Cwm Taf Morgannwg Test, Trace and Protect Programme

Strategic Plan – Draft Version 7.0

Background

The Public Health Protection Response Plan developed by Public Health Wales (PHW) on behalf of Welsh Government proposes three key elements:

1. Preventing the spread of disease through contact tracing and case management.
2. Sampling and testing different people in Wales.
3. Population surveillance.

This strategic plan identifies the key actions required by partners across the Cwm Taf Morgannwg region to operationalise these elements and adds a further important work stream on risk communication and community engagement.

Overall Strategic Aim

The strategic aim for the COVID-19 Test, Trace and protect programme is to:

> To put in place appropriate systems and capacities to ensure that, following the easing of lockdown measures, we do not see a rapid increase in illness and deaths in our communities due to COVID-19 infection.

Overarching Objectives

The overarching programme objectives are as follows:

1. Protect the health of the population by taking action to reduce the transmission of COVID-19.
2. Ensure appropriate resources are in place to reduce the burden of COVID-19 in CTM through the collective efforts of contact tracing, surveillance, testing and risk communication & community engagement.
3. Ensure adequate sampling and testing capacity exists to sample all people identified as possible cases or who present a high risk of transmission to vulnerable persons.
4. Ensure local contact tracing teams are adequately resourced and are able to provide a service across the whole of the CTM area 7 days a week.
5. Ensure effective measures are in place for the control of clusters of COVID-19 infection in: healthcare settings, other enclosed settings and the wider community.
6. Ensure activity contributes to national surveillance efforts. In return ensure that data / information obtained nationally or locally is applied to maximum effect within CTM.
7. Update and satisfy the CTM Chief Executives Group that sufficient resources and effective measures are in place and being utilised to control COVID-19 in the CTM area.

Oversight Arrangements

The oversight arrangements are captured in a document approved by the Programme's Regional Strategic Oversight Group on 9 June 2020.

In essence the programme reports into the Chief Executives of the Health Board and three Local Authorities, who meet on a weekly basis, and is supported by:

- Regional Strategic Oversight Group – chaired by Professor Kelechi Nnoaham, Director of Public Health.

- Regional Tactical Group – chaired by Sion Linguard, Consultant in Public Health.

  It is important to note that this group also incorporates the role of Regional Response Team in managing incidents in COVID-19 clusters, enclosed settings, & healthcare settings.

- Four Work Streams:
  - Surveillance
  - Sampling and Testing
  - Contact Tracing
  - Risk Communications and Engagement.

Strategic Plan

This strategic plan consists of oversight of the four work streams and their respective work programmes. It acts as a vehicle to bring the work together and allow for oversight of actions, in order to monitor progress, actively review and set new direction as required.

Work Streams

Strategic Aim 1 (SA1) – Surveillance

Leads: Kimberly Cann and Gemma Northey

The aim of this work stream is to utilise health surveillance from the community to inform active prevent of infection and tracking of the virus.

	Objectives	SMART Measures (further work required to make them measurable where possible)
1	To estimate the burden of disease more accurately.	To prevent the spread of infection.
2	To provide key indicators to inform action and measure the effectiveness of public health interventions including: • Monitor intensity and severity of COVID-19 spread in CTM • Monitor behaviour of COVID-19 in at-risk groups in CTM (residents of long term care facilities, patients in	To support the NHS resuming normal services whilst delivering Covid-19 related care.

	acute and community hospitals and people in our communities at risk of developing severe disease) • Monitor immunity to COVID-19 in CTM • Detect outbreaks in CTM hospitals and long term care facilities	
3	To monitor the impact of lifting social restrictions.	

Strategic Aim 2 (SA2) – Sampling and Testing

Lead: Joanna Williams

The aim of this work stream is to provide targeted data for accurate surveillance to take place.

	Objectives and SMART Measure
1	Provide tests for 100% of all symptomatic inhabitants of CTM, within 24hrs of them requesting a test.
2	Provide tests for 100% of all Care Home residents and staff once every 2 weeks (asymptomatic).
3	Provide tests for 100% of symptomatic Care Home residents within 24hrs (as a result of symptoms being identified).
4	Provide tests for a random sample of 150 CTM hospital staff randomly per week.
5	Provide pre-operative screening tests for 100% of 72 hours before operations take place
6	Provide serology tests for CTM staff/key workers/residents as directed

Strategic Aim 3 (SA3) – Contact Tracing and Case Management

Lead: Paul Mee

The purpose of contact tracing and case management is to interrupt chains of transmission in the community by identifying cases of Covid-19 (confirmed and suspected), tracing the people who may have become infected by spending time in close contact with them and then requiring, and supporting those close contacts to self-isolate so that they are less likely to transmit it to others.

