Dear Colleagues

Reporting of Covid-19 outbreaks.

Yesterday you received a letter from Amanda Prichard regarding nosocomial infections in the NHS which outlined the action required of systems with regard to Test and Trace and the management of outbreaks (attached).  This message describes how the Midlands intends to operationalise this guidance in relation to the reporting and management of CV19 outbreaks (only).

In line with the Public health definition, an outbreak is where there are 2 or more cases are identified in 1 area (e.g. ward, bay, care home etc) at the same time.

Starting from Thursday 11th June:

* If a CV19 outbreak is detected the Trust should notify their leadership team and the PHE Health Protection Team (HPT) as described in the attached letter, and complete the attached IIMARCH form **immediately**.
* This form should then be **submitted to the Midlands CV19 ICC** via the Single Point Of Communication (SPOC) at [england.mids-incident@nhs.net](mailto:england.mids-incident@nhs.net) and copied to the Derby and Derbyshire ICC inbox at [ddccg.covid.19@nhs.net](mailto:ddccg.covid.19@nhs.net)
* Outside the operating hours of the CV19 Incident Centre (8.00 – 20.00 hours 7 days per week), the Regional **EPRR On Call Manager** must be notified by a call and the IIMARCH form should be sent to them by email.
* Should any outbreak present a material threat to an organisation’s ability to maintain services it is likely that an urgent meeting will be convened to discuss the outbreak and the mitigating actions (to be confirmed by the CV19 Incident Director or EPRR on call manager).
* Until such time that the outbreak has been resolved, or until notified by the CV19 ICC, an updated IIMARCH form **must be submitted to the ICC every subsequent day by 12.00 mid-day**.

Further national guidance is anticipated over the coming days and it may be necessary to modify or update this operating procedure. We will keep you updated as further developments unfold.

If there are any issues that you wish to clarify in relation to the above, please do not hesitate to contact the Regional Team via the SPOC.