

Kirklees Outbreak Control Plan

July 2020

Draft

Kirklees Council Contact Tracing Working Group Action Plan

Kirklees has strong outbreak management arrangements in place, with robust local governance under the leadership of the Director of Public Health. These well-established outbreak management arrangements are underpinned by the Kirklees Outbreak Plan approved by Kirklees Health Protection Board. These arrangements are robust, effective, timely, and responsive, outlining clear roles and responsibilities of health and care services to manage outbreaks within a wide range of settings and population groups. The Kirklees COVID-19 Outbreak Control Plan builds on the existing outbreak plan, scaling up and enhancing existing arrangements and services to meet the needs of local communities.

Principles

The following principles guided our approach to developing and delivering the Kirklees COVID-19 Outbreak Control Plan. The prevention and management of the transmission of COVID-19 should:

- Be guided by robust community engagement to maintain trust and implement test and trace with consensus and local ownership
- Be based on need and address health inequalities
- Be rooted in public health systems and leadership and build on our strengths and what is already in place
- Adopt a whole system approach
- Be delivered through an efficient and locally effective and responsive system dependent on being informed by timely access to data and intelligence
- Be sufficiently resourced
- Be evidence based
- Build in local learning and improvement

Local Outbreak Plans

Local Outbreak Plans need to address seven themes:

1. Planning for local outbreaks in care homes and schools (e.g. defining monitoring arrangements, identifying potential scenarios and planning the required response).
2. Identifying and planning how to manage other high-risk workplaces, communities of interest and locations including sheltered housing, dormitories for migrant workers, transport access points (e.g., ports, airports), detained settings, rough sleepers etc (e.g. defining preventative measures and outbreak management strategies).
3. Ensuring readiness to deploy mobile testing units (including walk through) to high risk locations (e.g. defining how to prioritise and manage deployment).
4. Assessing local and regional contact tracing and infection control capability in complex settings and the need for mutual aid (e.g. identifying specific local complex communities of interest and settings, developing assumptions to estimate demand, developing options to scale capacity if needed).

5. Integrating national and local data and scenario planning through the Joint Biosecurity Centre Playbook (e.g., data management planning including data security).
6. Supporting vulnerable local people to get help to self-isolate (e.g. encouraging neighbours to offer support, identifying relevant community groups, planning how to co-ordinate and deploy) and ensuring services meet the needs of diverse communities.
7. Establishing governance structures led by existing COVID-19 Health Protection Boards and supported by existing Gold command forums and a new member-led Board to communicate with the general public.

The aims of the Kirklees COVID-19 Outbreak Control Plan are threefold:

- Reduce infections
- Save lives
- Support recovery

We need to minimise and manage the spread of COVID-19 so the citizens of Kirklees feel safe to return to work, school and public places and restart the economy whilst living with COVID-19. Whilst COVID-19 can affect us all, some of us, due to our underlying health conditions or our individual circumstances, will be more vulnerable to its effects.

Governance

The legal responsibility for managing outbreaks of communicable disease which present a risk to the health of the public requiring urgent investigation and management sits with:

- PHE under the Health and Social Care Act 2012
- Directors of Public Health under the Health and Social Care Act 2012
- Chief Environmental Health Officers under the Public Health (Control of Disease) Act 1984
- NHS Clinical Commissioning Groups to collaborate with Directors of Public Health and PHE to take local action (e.g. testing and treating) to assist the management of outbreaks under the Health and Social Care Act 2012
- Other responder's specific responsibilities to respond to major incidents as part of the Civil Contingencies Act 2004.

In the context of COVID-19, this framework has been considerably modified by the provisions of and Central Government legislation and guidance issued under the Coronavirus Act 2020.

The Director of Public Health has, and retains primary responsibility for, the health of their local communities. This includes being assured that the arrangements to protect the health of the communities that they serve are robust and are implemented. The primary foundation of developing and deploying local outbreak management plans is the public health expertise of the local Director of Public Health.