The aim of this work stream is to establish an effective contact tracing and case management system, consisting of a regional response team and local contact tracing teams. The regional response team will use information from surveillance to identify geographical hotspots or clusters of high transmission rates requiring enhanced infection control. The local contact tracing teams will deliver contact tracing intervention and public health advice to cases and contacts in the area.

The objective of the work stream is as follows:

	Objectives	SMART Measure
1.	To establish an effective contact tracing and case management system in Cwm Taff Morgannwg to prevent the spread of COVID19 infection	Contribute towards reducing the reproduction number (R – the average number of secondary cases per infectious case) to below 1.

Strategic Aim 4 (SA4) – Risk Communication and Community Engagement

Lead: Sara Thomas

The aim of this work stream is to provide the public and partners with clear messages and practical information which will encourage and enable them to follow any current guidance related to reducing the spread of Covid-19 and participate as appropriate in any associated testing or contact tracing programmes. This should help reassure the public; encourage and empower citizens and build engagement with partners.

There are four key audiences this work stream is aimed at are:

- Mass population
- Vulnerable Groups.
- Those in closed settings
- Stakeholders and partners

	Objectives	SMART Measures
1	Reassure the Public: help people feel confident in the exit/recovery approach and understand what they need to do by: Providing up to date information on the testing and contact tracing pathways which is communicated and readily available to staff and residents of CTM	All communication is accessible to the public in electronic and easy read format; in both the English and Welsh language. Survey samples of CTM residents identifies that >90% of respondents are aware of what they need to do if symptomatic; how to book a test; when to self-isolate and how to access further information
2	Encourage and Empower Citizens: use behavioural insights approach and information provided by public perceptions COVID -19 survey work to ensure:	Results of COVID-19 surveys are shared and key messages communicated to work streams in a timely manner; Subject and mode of communication is adapted to reflect survey findings

		CTM residents and staff understand and engage with Contact Tracing process; CTM residents understand COVID risks within their locality, especially when cluster/hotspot is identified Public are aware and practising public health measures such as hand washing and self-isolation	
3	Build engagement with partners Collaborative working with stakeholders to maximise resource and ensure consistent approaches to accessing and disseminating info	All RCCE work stream material is produced for use across the CTM region Vulnerable/hard to reach groups in CTM are identified; communication with groups is tailored to meet needs Target audiences e.g. employers, community groups are identified and communication tailored to maximise engagement	

NB It may be necessary to add more objectives in all of the above work streams as the national policy and local context develops, but these will not be input to this plan until they have been agreed by the RSOG.

Quality and Safety

As the oversight arrangement which operates as a partnership between membership agencies and reiterates the sovereignty of individual agencies, the quality and safety of respective services rests with the statutory organisations.

However the programme retains a strong and shared commitment to work openly together and take decisions in the spirit of partnership, with the overriding shared aim of delivering for the benefit of the communities it serves. The programme will, through its various mechanisms monitor where possible and alert organisations to any particular areas of concern and will also expect to be informed by partner organisations of any relevant issues affecting programme delivery.

Workforce and Finance

The workforce and financial implications of the programme have yet to be wholly quantified. In the initial phase, as staff are drawn from existing resource this is likely to be an opportunity cost, although it is likely that roles will need to be back filled to cover core duties, particularly as services gradually return to normal.

If it proves necessary to undertake a wider recruitment exercise then there will clearly be potentially significant revenue implications. In addition there are likely to be capital costs associated with ICT, infrastructure and telephony.

As the plan is implemented it will be necessary to ensure all costs associated with the approach are captured and quantified.

The national response plan includes a section on workforce, finance and resources which indicates that the additional costs for contact and trace will have to be co-ordinated by Welsh Government and that further clarity will be required on the financial support arrangements to be provided to partners.

Issues Log

An Issues log will operate at the programme level and be maintained by the Programme Manager.

Risk Register

Risk Registers (interlinked) will operate at the programme level, with risk ownership clearly identified and co-ordination undertaken by the Programme Manager.

Lessons Learnt Log

A lessons learnt log will be developed and held at regional level by the Programme Manager, informed by feedback from across the regional and local planning response. All staff and partners will be encouraged to participate in sharing lessons on a live basis and fed back into the programme so we are learning from experience and also practice elsewhere.

