

**Local COVID-19 Prevention and Response Plans
CWM TAF MORGANWWG REGION
SUMMARY CHECKLIST AND ACTIONS BY SUGGESTED
HEADING AS AT 20TH AUGUST 2020.**

1 Context and Method

Further to the request from Welsh Government, Public Health Wales (PHW) was requested to comment on each plan using the 'Guidance for Developing Local COVID-19 Prevention and Response Plans' document provided to organisations on the 29th July 2020.

The PHW team have objectively considered each plan and made comments and reflections on each using the framework of the 'Summary Checklist' that was included in the above guidance.

A simple basic review technique was used to record whether or not the information requested in the 'Summary Checklist' was contained in the documentation submitted. A simple 'key' summarised below was used by those reviewing the plans to record 'Yes', 'No' or 'Partial' observations.

The comments and reflection are those of the review team in Public Health Wales and it is acknowledged that other readers may reach different interpretations.

Many plans were lengthy with multiple appendices and each took several hours to review. The review team have undertaken objective assessment in this context, including providing individual plan commentary, highlighting where information was clear and also where information could be clearer and / or strengthened, or where information was not be included. We would note that partners may advise that some details are embedded within multiple and very detailed appendices.

For each plan, a summary checklist, with commentary, has been completed. The review highlights, for each section of the plan, where relevant information and evidence was present (Yes), where information required further strengthening (Partial) or where information was not adequately included (No).

2 Summary Checklist and Comments

- Relatively short report [26 pages] with 10 appendices. Presentational layout can be confusing. It would benefit from being integrated into one document.

- The Plan incorporates the former, approved CTM TTP strategic plan, so there is an over-arching strategic plan
- Multi-sectoral approach for TTP programme is included (although work streams seem wider)
- Good inclusion of the third sector and reflects developed multi-sector working.
- Sub-groups planned for enclosed settings, health care and education, but no mention of community clusters etc which fall outside Outbreak plan and may not require full Outbreak plan model.

Suggestions for Improvement

All key areas included in the plan, but suggest making document easier to navigate, by integrating the content in the appendices into one document.

Local Planning and Response Structures, Roles and Responsibilities		
Outline of local structures, roles and responsibilities	Yes	Included and clear
Each local plan should describe the identified lead with overall responsibility and oversight of the Prevention and Response	Yes	Director of Public Health is overall 'Senior Responsible Officer'. All leads roles have named individuals
Structure for local decision making and the delivery of response, including:	Yes	Included in Oversight arrangements in Appendix 2
- organogram	Yes	Included
- planning and response lead(s)	Yes	Clear
- governance arrangements	Yes	In Oversight arrangements
Local triggers for escalation	Yes	Good document in Appendix 4 Name could reflect that it is about escalation [currently Considerations for Local Enhanced Covid19 Measures]

Multi-Agency Strategic Regional TTP Oversight Group in place which is adequately resourced	Yes	Oversight arrangements in Appendix 2 and a programme funding schedule is included as an appendix [request was made to WG for funding on 16/7/20].
Surveillance		
Outline of how epidemiological surveillance informs sensitive early warning systems for recognition of community transmission	Yes	Could be clearer and more explicit since spread over several sections and an appendix.
Sources of surveillance data which will be reviewed to inform local risk assessments and response	Yes	Surveillance Indicator Overview at Appendix 4 in particular. [App= 6]
Systems for linking cases and for identification of clusters	Yes	<i>Note:</i> 'underway wherever possible via current methods, although noting that this is a CRM capability which we await'.
Protocol for regular Situational Awareness process – which include hospital and healthcare data	Yes	Included but could be expanded and have a specific section in main text.
Management of Clusters, Incidents and Outbreaks		
Agreed protocol for the management of clusters, incidents and outbreaks in community and key settings	Yes	Sub-groups planned for enclosed settings, health care and education, but no mention of community clusters etc which fall outside OB plan and may not require full OB plan
Have named leads for the management of clusters, incidents and outbreaks in line with the Communicable Disease Outbreak Plan for Wales	Partial	Not clear who those leads might be – suggest put in main Plan document because may have been lost in the appendices.

Have an adequately resourced Multi-Agency Strategic Regional TTP Oversight Group which will provide leadership on contact tracing and situational awareness on emerging clusters and outbreaks	Yes	Covered in oversight arrangements.
Describe how to call on broader partners to respond to multiple complex incidents	Yes	Good inclusion of partners including third sector throughout plan.
The arrangements for escalation to SCG/RCG members and the Welsh Government	Yes	In oversight arrangements but could make more explicit in main Plan.
<i>Sampling and Testing</i>		
Local arrangements for sampling and testing	Yes	Sampling and Testing Strategy at Appendix 5 and clear objectives in main text [Appendix=6]
Sampling and testing arrangements for large outbreaks and incidents if local capacity exceeded	Yes	'Under further development and as set out in section 9.2, the action plan and our latest Sampling and Testing Strategy at Appendix 5' [appendix=6]
<i>Prevention</i>		
Collaborative arrangements for identifying and protecting the most vulnerable people in society	Yes	Included in Protect strategic Aim 5
Approach to risk assessment based on local knowledge	Yes	Adequately covered in Plan
Identification of key places and sectors that may be at higher risk of transmission	Yes	Included with short risk assessment for large commercial premises appended
Consider mass vaccination plans for when a vaccine becomes available and plans to maximise the routine	Yes	Included with clear objectives

influenza vaccination programme to limit impact on the NHS		
Mitigation and Control		
Assessment of primary control measures in key settings and ensure promulgation of advice related to transmission	Yes	Included
Key settings and high risk premises (e.g. care homes, holiday parks, meat processors and food manufacturers, schools, universities) are identified, assessed and risk mitigation plans developed	Yes	Although holiday parks briefly mentioned in work undertaken, could be more mention of 'holiday sector', including large hotels etc and hospitality sector
Local communities plans outlining collaborations between existing local community networks and partnerships and with the voluntary sector	Yes	Covered in plan
Reinforcement arrangements if non-compliance with control measures	Yes	Included
Plans for enhanced enforcement and communication in response to escalating incidents	Yes	Briefly included
Communication		
Multi-sectoral communications strategy aligned to national messages developed	Yes	Included
A communication action plan should give a clear indication of which organisation leads on each element	Yes	Included in Risk Communication and Community Engagement work stream - which has clear objectives

Description of communications leadership and infrastructure, including names and contact details of key communications leads for each partner organisation	Yes	Comms leads included in Oversight appendix
Summary of the communications channels relevant for regional/local dissemination, including methods for reaching specific groups	Yes	Included in action plan
Summary of key community stakeholders (community groups, MSs, MPs, special interest groups) along with an identified agencies responsible for informing and updating	Yes	'This information is also held by partner communication teams who are linked up across the partnership via the Risk Communication and Community Engagement work stream'
Implementation, Review and Learning		
Implementation timetable of the prevention and control plans with clear milestones and outcome measures	Yes	Clear action plan and SMART objectives, but most of actions completed or due soon. No named responsibilities
Schedule for review of effectiveness of implementation of plans	Yes	Weekly reviews of progress via Regional Strategic Oversight Group meetings and via regular updates to the Health Board, Local Authorities and wider stakeholders.
Arrangements for undertaking review and learning	Yes	Programme manager holds a lessons learnt log. Any lessons learnt reports also shared via the oversight arrangements as applicable.

Financial and workforce plans for TTP only included in an appendix [have been submitted to WG].

Key

Yes = Included /found in the plan

No =
Partial =

Not included/ not found in the plan
Included in plan but needs more work

DRAFT