Kirklees Local Action Plan

*Note: The following criteria should be helped to denote the roll out stage where action need to be deployed/activated:

- a. Immediate (upon national mobilisation)
- b. Short Term (from national mobilisation until for 2 months)
- c. Medium to Long Term (beyond 2 months up to 24 months)

This document is owned and managed by the Kirklees Council Contact Tracing Working Group. For all queries relating to this action plan please contact emergency.planning@kirklees.gov.uk or infection.control@kirklees.gov.uk

This action plan is broken into the following themes (click below links to be taken to the relevant page):

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Issue <i>(Note: More issues will need adding as appropriate)</i>	Actions and their progress <i>(date stamp these)</i>	Lead	Roll out stage*	RAG	Timescale <i>(from rollout stage)</i>
Theme 1: Care homes and school:					
<i>Planning for local outbreaks in care homes and schools (e.g. defining monitoring arrangements, potential scenarios and planning the required response).</i>					
Management of outbreaks in a care home or school setting	Identify possible scenarios and what strategies are needed to manage an outbreak. Note: where care homes are impacted by local lockdowns, consideration will be given to weekly testing of all care home staff	Kirklees Council Contact Tracing working group	a		2 weeks Complete

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	within impacted areas to protect the most vulnerable for up to four weeks. Update 16/06/2020 – process in place pre-existing for care home outbreaks and a process is in place for schools outbreak management. Dynamic risk assessment and review of processes and procedures based on the setting an outbreak is occurring in Update 16/06/2020 – a draft agenda is within the Test and Trace SOP to support the role of the Incident Management Team and activities such as Dynamic Risk assessment and reviews.				
Deliver the Kirklees Council Communications Strategy	Engagement with the generic council communications to ensure that communications test and trace are amplified to all our population i.e. planning for communications to parents when their first language is not English, as a minimum, consideration of producing standard information producing that any school, nursery could use. Update 11/06/2020: International new arrivals team have 5 bi-lingual members of staff and developing good working relationships with schools that have high levels of migrant children and young people especially asylum-seeking children so could offer support potentially. Communications specifically for children's homes that aren't run by the Council, including those that support asylum-seeking children.	Communications in Liaison with Kirklees Council Communities, Children's, Education Safeguarding, and Adult Social Care/Infection Prevention and Control	a		4 weeks
Testing/support and contact tracing	Environmental Health – to increase workforce and resources to support and assist any local contact tracing activity led by Infection Control. Additional training for new members of staff and/or existing staff for whom this is not main job role.	Kirklees Council Environmental Health	a		Recruitment +/- 2 months

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	Update 16/06/2020: Kirklees Council engaging with PHE to obtain additional training. Increasing IPC resilience to support both test and trace and outbreak management				
Theme 2: High risk places, locations and communities <i>Identifying and planning how to manage high risk places, locations and communities of interest (e.g. defining preventative measures and outbreak management strategies).</i>					
Understanding the location of complex settings	Identify where “complex settings” exist across Kirklees and maintain a map and database of their locations and contact details. Update: 04/06/2020 – Emergency Planning Team are maintaining a developing data base and mapping layer. It is expected that this will grow as time goes on and as such this will be living document. For details on identified complex settings, to add complex settings, or to view mapping please contact emergency.planning@kirklees.gov.uk	Kirklees Council Emergency Planning	a		Ongoing for response duration
Management of outbreaks	Identify possible scenarios and what strategies are needed to manage an outbreak.	Kirklees Council Test and Trace working group	a		Ongoing for duration of programme
	Environmental Health to increase workforce and resources to support and assist any local outbreak management activity led by Infection Control. Additional training for new members of staff and/or existing staff for whom this is not main job role.	Kirklees Council Environmental Health	a		+/- 2 months
	Identify Kirklees Council service specific contacts for each complex setting.	Kirklees Council Test and Trace working group	a		4 weeks
	Gain assurance that emergency plans/business continuity plans are in place for each setting	Service specific lead plus support from Kirklees Council test and trace working group and other relevant service leads	b		8 weeks