Situation Reporting

Each work stream, the Regional Strategic Tactical Group and Regional Strategic Oversight group with be responsible for providing exception reports on progresses and risks to the overall programme and respective organisations as requested.

Review

This document will be kept under regular review with any significant changes signed off at the Regional Strategic Oversight Group.

_____

CWM TAF MORGANWWG TEST, TRACE, PROTECT PROGRAMME

DRAFT STRATEGIC PLAN – UPDATED AS AT 19th June 2020

This plan is dynamic and continuously subject to review as the situation develops on the development and implementation of the Test, Trace and Protect Programme in Cwm Taf Morganwwg. The Public Health Protection Response Plan developed by Public Health Wales (PHW) on behalf of Welsh Government sets out three key elements:

- Preventing the spread of disease through contact tracing and case management.
- Sampling and testing different people in Wales.
- Population surveillance.

This strategic plan identifies the key actions required by partners across the Cwm Taf Morgannwg region to operationalise these elements and adds a further important work stream on risk communication and community engagement. To note in terms of this plan:

- Completed actions will be added to the end of the plan for reference.
- Actions highlighted in blue will be actions that are added to the plan after this point in time.
- RSOG decisions made will be referenced below in the 'progress' column.
- Any actions that remain open at the close of the programme will need to be transferred into business as usual of the respective organisation(s).
- The plan will be reviewed after each RSOG meeting.

Action	Responsibility & Timescale			Complete?	Progress as at 19th June 2020
	RCOG	RSTG	Work Stream		
OVERALL STRATEGIC AIM – TO REDUCE THE RISK OF TRANSMISSION AND INFECTION OF COVID-19 IN THE CTM AREA.PROGRAMME MANAGEMENT - TO ENSURE CLEAR ARRANGEMENTS ARE IN PLACE TO SUPPORT PROGRAMME DELIVERY					
Phase 1 – June 2020 to August 2020					
• Establish CTM Regional Programme arrangement including Oversight Group, Tactical Group and Work Streams	√ Complete	√ Complete	√ Complete	Yes	Complete

Action	Responsibility & Timescale			Complete?	Progress as at 19th June 2020
	RCOG	RSTG	Work Stream		
Agree Oversight Arrangements document, including membership and terms of reference of the above.	√ Complete			Yes	**Complete** • Draft to RSOG 2/6/20 • Approved at RSOG on 9/6/20
Agree draft strategic plan	√ By 23/6/20				**Underway** • Updated draft submitted weekly to RSOG. • Latest version (v7) to be approved at RSOG 23/6/20
Agree work stream plans	√ By 23/6/20	√ By 23/6/20	√ By 23/6/20		**Underway** • Three drafts complete and signed off at RSOG on 16/6/2020 • Testing work stream plan being drafted; RSOG to approve 23/6/20.
Develop a programme workforce plan	√ 1st cut schedule available on 18/6/20 Plan by 6/7/20 TBC		√ Plan by 6/7/20 TBC		**Underway** • Latest workforce and finance schedule submitted to WG on 16/6/2020 • Workforce and Finance task and Finish Group being established. • Representatives identified • 1st meeting – 24/6/20 • Revised finance and workforce schedule completed on 18/6/20
Develop a programme finance plan	√ 1st cut schedule available on 18/6/20 Plan by 6/7/20 TBC		√ Plan by 6/7/20 TBC		**Underway** • Latest workforce and finance schedule submitted to WG on 16/6/2020 • Workforce and Finance task and Finish Group being established. • Representatives identified • 1st meeting – 24/6/20 • Revised finance and workforce schedule completed on 18/6/20
Set up risk register	√ Final agreed				**Underway** • Draft to RSOG 9/6/20, 16/6/20.

