

## **COVID- 19 Outbreak Management (Health Protection) Board Terms of Reference (TOR)**

### **1. Key Purpose**

In response to COVID-19 the Director of Public Health and key stakeholders across Sefton (Health, Social Care, Communities, Education, Voluntary Sector etc) will build on existing health protection plans. Put in place measures to identify and contain outbreaks and protect the public's health in Sefton, in a way that is safe, protects our health and care systems, and supports the recovery of our economy.

An outbreak management (OM) plan will be produced which will detail how Sefton (Key Stakeholders and Partner) will effectively manage the response to a COVID-19 outbreak.

***Key Objectives and responsibilities will Include: (list not exhaustive, this will evolve as further information is cascaded and OM plan is developed)***

- a. To provide strategic direction, oversight and challenge at a local level to ensure preventative measures are being taken and in event of an outbreak occurring the necessary actions are being met.
- b. To ensure potential hotspots are being identified by local operational leads and key partners for example PHE and across the borough using local data intelligence and prevention measures are put in place effectively as appropriate.
- c. To ensure risk assessments are being carried by PHE and local operational leads, whilst the outbreak is ongoing.
- d. To protect public health by identifying the key themes of the COVID-19 outbreak and implementing necessary control measures to prevent further spread.
- e. To ensure all key stakeholders are being communicated with when appropriate. Providing accurate, timely and informative sources of information. This might include appropriate key messages, briefing, FAQ's, Social Media campaigns etc
- f. To liaise with lead officers and operational leads as directed and agreed by the board across all settings to minimise the impact of COVID-19 and further outbreaks.
- g. To consider wider impacts of COVID-19 on local communities
- h. To make recommendations to outbreak management stakeholder Board (Member led) for a decision.
- i. To maintain an action/decision and risk and issue log, so there is a full audit of activity associated to outbreak management in Sefton.
- j. To escalate high level risks and issues to outbreak management stakeholder Board for appropriate action.

### **2. Scope**

The national response outlines seven key themes for local outbreak control plans for covid-19:

1. **Care homes and schools**: Planning for local outbreaks in care homes and schools (e.g. defining monitoring arrangements, potential scenarios and planning the required response).
2. **High risk places, locations and communities**: Identifying and planning how to manage high risk places, locations and communities of interest (e.g. defining preventative measures and outbreak management strategies).

3. Local testing capacity: 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).
4. Contact tracing in complex settings: 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).
5. Data integration: 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).
6. Vulnerable people: Identifying and 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.
7. Local Boards: 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.

These themes will be highlighted throughout the plan and will focus key actions.

Three Main Areas of the scope locally include:

Area 1 – Complex and High Risk

Area 2 – Consequence Management

Area 3 – Increase in disease frequency or severity

**Area 1: Complex and High-Risk** settings which may include:

- Case living or working in care home/long term care facility or other care facility for those with complex needs.
- Cases in Healthcare workers.
- Cases in Emergency Services workers.
- Cases who attended healthcare for non COVID reasons.
- Cases in those attending or working in special schools.
- Cases in those living in homeless hostels or shelters or refuges and similar residential settings.
- Cases attending day care centres for older/vulnerable people.
- Cases with concerns about deductive disclosure.
- Cases where contacts cannot be identified without disclosure of name to employer or other third party.
- Cases or employers unwilling to provide information.

**Area 2: Consequence Management**

- Identified impact on local public sector services or critical national infrastructure (e.g. power plants) due to high proportion of staff quarantining.
- Cases or contacts who are unable to comply with restrictions (homeless, complex social issues etc).
- Likely Media or political concerns/interest e.g. death in child.

### Area 3: Increase in disease frequency or severity

- Second or subsequent cases in school class (small number of children taught together).
- Reported high absenteeism rate in school or workplace.
- Reported high levels of hospitalisations.

