

Standard Operating Procedure (SOP)
Covid-19 Prevention and incident/Outbreak Management
Businesses: Manufacturing/Food Production Settings

Version Number	Change made	Date
Final version 1	Adopted by Bronze and Health Protection Board	

Following summarises roles and responsibilities of agencies in the prevention of and response to outbreaks. This SOP will be updated to reflect any changes/strengthening of arrangements, including lessons learned from responding to incidents/outbreaks (locally / regionally / nationally).

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This SOP will be formally reviewed on an annual basis, commencing 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.

Businesses: Manufacturing/Food Production settings include

- Food processing plants, such as meat products processors and dairy processing plants
- Abattoirs
- Factories

Oversight/Implementation of SOP	
Bronze Group Ownership	
CLT lead	
Relationship manager (LBH officers leading role in communicating with settings)	
Public Health lead officer(s)	
Public Protection lead officer(s)	
Who holds contact details (including OOH contact details for settings)?	

Data and reporting	
Data in CTAS and HPZone systems	LCRC / PHE
Reports (from CTAS and HPZone) provided to local authorities [DN timescales]	LCRC / PHE

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Public Protection APP Premises database	LBH Public Protection
Business Rates database	LBH
HSE data base	HSE

1. Prevention and early intervention

This section sets out actions required to reduce the risks of outbreaks in these settings.

	Actions	Responsible Organisation
1.1	Maintain up to date lists and contact details of Businesses: Manufacturing/Food Production Settings.	LBH Public Protection
1.2	Continue to engage and build relationship with 'Businesses: Manufacturing/Food Production Settings' and maintain logs of concerns and issues to inform both communication strategy and future events, e.g. resources such as posters, webinar on winter readiness or new guidance.	LBH Public Protection
1.3	Provide guidance to 'Businesses: Manufacturing/Food Production Settings' on undertaking risk assessment and implementing COVID 19 secure measures where appropriate. 'Businesses are continuously reminded of the need to act COVID secure through routes including: <ul style="list-style-type: none"> • Information in business newsletters • Phone call engagements • Webinars • Posters • Online communications • Inspection Visits • Monitoring Visits 	LBH Public Protection
1.4	Provide assistance to 'Businesses: Manufacturing/Food Production Settings' to enable them to access resources such as posters and signage including, if appropriate, providing resources in languages other than English.	LBH Public Protection
1.5	Monitor compliance with COVID 19 secure guidance across 'Businesses: Manufacturing/Food Production Settings'.	LBH Public Protection
1.6	Where LBH is the health and safety enforcing authority, include the premises used by 'Businesses: Manufacturing/Food Production Settings' in a proactive inspection programme based on COVID 19 risk. Liaise with the Food Standards Agency as appropriate.	LBH Public Protection
1.7	Develop a LBH COVID-19 enforcement policy. Make the enforcement policy available to all businesses by publicising it on the LBH website.	LBH Public Protection Public Health

