



**London Borough of Hackney
&
City of London Corporation**

Covid-19 Local Outbreak Plan

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Version Number:	2.0		

Document History

Version	Date	Amendment	Author
v4	27/03/20	Internal draft for comments	K. Bell
v5	19/0620	Converted to local outbreak control plan	S. Husbands
LOCP v1.0	24/06/20	Local outbreak control plan updated with actions in seven priority areas and appendices	K. Dun-Campbell
v1.1	28/06/20	Reviewed and edited for approval at: LBH HMT Gold CoL Covid-19 'Recovery From' Officer Group	S.Husbands
v2.0	09/09/20	Corrections and updates for publication, including update on guidance on local lockdowns	K. Rao

Exercise Record

Date	Type	Details
01/07/20 to 31/07/20	Workshop Consultation	Workshop and consultation to test Standard Operating Procedure (SOP) in relation to scenarios/settings.

FOREWORD

The current Coronavirus pandemic has underscored the importance of working together, in partnership, to respond to outbreaks of infectious disease. In particular, it has highlighted the importance of having a clear plan and of everyone being aware of each others' roles and responsibilities in the event of a pandemic.

We already have the Pandemic Flu Plan. This Covid-19 Local Outbreak Control Plan has been written to ensure that we have clarity on operational roles and responsibilities for each responding service and organisation, in response to local clusters, outbreaks or cases in high risk areas, communities or settings within Hackney and/or the City of London. This local plan supports and is supported by national and regional plans and national guidance. In developing this plan we have drawn on learning from elsewhere, both nationally and internationally, as well as the specific work of the London-wide Chief Executives Group.



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1. Introduction

Covid-19 was first identified in Wuhan, China, in December 2019 and has since spread to many countries. The London Borough of Hackney and the City of London Corporation have had plans in place for many years, to respond to an outbreak of an influenza-like-illness (ILI). Our local response to Covid-19 builds upon a comprehensive pandemic influenza plan that was developed to respond to outbreaks of various intensities and has been routinely revised and updated. In addition, since the beginning of the outbreak, a lot has been learned about the epidemiology, spread and containment of this infection and that learning has informed development of further guidance.

Local authorities (public health and environmental health teams) and Public Health England (PHE) have the primary responsibility for the delivery and management of public health actions to be taken in relation to outbreaks of communicable disease, through local Health Protection Partnerships (sometimes these are called Local Health Resilience Partnerships) and local memoranda of understanding. These arrangements are clarified in the 2013 guidance Health Protection in Local Government¹. Therefore, it is imperative that local authority develops a plan, in collaboration with Health Resilience Forum partners, to enable us to prepare effectively for local outbreaks of Covid-19 and work together to manage them.

1.1 Aims

Building on the pandemic influenza plan, the aim of this document is to set out City and Hackney's Local Outbreak Control Plan (LOCP) for working with national and regional partners, to combat Covid-19, including infection prevention and control measures; coordinating testing; supporting contact tracing and providing help to vulnerable people who need to self isolate. This document should be reviewed in conjunction with the relevant national guidance from the UK Government and expert agencies such as Public Health England (PHE).

1.2 Objectives

The main objectives of the Covid-19 plan are to:

- Coordinate activity to prevent and mitigate the spread of SARS-CoV-2, ensuring an integrated response. Please see paragraph 2. below.
- Identify early and manage clusters and local outbreaks of Covid-19 effectively
- Outline the governance arrangements to enable that effective response

¹ Protecting the health of the local population: the new health protection duty of local authorities under the Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2013

- Ensure there is sufficient local capacity to deal with the pandemic, in terms of specialist expertise (from Public Health and Environmental Health); Covid-19 testing; contact tracing; communications; community engagement; infection control; and support for vulnerable people
- Collate and integrate data from multiple sources to support local decision making
- Communicate openly and honestly with key stakeholders, including local communities, key local leaders (e.g. head teachers, religious leaders, business owners, etc.) and local and national politicians
- Work with the community and voluntary sector, to support effective communications with local communities and develop capacity to support testing and contact tracing locally

1.3 Principals

The City and Hackney Local Outbreak Control Plan is grounded in the principles for health protection set out in the joint statement from the Association of Directors of Public Health, UK Faculty of Public Health, Local Government Association, Public Health England and the UK Chief Environmental Health Officers Group.