### 3. **Membership** *(to be agreed and subject to change dependent on agenda and actions required)*

**Chair:** Margaret Jones (Interim Director of Public Health – Sefton Council)

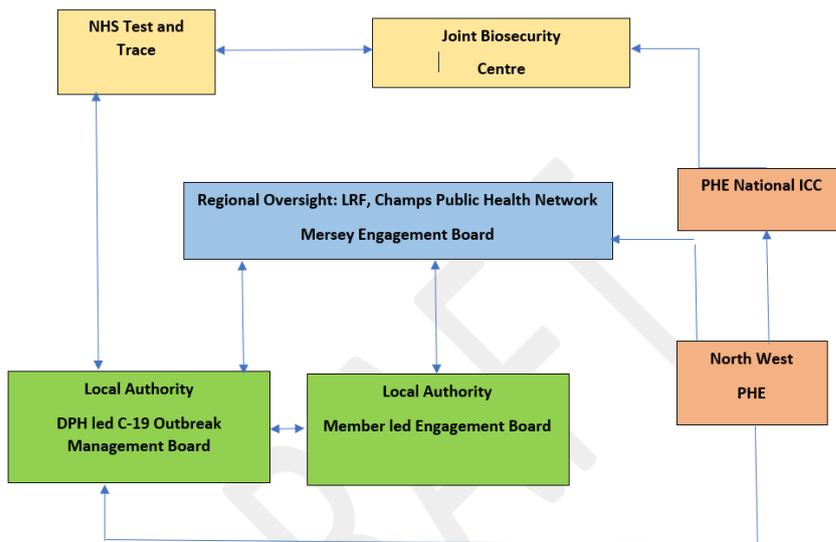
**Deputy Chair:** Charlotte Smith (Public Health Consultant – Sefton Council)

If you're unable to attend, please let Lauren Rastall ([lauren.rastall@sefton.gov.uk](mailto:lauren.rastall@sefton.gov.uk)) know in advance of the meeting.

<b>Name</b>	<b>Organisation</b>
Margaret Jones	Public Health (Sefton Council)
Charlotte Smith	Public Health (Sefton Council)
Anna Nygaard	Public Health (Sefton Council)
Lauren Rastall	Strategic Support (Sefton Council)
Terry Wood	Environment (Sefton Council)
Martin Driver	Communications (Sefton Council)
Gill Lamb	Emergency Planning (Sefton Council)
Vicky Buchanan	Social Care (Sefton Council)
Deborah Butcher	Adult Social Care (Sefton Council)
Tanya Wilcock	Communities (Sefton Council)
Tricia Davies	Education (Sefton Council)
Niall Leonard	Sefton CCG
Debbie Fairclough	Sefton CCG
Wicki - Evdokia Dardamissis	Public Health England
Martin Jones	Community Infection Prevention & Control

### 4. **Governance**

The diagram below outlines the governance structure which will support the outbreak management board.



**Interdependencies** – This board will have to have relationships and linkages with the Mersey Engagement Board, Test and Trace activity and Outbreak Management Stakeholder Board (Member led)

**Escalation Process** – Recommendations and high-level risks will be escalated to the Outbreak Management Stakeholder Board for a decision by the Interim Director of Public Health.

## 5. Frequency and Format

The board will meet weekly initially, this will be assessed as the work evolves. Meetings will take place outside of the board environment to progress the necessary actions and plan.

There is an expectation that members will make use of technology (for example Microsoft Teams) to meet where possible.

## 6. Project Documentation

When appropriate an agenda will be prepared and shared prior to meeting. An action and decision tracker will be maintained during the meetings and will be shared with members to ensure we have a record and audit of activity and status.

*Please ensure you make you own notes during the meetings as only actions and decisions are being recorded and monitored.*

A **Risk** and **Issue** log will also be maintained and will be updated weekly. A RAG (Red, Amber, Green) rating will be used to determine the level of risk associated to the risk that has been identified. Red risks will be escalated to the appropriate board for example Outbreak management Stakeholder Board.

**Version Control:** v1.0