

Standard Operating Procedure (SOP)
COVID-19 Prevention and Incident/Outbreak Management
Voluntary and Community Group Settings

Version Number	Change made	Date
V 0.4	Adopted by Community and Voluntary Bronze	18/09/2020
V 0.5	Amendments from Outbreak Management Tactical Group	21/09/2020
V 0.6	Amendments agreed by Community and Voluntary Bronze	25/09/2020

Background

This SOP summarises roles and responsibilities of agencies in the prevention of and response to outbreaks of COVID-19 in “Voluntary and Community Group” settings in Havering and sets out the actions LBH will undertake.

The scope of the SOP extends to activities of “Voluntary and Community Groups” whether carried out in their own premises or elsewhere. Premises used by “Voluntary and Community Group” settings, may include:

- buildings used for regular “Voluntary and Community Group” meetings and activities or similar gatherings by “Voluntary and Community Group” 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.

Financial costs associated with the activation of this SOP will be charged to the service COVID-19 cost centre.

Oversight / implementation of SOP	
Bronze Group Ownership	
CLT lead	
Relationship Managers to “Voluntary and Community Group” settings	
Public Health lead officer(s)	
Public Protection Lead Officer(s)	
Maintain contact details of “Voluntary and Community Group” 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
“Voluntary and Community Group” Settings to advise relationship manager re symptomatic / confirmed cases where available.	Relationship Manager to record relevant information and share with Public Protection and Public Health Teams

1. Prevention and early intervention

This section sets out actions required to reduce the risk of outbreaks in “Voluntary and Community Group” Settings.

	Actions	Responsible Organisation
1.1	Maintain up to date lists and contact details of “Voluntary and Community Group” groups, including out of hours/emergency contacts where possible. Send Government guidance updates as they are published.	LBH Community Development & Resilience Team
1.2	Continue to engage and build relationship with “Voluntary and Community Group” organisations to ensure attention and compliance with Covid-secure. Maintain logs of concerns and issues to inform communications with “Voluntary and Community Group” sector.	LBH Public Protection
1.3	Include the premises used by “Voluntary and Community Group” settings in a proactive inspection programme based on COVID 19 risk.	LBH Public Protection
1.4	Monitor “Voluntary and Community Group” settings’ compliance with COVID 19 secure guidance.	LBH Public Protection
1.5	Provide guidance to “Voluntary and Community Group” settings on undertaking risk assessment and implementing COVID 19 secure measures.	LBH Public Protection
1.6	Undertake enforcement action in “Voluntary and Community Group” settings based on the LBH COVID-19 Enforcement Policy.	LBH Public Protection
1.7	Respond to enquiries relating to COVID 19 security within “Voluntary and Community Group” settings.	LBH Public Protection
1.8	Provide assistance to “Voluntary and Community Group” 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 “Voluntary and Community Group” settings	LBH Communication team
1.10	Provide assistance to “Voluntary and Community Group” settings to enable them to access COVID 19 security training, including when “Voluntary and Community Group” groups undertake activities in venues that are used by other groups/organisations. This to initially include training via a webinar on 3/9/20	LBH Public Protection
1.11	Encourage “Voluntary and Community Group” settings to advise LBH Public Protection if any staff, volunteers or group members develop symptoms	LBH Community Development & Resilience Team

2. Incident Response

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

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

2.1 Staff, volunteer or group member become symptomatic, in or outside “Voluntary and Community Group” setting		
	Actions	
2.1.1	When advice received from “Voluntary and Community Group” setting of symptomatic individual(s) Public Protection to: <ul style="list-style-type: none"> • inform Relationship Manager • advise “Voluntary and Community Group” setting to follow national guidance 	LBH Public Protection
2.1.2	Relationship Manager to: <ul style="list-style-type: none"> • maintain contact with “Voluntary and Community Group” setting until test results are known • update Public Health and Public Protection if the “Voluntary and Community Group” setting advises any of the following <ul style="list-style-type: none"> ○ the individual informs the “Voluntary and Community Group” setting that they have tested positive ○ NHS Test and Trace notifies the “Voluntary and Community Group” setting of a positive case associated with the setting ○ any negative test results 	LBH Community Development & Resilience Team

	<ul style="list-style-type: none"> • Maintain records of situation 	
2.1.3	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 group 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
2.2.3	Provide advice, support and further signposting to enable individuals to isolate	LBH Voluntary and Community Bronze

2.3 Outbreak associated with a “Voluntary and Community Group” setting (2 or more cases)		
	Actions	
2.3.1	In the event that the “Voluntary and Community Group” setting advises LBH Public Protection of 2 or more cases associated with the setting, Public Protection to <ul style="list-style-type: none"> • inform DPH • ensure LCRC are aware of the situation • consider undertaking a risk assessment, likely in collaboration with LCRC or • ensure information materials provided, including translated materials if needed 	LBH Public Protection
2.3.2	Escalate to LCRC	NHS Test & Trace
2.3.3	LCRC to <ul style="list-style-type: none"> • undertake further contact tracing where required • gather information and undertake risk assessment • advise “Voluntary and Community Group” settings on infection control measures, manage cases and contacts, and arrange testing • provide information materials to “Voluntary and Community Group” setting • advise DPH 	LCRC
2.3.4	Consider forming an Incident Management Team, as per the Outbreak Control Plan. (In these circumstances the LCRC is likely to be lead agency.)	LBH DPH / LCRC
2.3.5	LBH Communications to respond as per Communications Strategy, including monitoring social media, and responding to press enquiries.	LCRC / LBH Comms
2.3.6	Support individuals to isolate including sign-posting to sources of support.	LBH Community and Voluntary Bronze
2.3.7	Request mobile testing unit near setting, if required.	LBH DPH

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2.3.8	Organise mobile testing unit as per DPH request.	Emergency Planning
2.3.9	Consider advising health providers, including GPs and pharmacists in the area if appropriate.	LBH DPH
2.3.10	Recommend ongoing control measures to the setting and reinforce prevention messages.	LCRC / LBH Public Protection