The prevention and management of the transmission of Covid-19 should:

1. Be rooted in public health systems and leadership
2. Adopt a whole system approach
3. Be delivered through an efficient and locally effective and responsive system including being informed by timely access to data and intelligence
4. Be sufficiently resourced

2. Covid-19

SARS-CoV-2 is a novel coronavirus, which had not been recognised in humans until December 2019, in Wuhan, when it caused an outbreak of respiratory illness. Because it had not infected humans before and the population had limited immunity to it, SARS-CoV-2 spread rapidly. The virus quickly began to spread from China around the world, leading the World Health Organization (WHO) to pronounce it a Public Health Emergency of International Concern at the end of January 2020. As a result of continued spread between and within countries, WHO declared a pandemic on 11 March 2020.

Covid-19 is the name given to the illness caused by SARS-CoV-2. The symptoms of Covid-19 are most typically fever, a dry cough and loss of taste and/or smell. It can also, in some cases, cause fatigue and shortness of breath. Many people will have very mild or no symptoms at all. Whilst the majority of Covid-19 infections are mild, some individuals become very unwell and require hospital admission. Mortality rates from Covid-19 are highest among people who are older (over 70 years); those with underlying health conditions - particularly diabetes and high blood pressure; and people from some minority ethnic backgrounds.

2.1 The UK Response

The UK Government response to Covid-19 was described in four stages, as below:

Contain	Detect cases early; identify and self-isolate all close contacts; prevent spread within the population.
Delay	Slow the spread of the disease; reducing the peak number of cases; pushing the peak away from the winter season when demand on the NHS is highest.
Research	Understand the nature and spread of the virus; develop innovative responses to diagnosis, treatment and prevention.
Mitigate	Minimise the impact of the disease by providing the best care for people affected, supporting clinical staff and hospitals to maintain their activities; and minimise the impact on public services and the economy.

The UK launched its own coronavirus strategy and moved into the delay phase of the epidemic on 12 March 2020, with efforts being taken to slow the spread of the disease and to reduce the impact on front-line services, particularly the NHS. Since then, social distancing policies have been in effect, to reduce the number of people being unwell and requiring hospital treatment at the same time.

A UK-wide lockdown was announced on 23 March 2020 to reduce transmission and to allow hospitals to prepare to treat patients requiring support. As the lockdown phase of the

response to the coronavirus pandemic is lifted, and more interaction is seen within our communities, effective and timely testing and identification of contacts will be vital to further contain transmission of the virus and to control local outbreaks.

On 28 May 2020 the executive agency, NHS Test & Trace, was launched, to oversee delivery of testing and contact tracing. The system identifies those who are infected and helps contain and control any further spread of the virus, through local isolation, as the national lockdown measures are eased. Test and Trace provides testing for those with symptoms of Covid-19 and contact tracing for those who test positive. Those who are identified as being infected with Covid-19 via the test are advised to self isolate for 10 days and are asked to identify people who they have had relevant contact with (contacts), during their infectious window (from around 48 hours before the case starts showing symptoms). Contacts are followed up by NHS Test and Trace to advise them about self isolation, symptoms to look out for and how to get help, if they should deteriorate.

This system is managed centrally and local authorities are charged with developing local outbreak control plans to complement Test and Trace at local level, led by Directors of Public Health. A Local Government National Advisory Board (the Advisory Board) has been set up to provide support to local authorities to develop their plans. A good practice network of 11 groups of local authorities has also been established, to develop and rapidly share effective practice for local outbreak control and also feedback to the Government. The Advisory Board coordinates this network.

