

## Workstream update: Rotherham COVID-19 Silver Command

Date: 20/05/20

Work Stream	Lead	Representation	Project Lead Support
Rotherham COVID-19 Silver Command	Teresa Roche Jacqueline Wiltschinsky	RMBC – CYPS, ACH&PH, R&E, CX, Comms, Emergency Planning. CCG, TRFT, RDaSH, Hospice, VAR, YAS, Coroner, PHE, Police, Chamber Trade, Local Pharmacy Committee, RNN Group.	Hannah Upstone Ellis France

Corporate Emergency Response Work Stream – COVID 19						
Area/Objective	Task	Milestones	Lead	Due Date	RAG	Update
1. To consider the causes, characteristics and effects (epidemiology) of pandemic flu in order to agree required actions.	a) Monitor and assess the progress and impact of Covid 19 and make local strategic decisions to provide a coordinated response.	<ul style="list-style-type: none"> <li>Action log agreed and updated at every weekly meeting and captures co-ordinated response.</li> </ul>	Terri Roche	Ongoing	Yellow	Action log updated weekly.
		<ul style="list-style-type: none"> <li>To develop a multi-agency sitrep.</li> </ul>			Green	RMBC Sitrep to be shared on 28 <sup>th</sup> April.

	a) Understand and if necessary, lead discussions with broader providers, e.g. Pharmacists, to support the overall response.	Further development of Action log to reflect wider range of services and 'key themes' across the system.	Terri Roche All	SL NLH will flag if concerns arise.		Action log to reflect wider impacts that Covid 19 is having on the Rotherham Borough.
<b>2. To coordinate and identify appropriate actions and next steps.</b>	b) Review and agree Terms of Reference and establish membership from each organisation.	▪ Terms of reference agreed.	Terri Roche/Jacqui Wiltschinsky	08/04/20		Terms of reference agreed on 23 <sup>rd</sup> March. Will be kept under review.  To review and agree at the 8 <sup>th</sup> April meeting. New ToR agreed 22 April.
		▪ Regular meetings scheduled.		23/03/20 COMPLETE		Meeting now scheduled Tues & Friday 13.00 - 14.00
		▪ Report to RMBC GOLD every Thursday	Terri Roche	Ongoing		
	c) Multi agency strategic approach.	▪ Action log agreed and updated at every weekly meeting.	Terri Roche/ALL	Ongoing		Each partner updates the action log and is held to account by the RCSC. Use of the Public health DATER(Detection, Assessment, Treatment,

						Escalation and Recovery) phases will be part of the updates to the RCSC
	<p>d) Address concerns of Prescription collection and delivering.</p> <p>e) Address concerns re NOMADS</p>	System to support this being developed as part of Humanitarian work cell.	Jackie Mould & Martin Hughes	07.05.20 – SL, MH, NA, will inform the group of any concerns		on-going update from humanitarian cell required watching brief. Update in meeting 28.04.20
<p><b>3.</b>  <b>To ensure the appropriate treatment is being made available to those affected.</b></p>	<p>a) Identify vulnerable groups including those that may become vulnerable as a result of the outbreak.</p>	<ul style="list-style-type: none"> <li>Part of the work by adult social care and CCG and links to the Data Surveillance Cell.</li> </ul>	Gilly Brenner/Deb Johnson	COMPLETE		Data relating to those in the borough who are extremely vulnerable (shielding) & those aged 50+ with multiple Health conditions has been matched to ASC open cases by CCG data colleagues. (13/03/20)
	<p>b) Identify what support is there for residents who are grieving.</p>	<ul style="list-style-type: none"> <li>Working with Excess Death Cell to investigate support within Rotherham and nationally.</li> </ul>	Ruth Fletcher Brown/Kate Tuffnell	April		Investigating if current Amparo service can operate as a listening service for those bereaved by COVID 19. It will cover children 11+ and adults. For younger children the service will

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						<p>support families/carers to support the young child.</p> <p>For staff affected by deaths to COVID 19 (due to deaths of clients/patients) encourage/promote the use of RMBC counselling provision. Cruse offer on their national helpline a service that would offer our residents similar provision with dedicated appointments.</p> <p>Link with local Hospice to investigate what they can offer.  <a href="#">Listening Ear</a> launched on 20.04.20 – for all those bereaved during the pandemic</p>
		<ul style="list-style-type: none"> <li>▪ Briefing to Gold by 10/04/2020 on bereavement support for both public and staff</li> <li>▪ Update to RCSC</li> </ul>	Ruth Fletcher Brown	08/04/2020 COMPLETE		
				22/05/20		