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	When a potential outbreak is identified in a setting, <ul style="list-style-type: none"> • Identify risk/gaps/barriers for each setting under an outbreak situation – consider physical/virtual site visit in line with a risk assessment • identify possible impacts on commissioned contracted services (How does 'ask' affect contract? Are additional resources required? Will performance be affected? How will this be funded?) • Identify relevant workforce for each setting (all agencies involved) and their characteristics and needs • Determine the ask of that workforce • Identify potential scale of support needs and risks associated to these (including PPE requirements) • Identify link agency/contact for each support need • Identification of ask on commissioned/contracted services • PPE requirements and supply established to meet this where appropriate • Identify a suitable emergency support plans for the affected setting(s) (including relevant contact points) • Identify specific communication needs of each setting (including access/ non-access to communication channels, language barriers, added complexities etc) • Development of specific communications (what messages, what will/won't work etc) • Consider deployment of mobile testing unit(s) • Assessment undertaken of likelihood of enforcement needing to be used and the impact this enforcement might have elsewhere (e.g. any impacts on primary or secondary health care provision/ transfer etc). • Identify any possible issues arising from the outbreak or measures taken to address it e.g. criminal behaviours, ASB, heightened risk of domestic abuse etc. 	Kirklees Council Outbreak/setting specific Incident Management Team	a		Ongoing for duration of programme

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	<ul style="list-style-type: none"> Additional training/awareness required identified for those within these settings. Confirm any reporting lines and recoding requirements and connected processes. Identify GDPR/data protection procedures/issues foreseen Identify contingencies that may help maintain capacity of workforce (e.g. provide transport for staff, provide local accommodation for staff, etc). 				
Monitoring of Outbreaks	How are people going to be contacted, people understanding who is calling them if it's in English and they have limited or no English.	Kirklees Council Migration: Communities Service	a		4 weeks
	Houses of multiple occupation and hotels for Asylum Seekers, supported by the Home Office contract with Mears, Mears do not have the time to provide the support needed to carry out welfare phone checks in detail so how they are going to get this message across is a real concern (provided these for complex settings addresses).	Kirklees Council Migration: Communities Service	a		Ongoing for duration of programme
	140 asylum seeking family homes where people will have limited English if there is a local outbreak to manage (can provide this address for restricted use only as needed for planning).	Kirklees Council Migration: Communities Service	a		Ongoing for duration of programme
Deliver the Kirklees Council Communications Strategy	Communication concerning management of outbreaks where those who don't speak English is concern, we need to try and ensure people understand the Test and Trace programme – huge task, need to link up with others regionally and nationally re this is we can.	Kirklees Council Corporate Communications in liaison with other services as appropriate.	a		Ongoing for duration of programme
	Wider communications discussions set up (Services/setting reps, Communications Team, IPC, emergency planning etc) <ol style="list-style-type: none"> Identify any required tailored communications Are additional communications needed within some settings e.g. landlords, commissioned providers, families of people living in setting etc? 	Kirklees Council Outbreak/Setting specific Incident Management Team with a lead by the Kirklees Council Corporate	b		4 – 6 weeks And then ongoing for duration related to follow up comms.