Action	Responsibility & Timescale			Complete?	Progress as at 19th June 2020
	RCOG	RSTG	Work Stream		
	system by 30/6/20				• Programme Manager liaising with work stream leads to finalise template and current risks, together with mitigating actions • New template to RSOG 23/6/20
Set up issues log	√ Final agreed system by 30/6/20				Underway • Draft to RSOG 9/6/20 & 16/6/20 • Programme Manager liaising with work stream to finalise latest log • New template to RSOG 23/6/20
Set up lessons learnt log	√ Final agreed system by 30/6/20				Developing • Draft to RSOG 16/6/20 • Draft to be requested from Programme Manager for next meeting – 23/6/20
STRATEGIC AIM NO. 1 – SURVEILLANCE **THE AIM OF THIS WORK STREAM IS TO UTILISE HEALTH SURVEILLANCE FROM THE COMMUNITY TO PREVENT INFECTION AND TRACK THE VIRUS.**					
Phase 1 – June 2020 to August 2020					
Prepare Regional Surveillance Operational Plan to identify the key actions required by partners across the Cwm Taf Morgannwg Region to operationalise the population surveillance requirements of the Response Plan.	√ Complete	√ Complete	√ Complete	Yes	• Final draft plan complete • Plan agreed with stakeholders • Plan approved by RSOG on 16/6/20 • Complete (although plan to remain under review and be updated as required).
Identify and put in place necessary resource to implement a regional surveillance system	√		√		Underway • Internal resource identified for immediate surveillance • Internal resource secured • Longer term resource identified (June to August 2020)

Action	Responsibility & Timescale			Complete?	Progress as at 19th June 2020
	RCOG	RSTG	Work Stream		
Link to other regional surveillance systems across Wales to share learning and best practice			√ Complete	Yes	• Consult with other Health Boards on draft plan • Ongoing sharing of learning and best practice • Linked with other Health Boards to share learning and establish a network within which to raise issues and requests to PHW – reported to RSOG 9/6/20 • Surveillance network established – reported to RSOG 16/6/20
Agree local key identifiers to be monitored and thresholds at which action should be considered and undertaken			√		Underway • Initial key identifiers agreed • Stakeholder consultation • Draft threshold figures identified • Stakeholder consultation • Thresholds and key identifiers agreed with stakeholders • Ongoing review of key identifiers and thresholds • Draft specification of indicators circulate to RSOG 16/6/20
Agree initial data sources for key identifiers and establish processes by which these will feed into the surveillance system			√		Underway • Collaborate with stakeholders and other workstream leads to identify suitable data sources for immediate surveillance use • Define process of data transfer into surveillance system • Ensure mutually agreed interpretation of data with data providers • 16/6/20 – established interim data access solutions – reported to RSOG 16/6/20

Action	Responsibility & Timescale			Complete?	Progress as at 19th June 2020
	RCOG	RSTG	Work Stream		
Establish an interim solution for surveillance should the national case management system not be available			√		Yet to be determined • Work with contact tracing work stream to identify functionality of interim case management system • Identify local dataset for analysis from case management system • 16/6/20 – established interim data access solutions – reported to RSOG 16/6/20
Input into national key indicators for surveillance to maximise local usefulness			√		Underway • Feedback into national process via PHW
Develop a national case management system and ensure timely access to data for regional surveillance systems			√		Developing • Develop, test and implement national case management system
Ensure the national case management system in development meets regional surveillance needs			√		Yet to be determined • Supply initial surveillance requirements to NWIS for national case management system and developments relating to outbreak surveillance • Ongoing feedback
Ensure all data protection regulations are met			√		• Ensure compliance of surveillance system with GDPR regulations.
Establish process by which surveillance data will inform the activity of other workstreams: contact tracing; testing; and community engagement and risk communication			√		Underway • Develop draft specification for surveillance data • Consult with key stakeholders • Agree user specification with workstream leads
Conduct in-depth analysis of local cases to inform key driving factors in their distribution within the CTM region			√		• Initial analysis to inform development of surveillance system • Ongoing ad hoc analysis to inform surveillance

Action	Responsibility & Timescale			Complete?	Progress as at 19th June 2020
	RCOG	RSTG	Work Stream		
Establish a process to identify the emerging evidence base for the epidemiology of COVID-19, interpret it for the local population, and adapt surveillance as appropriate			√		• Identify national processes for reviewing evidence • Establish regular reporting on implications for local population • Identify new information that could be used to adapt/steer local surveillance in a timely way
Engage and share emerging new evidence to inform surveillance and action with other organisations			√		• Newly identified evidence or learning from surveillance to be shared with appropriate stakeholders
STRATEGIC AIM NO. 2 – SAMPLING AND TESTING					
Phase 1 – June 2020 to August 2020					
• Prepare Regional Testing Operational Plan to identify the key actions required by partners across the Cwm Taf Morgannwg Region to ensure appropriate capacity for predicted demand.			√ 23/6/20		Underway • Latest draft completed. • Going to UHB Management Board for approval on 22/6/20 • To be submitted to RSOG 23/6/20 for approval
• Update the CTM Testing Strategy			√ 23/6/20		Underway • Updated Testing Strategy endorsed at UHB Executive Resetting the Agenda Group on 4/6/20 and subsequently endorsed at RSOG on 9/6/20. • Going to UHB Management Board for approval on 22/6/20 • To be submitted to RSOG 23/6/20 for approval
• Establish a small management group to oversee the operational delivery.			√ Complete	Yes	Complete.
• Identify and mitigate risks to delivery of the contact tracing and case management approach.			√		In development • Risk identification required