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	Provide a copy of the enforcement policy to an individual business on request.	
1.8	Where LBH is the health and safety enforcing authority, undertake enforcement action in 'Businesses: Manufacturing/Food Production Settings' based on the LBH enforcement policy. Liaise with the Food Standards Agency as appropriate.	LBH Public Protection
1.9	Where the HSE is the health and safety enforcing authority, liaise with them in regard to their Covid-19 compliance work with Businesses: Manufacturing/Food Production Settings'	LBH Public Protection
1.10	Respond to enquiries relating to COVID 19 security within 'Businesses: Manufacturing/Food Production Settings'.	LBH Public Protection
1.11	When intelligence received that a setting is not COVID-19 secure or following national guidance, Public Protection will visit premises and take action in accordance with Public Protection COVID-19 enforcement Policy.	LBH Public Protection
1.12	When infection levels are at a trigger point as stated in the Community Outbreak SOP: <ul style="list-style-type: none"> ○ Public Protection to escalate enforcement action in relevant settings if appropriate in accordance with PP Enforcement Policy. Where closure of a premises is indicated as necessary and proportionate and in accordance with PP Enforcement Policy, Public Protection to consult DPH re formal assessment of seriousness of risk of infection, and then legal department for sign off.	LBH Public Protection
1.13	In accordance with the PP Outbreak Control Service Plan and with reference to the Community SOP prioritise the use of resources, including wider LBH staff workforce.	LBH Public Protection
1.14	Create an Outbreak Control communications strategy to describe communications/engagement with 'Businesses: Manufacturing/Food Production Settings'. Direct specific messages to the sector. Provide information to businesses Including engagement with Test and Trace, and arrangements in the event that a customer or staff member becomes symptomatic at the setting, and ensuring that staff seek tests and isolate in the event they become symptomatic, and follow further isolation and quarantine requirements.	LBH Comms
1.15	Where appropriate, providing assistance to 'Businesses: Manufacturing/Food Production Settings' to enable them to access COVID 19 security training.	LBH Public Protection
1.16	Encourage 'Businesses: Manufacturing/Food Production Setting' to advise LBH if their staff, clients, subcontractor staff member, supplier staff member etc. develops symptoms.	LBH Public Protection
1.17	Encourage 'Businesses: Manufacturing/Food Production Setting' to comply with NHS Test and Trace requirements.	LBH Public Protection

		Public Health LCRC
1.18	LCRC to notify DPH in the event of an outbreak associated with a 'Businesses: Manufacturing/Food Production Setting'.	LCRC
1.19	Encourage where possible employees and members of the public to submit concerns concerning COVID-19 security. This can be through existing channels and ongoing promotion of awareness and developing guidelines.	LBH Public Protection Public Health LBH Comms
1.20	All 'Businesses: Manufacturing/Food Production Settings' to be provided with access to PHE & NHS Test and Trace developed 'Early Outbreak Management Action Cards'. This access to be provided i) Via the Business briefing ii) By signposting on the LBH website By email to businesses.	LBH Public Protection Public Health Comms
1.21	Public Protection to share a weekly report to the COVID Compliance Working group including: o The number of formal COVID-19 Secure inspections undertaken. o The number of COVID-19 Secure monitoring and advisory visits undertaken. Any areas of particular concern.	LBH Public Protection
1.22	Public Health Intelligence to monitor occupation of positive case data	Public Health Intelligence

2. Incident Response

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

- A single employee tests positive for Covid
- A cluster affecting the setting: where two or more test-confirmed cases of Covid-19 among individuals associated with the setting with illness onset dates within a 14-day period
- An outbreak affecting the setting: two or more test-confirmed cases of Covid-19 among individuals associated with a specific setting with illness onset dates within 14 days, and one of the following:
 - a) Identified direct exposure between at least 2 of the test-confirmed cases in that setting (for example under one metre face to face, or spending more than 15 minutes within 2 metres) during the infectious period of one of the cases
 - b) When there is no sustained local community transmission – absence of an alternative source of infection outside the setting for the initially identified cases

2.1 Single employee tests positive for Covid		
	Actions	
2.1.1	Employee contacted by NHS Test and Trace who will escalate workplace exposure to LCRC Level 1 test & trace response.	NHS Test & Trace

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2.1.2	In order to ensure prompt responses, settings to be advised to report single positive cases both to LCRC and Trading Standards.	LBH Public Protection
2.1.3	LCRC to <ul style="list-style-type: none"> - Undertake contact tracing in the setting - Undertake risk assessment - Advise setting on infection control measures, manage cases and contacts - Advise DPH, including whether any further action is advised 	LCRC
2.1.4	Once LBH advised of an employee having tested positive, then <ul style="list-style-type: none"> - Public Protection to contact and (a) arrange to visit the premises, and (b) ensure that appropriate steps have been taken, such as deep cleaning, employee's engagement with test and trace, and that appropriate public health support given. - Public Protection to liaise with HSE if appropriate. - Advise DPH of any concerns that may require further Public Health / Public Protection input. 	LBH Public Protection
2.1.5	In the event that either LCRC or Public Protection advises DPH of concerns relating to setting, then DPH to consider requesting further interventions, such as mobile testing for a cohort of the workforce.	DPH
2.1.6	Organise mobile testing unit as per DPH request	Emergency Planning