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	3. Are additional communications needed within some settings e.g. landlords, commissioned providers, families of people living in setting etc? 4. Initial draft test and trace communications created for each setting/cohort as needed 5. Communications testing with cohort/setting – is ‘the ask’ understandable? 6. Final communications agreed 7. Translated/other versions of the communications created as needed 8. Identify if follow up communications needed e.g non-compliance, enforcement, local lockdown etc. 9. Repeat steps as above for follow-up communications	Communications representative.			
	Environmental Health to identify and support complex settings where Environmental Health already have a relationship as regulator – to add specific setting connect to any engagement and awareness raising	Kirklees Council Environmental Health	B		2 weeks
	Community reach and engagement plan to ensure regular contact with key groups and faith-based organisations Update 11/06/2020: Faith webinar taking place, can be built on as a way of getting communications out to groups and faith based organisations	Kirklees Council Cohesion team / Communities Service	a		6 weeks and then ongoing for duration of programme
	Migration and Cohesion workstream communications to be designed for dissemination via text, video, audio, reach, word of mouth, phone engagement. Note: For asylum seekers in home office accommodation: The Home Office need to be involved at a national and regional level re this, this has been raised to Migration Yorkshire	Kirklees Council Migration and Cohesion Communities Service	a		4 weeks for initial design. Delivery ongoing for duration of the programme
Supporting specific population groups that are more vulnerable or harder to reach/engage with.	Housing support for asylum seeking families with children under 18 and singles. Need to work with Mears the accommodation provider, Migrant Help Home Office.	Kirklees Council Migration: Communities Service	a		Ongoing for the duration of the programme

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	<p>Update 11/06/2020: Council is now in phone contact with all the families. the Council now has the main asylum applicants name and address</p> <p>Provide support and response for those who are “No Resources to Public Funds” (Children’s Services, Adults Services, Housing) – note that there is a challenge around refused asylum seekers and wider with immigration restrictions who are trying to avoid being seen by the authorities, allot of sofa and floor sleeping and we won’t be in contact with these.</p> <p>Update 11/06/2020: Voluntary and Community sector – will be reaching some of those with NRPF that the council is not aware of but not all. Refugee Resettlement families - Council in regular contact.</p> <p>Assist in communication with wider migrants whose first language is not English</p> <p>Update 11/06/2020: working through key partners in other services (Children’s and Adults, Housing providers, GP’s wider health colleagues such as Locala).</p>	<p>Kirklees Council Migration: Communities Service</p> <p>Kirklees Council Migration: Communities Service in liaison with Kirklees Council Corporate Communications Tea</p>	<p>a</p> <p>a</p>	<p>Yellow</p> <p>Yellow</p>	<p>Ongoing for the duration of the programme</p> <p>Ongoing for the duration of the programme</p>
<p>Understanding of the contact tracing scheme and connected isolation requirements.</p>	<p>Through relationships with Businesses (Environmental Health and Business Support Team) undertake specific sector engagement to highlight the Test, Trace and Isolate system.</p> <p>Update 16/06/2020: Work with manufacturing sector already proposed.</p>	<p>Kirklees Council Environmental Health and Business and Skills</p>	<p>b</p>	<p>Yellow</p>	<p>4 weeks</p>
<p>Enforcement of any agreed outbreak management strategy, where there is no voluntarily compliance</p>	<p>Kirklees Council Track and Trace working Group need to understand range of enforcement opportunities, stakeholders and responsible agencies, routes to enforcement, memorandum(s) of understanding (where appropriate) – building all of this into the Kirklees Council Test, Trace, Isolate SOP.</p>	<p>Kirklees Council Environmental Health and Public Health Protection</p>	<p>a</p>	<p>Red</p>	<p>2 weeks</p>

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Support for businesses affected by local lockdown	To explore the possibility for local discretionary grant payments to support local businesses who are required to close during a local lockdown situation. This may aid compliance and mitigate the potential loss of jobs.	Kirklees Council Business and Skills	a	<div style="background-color: red; width: 100%; height: 100%;"></div>	2 weeks
Outbreaks and transmission within hospitals and primary care facilities	<p>Primary care: prevention of incidents through ensuring good infection control practices are in place across primary care.</p> <p>Hospitals: Have an outbreak plan in place identifying appropriate measures to prevent nosocomial transmission of COVID- 19 including screening prior to admission and cohorting of any patients suspected to have COVID-19. In addition to this they also have excellent infection control provision in place.</p> <p>Joined up partnership: Local Authority Public Health IPC will have a seat at any outbreak control incidents which take place within the hospital setting. The leadership for the outbreak control team (OCT) in the hospital would be under the Director of Infection Prevention and control and the OCT would link to any other over-arching management structures within the Trust.</p> <p>In adopting this approach to outbreak management, it will ensure a partnership arrangement.</p>	Kirklees Council Test and Trace Working Group	a	<div style="background-color: yellow; width: 100%; height: 100%;"></div>	Ongoing throughout activation of test and trace programme
Theme 3: Local testing capacity <i>Identifying methods for local testing to ensure a swift response that is accessible to the entire population (e.g. defining how to prioritise and manage deployment, examples may include NHS, pop-up etc).</i>					
Organisations to be involved in the system.	Ensure all partners required are connected into each other to ensure a joined up response i.e. Community Health, Wider CKW	Kirklees Council	a	<div style="background-color: yellow; width: 100%; height: 100%;"></div>	4-6 weeks