Action	Responsibility & Timescale			Complete?	Progress as at 19th June 2020
	RCOG	RSTG	Work Stream		
• Implement plan for additional self-administered lanes to be added to Kier Hardie and Bridgend testing sites and for these to be operational			√ 22/6/20 Bridgend 29/6/20 Kier Hardie		Underway • 4 site model
• Abercynon site to be handed over to Deloittes			√ 26/6/20		Underway • Site run by Deloittes with swabbing demand and capacity fed back to HB – reporting mechanism clear and in place
• Mobile community testing (x1)			√ 22/6/20		Underway • Set up rolling programme for care homes residents and staff • Implement the WG initiative for testing care home staff via an online portal, alongside HB support of testing residents • Care homes staff to be familiar with the processes • Care Homes Task and finish group established (includes HB, PHW and LA representation) • Support citizens in the community who unable to use the on line portal or attend a testing unit
• Serology testing			√ Teachers – 30/6/20 Others - date TBC		Developing • Random testing of Teachers • Random testing of CTM UHB staff – operational plan • Random Testing of Care Home staff/residents
• Staffing model agreement and recruitment into fixed term posts and bank hours as required			√ 30/6/20		Developing • Agreement to proceed with fixed term posts and any bank hours required

Action	Responsibility & Timescale			Complete?	Progress as at 19th June 2020
	RCOG	RSTG	Work Stream		
					• Full team in place as required to ensure continued development of the testing programme and service delivery associated with the programme
• Develop programme plan for continuation of testing programme; to include plans for response to emerging outbreaks Secure premises for booking, results and care homes teams to be based (antigen and antibody) and care homes admin team			√ 31/7/20		Developing • Ability to mobilise Mobile Units with Military support and plan for when military support ends
• Secure premises for booking, results and care homes teams to be based (antigen and antibody) and care homes admin team			√ 10/7/20		Developing • Property identified (Ysbyty Seren) • furnishings and IT in place • Staff relocated
• Ensure all stakeholders are kept informed of changes and developments			√		Developing • Stakeholder mapping and level of interest/need to know etc around testing (could already be in place) • Work with Covid -19 Comms lead
STRATEGIC AIM NO. 3 – CONTACT TRACING AND CASE MANAGEMENT TO ESTABLISH AN EFFECTIVE CONTACT TRACING AND CASE MANAGEMENT SYSTEM IN CWM TAFF MORGANNWG TO PREVENT THE SPREAD OF COVID19 INFECTION, AND IN DOING SO, CONTRIBUTE TOWARDS REDUCING THE REPRODUCTION NUMBER (R – THE AVERAGE NUMBER OF SECONDARY CASES PER INFECTIOUS CASE) TO BELOW 1.					
Phase 1 – June 2020 to August 2020					
• Prepare Regional Contact Tracing Operational Plan to identify the key actions required by partners across the Cwm Taf Morgannwg Region to operationalise requirements.			√ Complete	Yes	• Draft completed • Plan approved by RSOG on 16/6/20 • Complete (although plan to remain under review and be updated as required).
• Establish a small management group to oversee the operational delivery.			√ Complete	Yes	Complete.

Action	Responsibility & Timescale			Complete?	Progress as at 19th June 2020
	RCOG	RSTG	Work Stream		
• Identify and mitigate risks to delivery of the contact tracing and case management approach.			√		**Underway** • Risks identified and mitigated where possible as part of the workstream • Key risks also reported to RSOG.
• Establish regional response team in operation seven days a week between 8am and 8pm each day		√	√ Complete	Yes	Complete
• Put in place telephony and ICT requirements to support diffuse workforce arrangements in contact tracing teams.			√ Complete	Yes	Complete
• Train all staff in the contact tracing teams to undertake their roles.			√ Complete	Yes	Complete
• Establish contact tracing teams in operation seven days a week between 8am and 8pm each day • 6 teams initially in phase 1			√ Complete	Yes	Complete • Completed by 18/5/20
• Pilot to run from 18/5/20 to 31/5/20			√ Complete	Yes	Complete
• Evaluate pilot		√	√ Complete	Yes	Complete • Report received at RSOG on 2/6/20
• Extend contact tracing teams in operation seven days a week between 8am and 8pm each day • 13 teams in total in phase 2			√		Developing
• Establish recruitment plans should it be necessary to recruit additional staff for thirteen contact tracing teams.			√		Developing
• Establish an interim (up until 8/6/20) case management system			√ Complete	Yes	Complete • Using Powys system
• Move over to the national case management system from 8/6/20			√ Complete	Yes	Complete • Delayed from original start date of 8/6/20.

