member or of contact from the NHS Test and Trace service. • Inform staff with a pre-prepared letter/SMS 	<ul style="list-style-type: none"> • Ensure staff member who develops symptoms is isolated as soon as possible. If symptoms develop at work, they should return home immediately using the fastest transport option, preferably with minimum contact with other people. • Encourage or arrange testing for symptomatic staff at earliest possible point after symptoms develop. • Any customer in a leisure centre reporting symptoms should be advised to leave the facility and return home to self-isolate. • Arrange for required additional cleaning in areas where the case has been present within the leisure centre, following govt guidance. This may involve providing the necessary PPE according to the guidance. • Continue implementing existing actions that have been considered sufficient to prevent the spread of covid-19 in the leisure centre including hand washing, cleaning of surfaces and equipment, social distancing and others. • Inform the relevant commissioning department in the LA and the LA SPoC via email when any new member of staff

Appendix 3 – Outbreak plans for different settings

		<p>tests positive for Covid-19 or any isolation is needed due to close contact within the workplace using: public.health@walthamforest.gov.uk</p> <ul style="list-style-type: none"> • Instigate BCPs as required. • Review covid-secure workplace practices to ensure fit for purpose, especially in instances of multiple workplace 'close contact' episodes or outbreaks. • Share outcomes of any risk assessments with employees in an appropriate way, e.g. publishing on website.
LCRC	<ul style="list-style-type: none"> • Receive notification from Tier 2 • Gather information and undertake a risk assessment with the setting • Inform LA SPoC • Provide advice and manage cases and contacts, testing and infection control • Provide information materials to the setting • Recommend ongoing control measures • Convene IMT if required or refer to local team 	As per template actions.
Local Authority	<ul style="list-style-type: none"> • Prevention work and respond to enquiries • Infection control follow up • Convene Local IMT if required • Covid Secure risk assessments completed with support from Health and Safety • Local internal communications e.g. briefings for Cllrs 	<ul style="list-style-type: none"> • Work with GLL, leisure provider, to ensure their plans for cases and outbreaks are in-line with local and national plans. • Ensure managers of LBWF owned facilities are aware of expectations on them as set out above. • In the case of an outbreak, EHOs to follow-up with infection control support and advice.

Appendix 3 – Outbreak plans for different settings

		<ul style="list-style-type: none"> • LA commissioners to support the provider to continue to operate in the face of staff losses. • Be aware of and communicate latest workplace guidance including any updates / new evidence or best practice examples published relevant to leisure centres.
Data reporting	<ul style="list-style-type: none"> • Data in CTAS and HPZone • Reported centrally and to LA on a ?? timescale basis 	<ul style="list-style-type: none"> • Outbreaks in all settings are logged and monitored via the Public Health SPoC.
Comms	<ul style="list-style-type: none"> • Work with Public Health and LCRC to implement of a local comms plan, providing key messages related to outbreaks where relevant. • 	<ul style="list-style-type: none"> • Implement appropriate comms activities to ensure the public that all necessary steps have been taken to ensure safety of staff and leisure centre users.

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