		due on May 22nd				
<b>4.</b> <b>To identify and promote actions required to reduce the risk of further spread.</b>	a) Ensure social distancing messaging is consistent and persistent. Also continue to communicate washing hands, coughs and sneezes etc.	<ul style="list-style-type: none"> <li>Using comms from PHE update websites, social media and other means of communication are up to date and current.</li> </ul>	Terri Roche & Comms	Ongoing		Mixed messages and interpretation vary so need to ensure messaging is consistent and updated.
	b) Maintain close liaison with NHS England and PHE, particularly when considering changes to the delivery of NHS commissioned services.	<ul style="list-style-type: none"> <li>Daily intelligence reports via SCG and PHE.</li> </ul>	Terri Roche Public Health & CCG	Ongoing		Daily reports. Challenge re receiving up to date daily information to be received by data cell.  Reports to Gold and Tactical group & wider partners as appropriate.  This will continue to develop over time as more data/information becomes available.  <b>22/04</b> This is now working better through the data cell

	<p>c) To ensure Rotherham are following guidelines on PPE</p> <p>d) To have MA discussion on key issues including: Safe disposal Supply &amp; Demand</p> <p>Mutual Aid</p>		<p>Alex Hawley/ Richard Hart</p> <p>RFT, RDASH, RMBC</p>			<p>To share FAQ with partners</p> <p>Andrew Denniff sent business contact who can help with supply. RFT procurement to follow up on Place behalf</p>
<p><b>5. To follow the Pandemic Response Group Communications plan.</b></p>	<p>a) Review, agree and activate Communications Plan and agree key messages.</p>	<ul style="list-style-type: none"> <li>Ensure comms plan in place and agree key messages across all partners.</li> </ul>	<p>Diane Clarke</p>	<p>March 2020</p>		<p>Comms plans are in place and the council's plan incorporates working closely with partners. Links to the Rotherham Place comms group.</p>
	<p>b) Receive and disseminate updates from local providers, as appropriate.</p>	<ul style="list-style-type: none"> <li>Receive Sitrep from care homes &amp; home care.</li> </ul>	<p>Nathan Atkinson</p>	<p>Daily</p>		<p>Care Home data will be part of RMBC Sit Rep going forward</p>

	a) Participate in teleconferences to report the local position.	<ul style="list-style-type: none"> <li>▪ LRF daily meeting 15.00hrs.</li> </ul>	Terri Roche/Jacqui Wiltchinsky	Ongoing		
<b>6. To ensure the response provides guidance to be used for business continuity.</b>	b) Consider the extent of local society impacts e.g. school closures, prison services; access to supplies etc.	<ul style="list-style-type: none"> <li>▪ Data Surveillance Cell will consider wider impacts and data analysis to inform the RCSC of the potential impacts. E.g. hospital bed capacity, supply chains and school closures.</li> </ul>	All Gilly Brenner/Nick Leigh Hunt	Ongoing		<p>Data Surveillance Cell first met on the 3<sup>rd</sup> April. Data Cell needs to extend scope to include multi agency sitrep.</p> <p>Rep SY LRF data cell to ensure joined up approach</p>
<b>7. To take and respond to actions as directed by LRF/LHRF/PHE/SCG/NHSE/Place Gold/RMBC Gold.</b>	a) Coordinate multi agency local communications strategy in line with the LRF Strategic Group.	<ul style="list-style-type: none"> <li>▪ Updates will be provided directly from the LRF strategic co-ordination group and disseminated as appropriate.</li> </ul>	Diane Clarke	Ongoing		Rotherham LRF comms lead to inform the RCSC and Gold as appropriate.

	b) Receive and disseminate updates from national and regional levels and SCGs.	<ul style="list-style-type: none"> <li>Agree develop clear process for wide dissemination of key information.</li> </ul>	Jacqui Wiltschinsky	Ongoing		
<b>8. Identify vulnerable groups including those that may become vulnerable as a result of the outbreak.</b>	a) To receive updates regarding the homelessness situation in Rotherham.	<ul style="list-style-type: none"> <li>The RCSC to receive updates from housing team as appropriate.</li> </ul>	Paul Walsh	Ongoing		Currently those that are homeless have been offered council housing. (03/04/20)
	b) To receive updates on any issues regarding DV.	<ul style="list-style-type: none"> <li>The neighborhood police team to report to the RCSC any DV issues.</li> </ul>	Nick Maddocks	Ongoing		NM has been replaced by Ian Proffitt attended first meeting on 12 <sup>th</sup> May.
	c) Discuss how loneliness can be reduced during social distancing measures.	<ul style="list-style-type: none"> <li>Use of website and social media comms to update with support from public health.</li> <li>Work undertaken by Humanitarian work cell.</li> </ul>	Ruth Fletcher Brown/Diane Clarke  Jackie Mould, Martin Hughes & Ruth Fletcher Brown	End of March		Mental Health resource here:  W:\Public Health\HEALTH PROTECTION\Incidents & Outbreaks\2020\COVID-19\Comms\Mental Health and Wellbeing and COVID-19 Resources.docx