Action	Responsibility & Timescale			Complete?	Progress as at 19th June 2020
	RCOG	RSTG	Work Stream		
					• Engaged in testing with NWIS • Systetm was rolled out later in the week, being used by all parts of CTM.
STRATEGIC AIM NO. 4 – RISK COMMUNICATION AND ENGAGEMENT **TO PROVIDE THE PUBLIC AND PARTNERS WITH CLEAR MESSAGES AND PRACTICAL INFORMATION WHICH WILL ENCOURAGE AND ENABLE THEM TO FOLLOW ANY CURRENT GUIDANCE RELATED TO REDUCING THE SPREAD OF COVID 19 AND PARTICIPATE AS APPROPRIATE IN ANY ASSOCIATED TESTING OR CONTACT TRACING PROGRAMMES.**					
Phase 1 – June 2020 to August 2020					
• Prepare RCCE Plan to identify the key actions required by partners across the Cwm Taf Morgannwg Region to operationalise requirements.			√	Yes	• Draft completed • Plan approved by RSOG on 16/6/20 Complete (although plan to remain under review and be updated as required).
• Establish a small management group to oversee the operational delivery.			√ Complete	Yes	Complete.
• Identify and mitigate risks to delivery of the RCCE approach.			√		Under development
• The initial focus of the programme will be the May 31st launch date for the Contract Tracing Programme in association with Public health Wales and Welsh Government.			√ Complete	Yes	Complete. • Welsh Government will be launched their public campaign on contract tracing on 28th May. • WG asked local partners to disseminate information in line with this. • The RCCE working group meeting on 27th May will further consider roll out of this campaign and what local messages/approaches are needed to supplement it.
• Establishing public perceptions from national surveys			√		Underway • Current national surveys on public perceptions related to COVID 19 reviewed and key themes summarised.

Action	Responsibility & Timescale			Complete?	Progress as at 19th June 2020
	RCOG	RSTG	Work Stream		
					• Shared with all communication leads. • Will be reviewed weekly and utilised as appropriate in shaping messages.
• Launch local survey focussing on how our communities access information and individual's thoughts on taking part in the Contact tracing programme			√ Complete	Yes	Complete • Was launched on 21/05 and ran until 31/05. • Reports on uptake and initial findings will go to the RCCE working group on 1st June with a full report to follow that week. • Findings summarised and shared with RSOG on 9/6/20 and will be shared with other groups as appropriate.
• LA staff communication on contact tracing service			√		Underway • A communication for LA staff regarding the contact tracing programme has been drafted and approved. This can be adapted by the other LAs to reflect differences in local implementation of the programme.
• Confirm process to ensure that each of the work stream planning groups have a nominated person(s) to link with a named member of the RCCE working group for two way feedback and timely updates which can then be shared with all representatives in the group.			√ Complete	Yes	Complete • Each WS to include Communication as a meeting agenda item
• Confirm sign off process for both planned, proactive and any reactive communications to minimise delays			√ Complete	Yes	Complete • Agreed process for proactive and reactive communication and engagement activity
• Clarify process for ongoing communication with staff both those potentially deployed into the contact tracing/testing			√ Complete	Yes	Complete • Generation of Communications by members of RCCE or by Testing/ CT /

Action	Responsibility & Timescale			Complete?	Progress as at 19th June 2020
	RCOG	RSTG	Work Stream		
programmes and the wider workforce in terms of expectations/practical issues associated with engaging with programmes themselves. Will these communications be generated/disseminated by the RCCE group or HR?					Surveillance work streams supported by RCCE members. • Dissemination to staff occur via respective organisations' channels which would include staff intranet or via HR as appropriate.
• Social distancing importance for key workers in the workplace to be re-enforced (following RSOG discussion on local PH survey and agreement for further action	√		√		Underway • Escalate need to observe SD and hand Hygiene in the workplace to: • CTMUHB Exec Directors (Corporate Services and HR) • Raised w/c 8th June with TTP CEO & Leaders Forum for action across all four organisations • Communications further enhanced.