

Standard Operating Procedure (SOP)
Covid-19 Prevention and Incident/Outbreak Management
Faith Settings

Version Number	Change made	Date
V0.5	Adopted by Community and Voluntary Sector Bronze	14/8/2020
V1.0	Agreed at Health Protection Board	20/08/2020

Background

This SOP summarises roles and responsibilities of agencies in the prevention of and response to outbreaks of Covid-19 in faith settings in Havering and sets out the actions LBH will undertake.

The scope of the SOP extends to activities of religious groups of all denominations, whether carried out in their own premises or elsewhere. Premises used by faith settings, known as places of worship, include:

- buildings used for regular religious ceremonies, communal worship or similar gatherings by religious organisations
- adjoining car parks, courtyards or gardens for which the venue managers are also responsible.

This SOP will be formally reviewed on an annual basis, commencing one calendar year from the date of initial approval and adoption. Additional reviews will be undertaken as necessary in response to statutory requirements, Government guidance and developing COVID 19 outbreak control best practice.

Oversight / implementation of SOP	
Bronze Group Ownership	
CLT lead	
Relationship Manager to faith settings	
Public Health lead officer(s)	
Public Protection Lead Officer(s)	
Maintain contact details of faith settings (including OOH contact details)?	

Data and reporting	
Data in CTAS and HPZone systems	LCRC / PHE

Reports (from CTAS and HPZone) provided to local authorities [DN timescales]	LCRC / PHE
Faith Settings to advise relationship manager re symptomatic / confirmed cases where available. (This information passed to PH Officers to collate)	PH Officers to record information and share with PH Team

1. Prevention and early intervention

This section sets out actions required to reduce the risk of outbreaks in Faith Settings.

	Actions	Responsible Organisation
1.1	Maintain up to date lists and contact details of faith groups, including out of hours/emergency contacts where possible	LBH Community Engagement Team
1.2	Continue to engage and build relationship with faith organisations to ensure attention and compliance with Covid-secure. Maintain logs of concerns and issues to inform communications with faith sector.	LBH Public Protection
1.3	Include the premises used by faith settings in a proactive inspection programme based on COVID 19 risk.	LBH Public Protection
1.4	Monitor faith settings' compliance with COVID 19 secure guidance	LBH Public Protection
1.5	Provide guidance to faith settings on undertaking risk assessment and implementing COVID 19 secure measures	LBH Public Protection
1.6	Undertake enforcement action in faith settings based on the LBH Enforcement Policy.	LBH Public Protection
1.7	Respond to enquiries relating to COVID 19 security within faith settings.	LBH Public Protection
1.8	Provide assistance to faith settings to enable them to access resources (posters and signage including in key community languages)	LBH Public Protection and Comms
1.9	Outbreak control comms strategy to describe communications/engagement with faith settings	LBH Communication team
1.10	Provide assistance to faith settings to enable them to access COVID 19 security training, including when faith groups undertake activities in venues that are used by other groups/organisations.	LBH Public Protection
1.11	Encourage faith settings to advise LBH Public Protection if any staff, volunteers or congregation members develop symptoms	LBH Community Engagement Team

2. Incident Response

This section sets out actions required in the event of the following:

- 2.1 Staff, volunteer or congregation member becoming symptomatic in or outside of faith setting
- 2.2 Staff, volunteer or congregation member tests positive / notification from Test and Trace Level 2
- 2.3 Outbreak associated with faith setting (2 or more cases)

2.1 Staff, volunteer or congregation member become symptomatic, in or outside faith setting		
	Actions	
2.1.1	When advised by faith setting of symptomatic individual(s) Public Protection to: <ul style="list-style-type: none"> • inform Public Health • advise faith setting to follow national guidance • provide support as required • maintain contact with faith setting until test results are known • update Public Health if the faith setting advises any of the following <ul style="list-style-type: none"> ○ the individual informs the faith setting that they have tested positive ○ NHS Test and Trace notifies the faith setting of a positive case associated with the setting ○ any negative test results • Maintain records of situation 	LBH Public Protection
2.1.8	Escalate to DPH/Consultant in the event of any additional complexity, e.g. several individuals becoming symptomatic/testing positive at the same time	LBH Public Protection

2.2 Staff, volunteer or congregation member tests positive		
	Actions	
2.2.1	Contact positive case and trace close contacts	NHS Test & Trace
2.2.2	Advise case and close contacts, including to self-isolate, and signpost to local support if needed.	NHS Test & Trace
2.2.8	Provide advice, support and further signposting to enable individuals to isolate	LBH Community and Voluntary Bronze

2.2 Outbreak associated with a faith setting (2 or more cases)		
	Actions	
2.2.2	Escalate to LCRC	NHS Test & Trace
2.2.3	LCRC to <ul style="list-style-type: none"> • undertake further contact tracing where required • gather information and undertake risk assessment 	LCRC

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	<ul style="list-style-type: none"> • advise faith settings on infection control measures, manage cases and contacts, and arrange testing • provide information materials to faith setting • advise DPH 	
2.2.1	<p>In the event that the faith setting advises LBH Public Protection of 2 or more cases associated with the setting, Public Protection to</p> <ul style="list-style-type: none"> • inform DPH • ensure LCRC aware • consider undertaking a risk assessment, likely in collaboration with LCRC or • ensure information materials provided, including translated materials if needed 	LBH Public Protection
2.2.6	Consider forming an Incident Management Team, as per Outbreak Control Plan. LCRC likely to be lead agency.	LBH DPH / LCRC
2.2.7	LBH Communications to respond as per Communications Strategy, including monitoring social media, and responding to press enquiries	LCRC / LBH Comms
2.2.8	Support individuals to isolate including signposting to sources of support	LBH Community and Voluntary Bronze
2.2.9	Request mobile testing unit near setting, if required	LBH DPH
2.2.10	Organise mobile testing unit as per DPH request	Emergency Planning
2.2.12	Consider advising health providers, including GPs and pharmacists in the area if appropriate	LBH DPH
2.2.13	Recommend ongoing control measures to the setting and reinforce prevention messages	LCRC / LBH Public Protection