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	footprint, Kirklees Council Partners, 3rd Sector, faith groups, acute trusts. Further partners as outbreak dictates (translation services, education etc).	CCG Jon Parnaby			
Testing support	Process to be developed for the deployment of mobile test units (MTUs) once under control of Council Update 16/06/2020: If an Incident Management Team is active the team will identify the need for an mobile testing unit deployment and seek approval from Kirklees Council Director of Public Health who will then authorise this via the Emergency Planning Team. If there is no Incident Management Team active, in hours contact should be made with Kirklees Council Infection Control Team. Out of Hours, or in the event of urgent in hours need, the Kirklees Council Emergency Planning Team will be contacted. Either team will then seek Director of Public Health approval and Emergency Planning will then make contact with the Mobile Testing Unit to arrange deployment. Infection Prevention Control or Environmental Health will manage the liaison of this with the site(s) the unit(s) are being deployed to.	Kirklees Council Test and Trace Working Group	a		2-4 weeks
	Process to be developed for Outreach when needed from satellite stations	CCG Jon Parnaby	a		2-4 weeks
	Clear guidance on pathways of test kits to ensure the Mobile Testing Unit (currently Kingfisher) and satellite (Randox) are kept separate and sent to the correct respective labs	CCG Jon Parnaby	a		2-4 weeks
Workforce for Testing Delivery	Trained workforce that is able to support rapid deployment of MTUs as needed.	Kirklees Council	a		2-4 weeks
	Trained workforce that is able to support rapid deployment of outreach from satellite stations as needed.	CCG Jon Parnaby	a		2-4 weeks

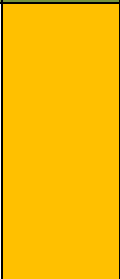
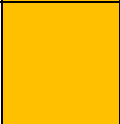
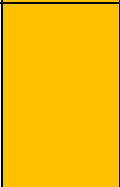
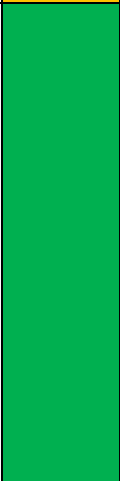
Issue <i>(Note: More issues will need adding as appropriate)</i>	Actions and their progress <i>(date stamp these)</i>	Lead	Roll out stage*	RAG	Timescale <i>(from rollout stage)</i>
Theme 4: Contact tracing in complex settings					
<i>Assessing local and regional contact tracing capability in complex settings (e.g. identifying specific local complex communities, developing assumptions to estimate demand and options to scale capacity). For definition of complex setting, please see Appendix F of the Test, Trace Enable SOP</i>					
Supporting specific population groups that are more vulnerable or harder to reach/engage with.	#KirkleesWelcome colleagues can support but work with the Home Office and Mears is essential for asylum seeking family homes where people will have limited English if there is a local outbreak to manage (can provide this address for restricted use only as needed for planning).	Migration/ Communities Service	a		Ongoing for the duration of the programme
Support to complex groups and households	Need to work with the Home Office and Mears the accommodation provider regarding houses of multiple occupation and hotel s regarding Asylum Seekers, supported by the Home Office contract with Mears, Mears do not have the time to provide the support needed to carry out welfare phone checks in detail so how they are going to get this message across is a real concern (provided these for complex settings addresses). Provided the list of all HMO's to emergency planning.	Migration/ Communities Service	a		Ongoing for the duration of the programme
Complex Settings Workforce	Conduct Risk Assessment for site visits to investigate and manage local outbreaks	Environmental Health	a		2 weeks
Theme 5: Data integration					
<i>Integrating national and local data and scenario planning through the Joint Biosecurity Centre Playbook (e.g., data management planning, including data security, NHS data linkages).</i>					
Local case management complications due to dealing with a large volume of rapidly changing data.	Martin Wood and Owen Richardson to look into the use of M3 system. Wakefield are currently using M3 to manage their data and we use M3 already for wider environmental health work. Work on this will need to be in liaison with IT. Update 05/06/2020: Owen Richardson has identified Shane Mullen in Wakefield Council as a point of contact for more details on how they use it.	Kirklees Council Public Health Intelligence, Infection Prevention and Control, Environmental Health, and IT Services.	a		Within the next 3-4 weeks for use throughout the duration of contact tracing for Covid-19.
Data sharing	On behalf of the Local Authority, a named senior responsible officer will confirm in writing that the Local Authority is compliant with the following:	Legal services	a		2 weeks