						Messages for the Be the One website on suicide prevention and general messages under Five Ways to Wellbeing.
d) Discuss humanitarian hubs and volunteering.	<ul style="list-style-type: none"> <li>Group to reflect discussions in the Action log &amp; sitrep.</li> </ul>	Jackie Mould or Martin Hughes				Need to capture the legacy regarding volunteering during the pandemic.
e) Set up MH& WB cell that will also look at MH issues for recovery	<ul style="list-style-type: none"> <li>Presentation to RCSC on 7<sup>th</sup> may</li> </ul>	Matt Pollard & Ruth Fletcher-Brown				Invite Leanne Buchan R&E to be be part MH WB Cell
f) MHWB on forward plan				22 <sup>nd</sup> May		MHWB added onto forward plan.
g) Ensure clear communication with the public re opening times, collections and nomads.	<ul style="list-style-type: none"> <li>Opening times communicated to the public via website and social media linked to GP practices.</li> </ul>	Chris Bland - LPC	COMPLETE			Communications to public as and when opening times vary.

<p><b>9.</b> <b>To identify system pressures and solutions if possible and escalate as appropriate.</b></p>	<p>a) Develop and maintain local data collection processes to support the overall response to the pandemic, including completion and submission of relevant situation reports as required.</p>	<ul style="list-style-type: none"> <li>▪ Local Data Surveillance Cell will establish membership across the Rotherham system, timetable regular meetings and create a central repository.</li> </ul>	<p>Gilly Brenner/Nick Leigh Hunt Rotherham Data Cell</p>	<p>03/04/20</p>		<p>Informal links already established in with TRFT through Daily situation and impact reports.</p> <p>Initial contact made with key officers across Rotherham to establish the formal Data Surveillance Cell. First meeting on 3<sup>rd</sup> April.</p> <p>Membership will evolve over time.</p>
	<p>b) Discuss potential impact and to mitigate the impact of the nomad issue, with particular reference to Adult Social Care.</p>	<p>Need to understand the impact on social care.</p> <ul style="list-style-type: none"> <li>▪ Identify those effected and arrange mitigation.</li> </ul>	<p>Nathan Atkinson Chris Bland Stuart Lakin</p>	<p>April 2020</p>		<ul style="list-style-type: none"> <li>• Small group to meet and investigate this issue and identify mitigation.</li> <li>• Discussed today's RCSC all agreed concerns addressed maintain watching brief</li> </ul>
	<p>c) Partners to report into the RCSC so the group can understand the management and coordination</p>	<ul style="list-style-type: none"> <li>▪ Data Surveillance Cell to be set up.</li> </ul> <p>Ensure appropriate timely intelligence</p>	<p>Gilly Brenner/Nick Leigh Hunt</p>	<p>03/04/2020 COMPLETE</p> <p>Ongoing</p>		<ul style="list-style-type: none"> <li>• Guidance is being sent out by the Trust regarding changes to their reporting process.</li> <li>• First meeting of data surveillance cell</li> </ul>

	of surge pressure arrangements with commissioned health and social care services to support business continuity and maintain critical services and broader impact on partners.	provided to the RCSC to inform decisions and actions via the Data Surveillance Cell.				Friday 3 <sup>rd</sup> April. <ul style="list-style-type: none"> <li>Hospital data now provided daily</li> </ul>
<b>10. To follow the PH Pandemic Influenza Recovery &amp; Restoration plan.</b>	a) RCSC to decide when to set up a Recovery Group.	<ul style="list-style-type: none"> <li>Group to consider the recovery impact assessment template for SYLRF for each of their organisations.</li> </ul>	Terri Roche Via RCSC	TBC		Essential for emergency planning cycle.  At 22.4.20 agree to discuss recovery at each RCSC. To be added to Forward plan.  Discuss with Judith Hurcombe so links to LRF and supports RMBC recovery cell  05.05.20 - JH attended
	b) Log legacy of actions during	<ul style="list-style-type: none"> <li>Log legacy of actions during</li> </ul>	Terri Roche Jacqueline	ongoing		