2.2 Cluster affecting the setting: where two or more test-confirmed cases of Covid-19 among individuals associated with the setting with illness onset dates within a 14-day period

Actions		
2.2.1	Where the Local Authority suspects/identifies an association between cases affecting the setting, then escalate to LCRC	DPH
2.2.2	Where NHS Test & Trace identifies an association between cases affecting the setting, then 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 - Advise setting on infection control measures, manage cases and contacts, and arrange testing - Provide information materials to setting - Advise DPH, including any concerns that may require further Public Health / Public Protection intervention 	LCRC
2.2.4	Once LBH advised of a cluster affecting the testing, then	

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	<ul style="list-style-type: none"> - Public Protection to contact and - (a) arrange to visit the premises, and - (b) ensure that appropriate steps have been taken, such as deep cleaning, employees' engagement with test and trace, and that appropriate public health support given. - Public Protection to liaise with HSE if appropriate. - Public Protection to advise DPH of any concerns that may require further public health / public protection input 	LBH Public Protection
2.2.5	In the event that either LCRC or Public Protection advises DPH of concerns, then DPH to consider requesting further interventions, such as mobile testing for a cohort of the workforce	DPH
2.2.6	Organise mobile testing unit as per DPH request	Emergency Planning
2.2.7	Consider forming an Incident Management Team, as per Outbreak Control Plan. Lead agency (LBH or LCRC to be agreed)	DPH / LCRC
2.2.8	Whether or not an Incident Management Team is stood up, LBH Comms to: <ul style="list-style-type: none"> - ensure proactive comms for elected members and SLT - lead on reactive comms 	LBH Comms
2.2.9	When situation ended, Public Protection to <ul style="list-style-type: none"> - reinforce ongoing prevention and control measures as appropriate. - liaise with HSE as appropriate. - review whether to escalate the setting as an elevated risk and whether further interventions required, including as per Covid-19 Enforcement Policy 	Public Protection

2.3 An outbreak affecting the setting: two or more test-confirmed cases of Covid-19 among individuals associated with a specific setting with illness onset dates within 14 days, and one of the following:

- **Identified direct exposure between at least 2 of the test-confirmed cases in that setting (for example under one metre face to face, or spending more than 15 minutes within 2 metres) during the infectious period of one of the cases**
- **When there is no sustained local community transmission – absence of an alternative source of infection outside the setting for the initially identified cases**

	Actions	
2.3.1	In the event the Local Authority identifies an outbreak as per above definition, escalate to LCRC	DPH
2.3.2	In the event that NHS Test & Trace identifies an association between cases affecting the setting, then escalate to LCRC	NHS Test & Trace
2.3.3	LCRC to <ul style="list-style-type: none"> - Undertake further contact tracing - Gather information and undertake risk assessment 	LBH Public Protection

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	<ul style="list-style-type: none"> - Advise setting on infection control measures, manage cases and contacts, and arrange testing - Provide information materials to setting - Advise DPH 	
2.3.4	Stand up an Incident Management Team, as per Outbreak Control Plan. Lead agency (LBH or LCRC) to be agreed	DPH / LCRC
2.3.5	<p>IMT to agree actions which may include:</p> <ul style="list-style-type: none"> - Advising setting to close for a period of time while further testing undertaken, and for setting to implement deep cleaning - Public Protection to contact and arrange to visit the premises - Mobile testing for a cohort of the workforce 	DPH
2.3.6	Organise mobile testing unit as per DPH request	Emergency Planning
2.3.7	<p>As a member of the Incident Management Team, LBH Comms to:</p> <ul style="list-style-type: none"> - ensure proactive comms for elected members and SLT - lead on reactive comms 	LBH Comms
2.3.8	<p>When outbreak ended, Public Protection to</p> <ul style="list-style-type: none"> - reinforce ongoing prevention and control measures - review setting as elevated risk for further outbreaks and whether further interventions required, including as per Covid-19 Enforcement Policy - to liaise with HSE if appropriate. 	Public Protection

Financial Implications

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