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	<ol style="list-style-type: none"> 1. in line with Articles 13 and 14 of GDPR, the Local Authority must ensure that their privacy notices are clear and provide sufficient information to the data subjects for them to understand what of their Personal Data is shared, details the rights of the data subject, the circumstances in which it was shared, the purposes for the data sharing and the identity of the Controller; 2. in line with Chapter 3 of GDPR, the Local Authority must have policies and procedures in place to comply with the rights of the data subject including but not limited to the rights of access, rectification and profiling; 3. in line with Article 5(1)(f) of GDPR, the Local Authority must ensure appropriate security of the Personal Data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures; and 4. in line with Article 24 of GDPR, the Local Authority must ensure that they have implemented appropriate data protection policies across the organisation. 				
Theme 6: Vulnerable people <i>Supporting vulnerable local people to get help to self-isolate (e.g. facilitating NHS and local support, identifying relevant community groups etc) and ensuring services meet the needs of diverse communities</i>					
Management of outbreaks	<p>Communicating with those who cannot understand English, read English, asylum seekers with have limited or no access to the internet and many have no TV, etc.</p> <p>Update 11/06/2020: Work is taking place around digital inclusion for vulnerable people but still a very long way to go re this, all asylum-seeking families with school age children should soon have access.</p>	Kirklees Council Communities Service	a		Ongoing for the duration of the programme on an outbreak to outbreak basis

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Local support for people who need it in order to self- isolate	Supporting the emotional health and wellbeing needs of those that need it when/if they are told they need to isolate. Signpost people to https://www.kirklees.gov.uk/beta/health-and-well-being/self-help-with-emotional-health-and-wellbeing.aspx	Kirklees Council Public Health	a		Ongoing for duration of programme
Supporting specific population groups that are more vulnerable or harder to reach/engage with.	Identification on a procedure for managing cases linked to/involving potential victims of modern slavery (including those who have been trafficked) are mostly hidden and some may be living where they are working (above a nail bar/ on the premises of a car wash/ in a building where there is a cannabis grow) etc. Even though organisations may know about them, getting to them through their 'employers' could potentially be difficult or they may just deny anyone is there/ lie about identity.	Kirklees Council Communities Service and Communities Team	a		8 weeks
	Identification on a procedure for managing cases involving other hidden households e.g. sofa surfers, sex workers etc.	Kirklees Council Communities Service and Communities Team	a		8 weeks
Theme 7: Local Boards					
<i>Establishing governance structures led by existing Covid-19 Health Protection Boards in conjunction with local NHS and supported by existing Gold command forums and a new member-led Board to communicate with the general public.</i>					
Management of outbreaks	<p>Arrange the rapid deployment of mobile testing units to assist in the management of a local outbreak.</p> <p>There is a need to ensure the ability to provide and support increased local access to testing, particularly using walk up and community testing hubs with local community centres and leaders. Further to this, there will be support and provision of, as appropriate, increased testing in specifically impacted workplace to detect asymptomatic cases, especially in the food industry, where cases are detected, potentially offering tests to all individuals in the workplace to detect asymptomatic and pre-symptomatic individuals.</p> <p>Update 11/06/2020: Arrangements in place to facilitate this.</p>	Director of Public Health in liaison with active IMT for each local outbreak	a		Ongoing for duration of programme