	incident	the incident e.g. changes in DBS checks, volunteering, so all alterations as deemed by the government are logged and those that are beneficial to practice are reported back to government.	Wiltshinsky			
	c) To link with the Established Death Management Workstream.	<ul style="list-style-type: none"> <li>▪ To invite the chair of the Excess Deaths Workstream to the RCSC.</li> <li>▪</li> </ul>	01/04/20 Polly Hamilton & Gilly Brenner	COMPLETE		The workstream was established on Friday 13th March and is now meeting twice weekly (Tuesdays and Fridays). Now meeting once a week from 12 <sup>th</sup> May.
		<ul style="list-style-type: none"> <li>▪ To ensure co-ordinated approach across the Borough and at LRF avoid duplication.</li> </ul>		Ongoing		At a regional level, a new SYLRF Excess Death Cell has been established and is now meeting on Mondays, Wednesdays and Fridays until further notice.

<p><b>11. Economic Impact of Covid 19 on the Rotherham population.</b></p>	<p>a) Ensure that Rotherham's Economic Recovery Plan recognises social, health and economic issues and responds accordingly. To not do so could risk a further entrenchment of pre-existing disadvantage and inequalities.</p>	<ul style="list-style-type: none"> <li>▪ Plan is in development.</li> </ul>	<p>Simon Moss</p>			<p>Need to put on forward plan for a report to RCSC.</p>
<p><b>12. Contribute to the implementation of national systems for testing of wider key workers and other groups.</b></p>	<p>a) Encourage staff to book tests through formal council systems via HR</p>	<ul style="list-style-type: none"> <li>▪ Promotion of testing through council and wider communications ongoing, including Chief Executive's blog</li> <li>▪</li> </ul>				
	<p>b) Work to remove barriers to accessing testing for some groups e.g. transport,</p>	<ul style="list-style-type: none"> <li>▪ Local site, Doncaster site and mobile testing unit available</li> <li>▪ Discussions</li> </ul>				<p>18.05.20 new testing site proposed at the coach park, Meadowhall.</p>

	personal time pressures, language.	regarding further national sites, including discussion				
	c) Monitor testing capacity locally to ensure increased demand can be met.	<ul style="list-style-type: none"> <li>▪ Current pathway of testing RMBC and care home staff in place meeting demand. Remain linked into discussions with TRFT &amp; CCG leads and SYLRF around planning of pathways</li> </ul>				
	d) Increase testing capacity	<ul style="list-style-type: none"> <li>▪ Conversations with IPC nurses and with Tom Smith and Sam Barstow regarding environmental staff involvement.</li> <li>▪ Developing a SLT paper</li> <li>▪ Submitting high level proforma re- capacity as</li> </ul>				

		<p>requested by Richard Gleave</p> <ul style="list-style-type: none"> <li>▪ Drafted business case for additional IPC nurse or equivalent to offer advice.</li> </ul>				
	e) Set up Rotherham PLACE Testing and Contact Tracing cell	<ul style="list-style-type: none"> <li>▪ Work cell set up to occur Thursday's at 1pm.</li> </ul>		COMPLETE		Rotherham Place Testing and Contact Tracing cell set up with ToR. First meeting 14.05.20, enables system wide addressing of issues in relation to testing and contact tracing.
<b>13. Implement contact tracing as part of the next phase to release lockdown following guidance from government</b>	a) Remain linked into national discussions, South Yorkshire LRF testing cell, care homes group and discussions with TRFT & CCG leads	<ul style="list-style-type: none"> <li>▪ RMBC Members of the SYLRF Contact Tracing and Testing Cell via the Public Health Consultants.</li> </ul>				Meeting weekly
	b) Establish a local place group for	<ul style="list-style-type: none"> <li>▪ Remain linked into SYLRF</li> </ul>		COMPLETE		Rotherham Place Testing and Contact

	testing and contact tracing.	testing group discussions.				Tracing Cell set up with ToR. First meeting 14.05.20, enables system wide addressing of issues in relation to testing and contact tracing.
	c) Investigate use of staff from across place with skills in contact tracing to minimise impact on any one service	▪				
	d) Complete Risk assessment on impact of existing staff being used as contact tracers	▪				
<b>14. Ensure clear information and training is distributed regarding national systems for testing of asymptomatic and symptomatic care home staff and residents.</b>	a) Develop letter for managers of care homes and action plan.	▪ Letter developed and sent out with FAQs.		COMPLETE		
	f) Provide further training on swabbing to increase staff competence and	▪ Training video to be disseminated.		COMPLETE		



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	g) Seek clarity on testing routes and communicate this to front-line staff and employees.	<ul style="list-style-type: none"><li>▪ Staff can be tested via the HR portal.</li></ul>	ongoing			HR will triage those requesting tests and refer on to TRFT