Issue <i>(Note: More issues will need adding as appropriate)</i>	Actions and their progress <i>(date stamp these)</i>	Lead	Roll out stage*	RAG	Timescale <i>(from rollout stage)</i>
	How to manage out of hours notifications of localised outbreaks. Update 11/06/2020: Arrangements in place to facilitate this utilising existing out of hours emergency response notification procedures, using initial contact as chair of Kirklees Council Contact Tracing Working Group as a sounding board for timescale for establishing an IMT to each reported outbreak out of hours prior to utilising the usual out of hours emergency response contacts.	Kirklees Council Contact Tracing Working Group	a		1 week COMPLETE
Organisaitons to be involved in the system.	Identify key stakeholders and organisations, make links and lines of communication.	Kirklees Council Environmental Health	A		1 week
Enforcement	Identify options, a process for identifying the most appropriate, and a programme for implementation regarding local limitation measures on movement of people, closure of premises, preventing events and mass gatherings. (also see action above in complex settings)	Kirklees Council Contact Tracing Working Group	a		4-6 weeks
Overarching Issues and Actions <i>Establishing overarching actions to address a wide range of common workstreams covering the 7 theme areas</i>					
Communications	Development of an overarching Communications Strategy signed off by the Health Protection Board. Develop a Communications Protocol to be signed off by the Director of Public Health. Ensure the following are covered to support the above themes (As a minimum): <ul style="list-style-type: none"> • Identify what comms strategies or platforms are already in place for various services and their connected community cohorts for messaging effectively. • Translation into other languages (note: communities team have 5 bi-lingual members of staff and the capacity to translate the top 11 community languages). 	Kirklees Council Corporate Communications Team	a		4-6 weeks for strategy development. Delivery on the strategy ongoing for duration of programme

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	<ul style="list-style-type: none"> • Design of standard information documents for use in various settings. • Engagement with Council wide teams to ensure that comms regarding test and trace are amplified to all Kirklees populations appropriately. • Ensure communications with contracted services are considered. • Supporting specific population groups that are more vulnerable or harder to reach/engage with. • Internal workforce communications • Identify standard reactive communications by building on those provided by NHS England to be developed in preparedness for any outbreak. • Messages for staff and local communities close to complex settings. • Cover myth-busting strategies. • Engagement and awareness raising: <ul style="list-style-type: none"> ○ Identify any community leaders or key agencies (particularly 3rd sector) as contact points who can assist ○ To be focussed and responsive to the needs of any single outbreak on the promotion on current isolation guidance and testing options. <p>Update 29/06/2020: Plan has been drafted.</p> <p>Update 08/07/2020: As per learning from the Leicester July 2020 lockdown the overarching communications strategy will be dynamically reviewed for each local outbreak reflecting the language, cultural needs and media channels used by the community, using local spokespersons and making use of workplaces as focal points for community leadership.</p>				

Issue <i>(Note: More issues will need adding as appropriate)</i>	Actions and their progress <i>(date stamp these)</i>	Lead	Roll out stage*	RAG	Timescale <i>(from rollout stage)</i>
Roles and Responsibilities	<p>Identify roles and responsibilities for those responsible for delivering the Test and Trace programme within Kirklees (including regional and national level organisations/teams).</p> <p>Update 16/06/2020: These are identified in the Kirklees Council Test, Trace and Isolate SOP currently under construction.</p>	Kirklees Council Corporate Communications Team	a		4-6 weeks for strategy development. Delivery under the SOP ongoing for duration of programme
Business Continuity	Additional training/awareness required identified for internal staff to ensure they have knowledge on where they stand with regards to their work and its delivery if they are identified as a "contact".	Kirklees Council Corporate Communications Team to organise	b		4-6 weeks
	<p>Review of Business Continuity Arrangements in the event of a rollback to greater enforcement.</p> <p>Business Continuity Champions for each team to provide assurance of this to the active Corporate Business Continuity Team.</p>	Corporate Business Continuity Team	a		3 months
Political Oversight	<p>An integrated national and local nationwide Covid-19 test and trace programme is being implemented that is designed to control the virus and enable people to live a safer and more normal life.</p> <p>For this programme to be successful, it is critical that as part we work together to communicate widely with the public and employers to gain their support for any actions that we need to implement.</p> <p>In order to deliver this Kirklees must establish a political oversight board.</p> <p>Update 29/06/2020: Political oversight board established. The Board will ensure that there is effective communication and public oversight of the implementation (via the Kirklees Action Plan) of the national test and trace programme for Kirklees. The initial</p>	Kirklees Outbreak Control Board	a		Will remain active for the duration of the test and trace programme nationally established.

Issue <i>(Note: More issues will need adding as appropriate)</i>	Actions and their progress <i>(date stamp these)</i>	Lead	Roll out stage*	RAG	Timescale <i>(from rollout stage)</i>
	<p>urgent task is to support and help strengthen a specific communication plan, which ensures that all sectors and communities are communicated with effectively and that as a result any required behaviours are adopted by individuals and organisations. It will also provide public oversight of the implementation being delivered via the Action Plan regarding test and trace across Kirklees in response to Covid-19. This Board will receive regular updates from any of the following: Health Protection Board, Outbreak Control Team, and the Director of Public Health. Through these updates it will provide public oversight of progress on the implementation under the Kirklees Action Plan of the national test and trace programme within Kirklees. Any active Incident Management Team for localised outbreaks will deliver reassurance on specific outbreak responses ongoing.</p>				
<p>Resources</p>	<p>Resources to outbreaks may be a challenge which will be managed by the Incident Management Team as appropriate and in line with the Test and Trace Standard Operating Procedure.</p> <p>Resource issue due to local outbreaks will be managed under business continuity (see above)</p> <p>Update 29-06-2020: Procedures to ensure and manage resources are in place.</p>	<p>Test and Trace Working Group and any active Incident Management Team</p>	<p>a</p>		<p>Will remain active for the duration of the test and trace programme nationally established.</p>
<p>Training</p>	<p>Ensure people involved in the test and trace workstreams have the appropriate training for responding to local outbreaks.</p> <ul style="list-style-type: none"> • Overview of current Covid-19 epidemiology globally and in England. • Understanding of the public health function in England. • Overview of health protection principles. • Understanding for the role of contact tracing and monitoring in outbreak prevention control. 	<p>Test and Trace Working Group in liaison with appropriate teams and individuals.</p>	<p>a</p>		<p>Will need to be maintained throughout.</p>

Issue <i>(Note: More issues will need adding as appropriate)</i>	Actions and their progress <i>(date stamp these)</i>	Lead	Roll out stage*	RAG	Timescale <i>(from rollout stage)</i>
	Update 29/06/2020: Ensure people are aware of and using the resources for training provided by Public Health England.				
Local Lockdowns	Consideration to rolling back measures of social distancing (e.g. closure of schools, non-essential shops, etc) and enhancement of enforcement or monitoring of social distancing guidelines for at least two weeks to allow the impact of the above measures to be assessed. Update 08/07/2020: Mechanisms (local, regional and national) are in place in order to make these decisions and implement them as appropriate.	Incident Management Team	a		Ongoing for the duration of test and trace implemented as and when needed.