A survey carried out on behalf of the Greater London Authority has found that less than half of Londoners would know how to get tested for Covid-19 and those who are over 65 or from minority ethnic backgrounds were least likely to know how. We are also aware that many residents may struggle with understanding the rationale behind the Test and Trace service and may not trust what they are being asked to do. Compliance with the system is essential for this to work and for coronavirus transmission within our communities to be stopped. We recognise that factually correct, up to date, easy to understand messages are crucial for helping people to engage with the system, as well as the importance of community engagement and effective communications. Therefore, these elements are given priority within this plan.

3. Governance Arrangements To Respond To Covid-19

A multi-agency response, via the Local Resilience Forums and Local Health Resilience Partnerships, is being taken to implement the Local Outbreak Control Plan (the plan), in line with guidance from the Government and national agencies, including the Advisory Board.

This is a dynamic plan and may be subject to change, in response to changing outbreak conditions, scientific evidence and Government and other national guidance. It will be reviewed regularly, to ensure the actions are those that are most likely to be effective.

The plan covers the seven themes suggested by the Advisory Board:

1. Preventing and managing outbreaks in specific individual settings (e.g. schools, care homes, etc.)
2. Preventing and managing outbreaks in other high-risk locations, workplaces and communities, e.g. religious settings, certain minority communities, business premises with multiple tenants, etc.)
3. Deploy local testing capacity optimally
4. Deliver contact tracing for complex settings and cohorts, including developing a plan for surge capacity and mutual aid
5. Access to the right local data to enable the other 6 themes and prevent outbreaks
6. Supporting vulnerable people and ensure services meet the needs of diverse communities
7. Governance, communication and engagement - local boards ensure local actions are taken to contain outbreaks and communicate with the general public

Testing capacity and contact tracing in complex settings have been combined in this plan, for ease of reading.

The Plan supports multi-agency working to support infection prevention and control and respond to local outbreaks of Covid-19. In addition to Hackney Council and the City of London Corporation, the following partners are actively involved in developing and implementing the local plan:

- City and Hackney Clinical Commissioning Group (CCG)
- Homerton University Hospital Foundation Trust (HUHT)
- East London NHS Foundation Trust (ELFT)
- Emergency services (including City of London/ Metropolitan Police, Fire and London Ambulance Services)
- City and Hackney GP Confederation
- Hackney Voluntary and Community Services
- Volunteer Centre Hackney

City and Hackney also recognises the huge benefits that the community and voluntary sector (CVS) provide to the area and the valuable role that they have been and can continue to

play at this time. Community groups have been engaged in providing food and other support to vulnerable people and families during the lockdown. The sector is also important in supporting residents who have mental health or other complex social needs, related to lockdown or self isolation. The CVS will continue to play an integral role in delivering the Local Outbreak Control Plan, including supporting local communications and community engagement.

City and Hackney belong to the London Good Practice Network (GPN - one of the 11 national networks), led by Camden Council. The London GPN is leading development of practice in four areas: supporting vulnerable communities; engaging with diverse communities (by ethnicity or other forms of diversity); transport hubs; and data integration. Learning from the network is being disseminated across London, as well as fed back to the Advisory Board.

3.1 Hackney Council and City of London Corporation

Both the London Borough of Hackney and the City of London have their own command group arrangements to ensure both a coherent local response to Covid-19 and to assess the impact on public services and their local populations.

- GOLD: Responsible for strategic decisions, allocation of resources and overall delivery of the Council/ Corporation's response.
- SILVER: Responsible for tactical decisions and implementation of the strategy set by Gold.
- BRONZE (Borough Emergency Command): Responsible for operational activities, including communications, the delivery of public services and business continuity.

Command groups are responsible for overseeing communication with external agencies, the public and community groups; delivery of Business Continuity Plans across all service areas; and managing the provision of temporary mortuary facilities.

Representatives from various, internal local authority departments are involved in these groups, including from Corporate, Emergency Planning, Human Resources, Adult Social Care, Children and Families Services, Education Services, Policy and Strategic Delivery, Environmental Health, Housing and Communications. The City and Hackney Public Health Service provides expert advice and support to all command groups.

3.2 Local System Governance

The Advisory Board suggests three levels of governance at local level:

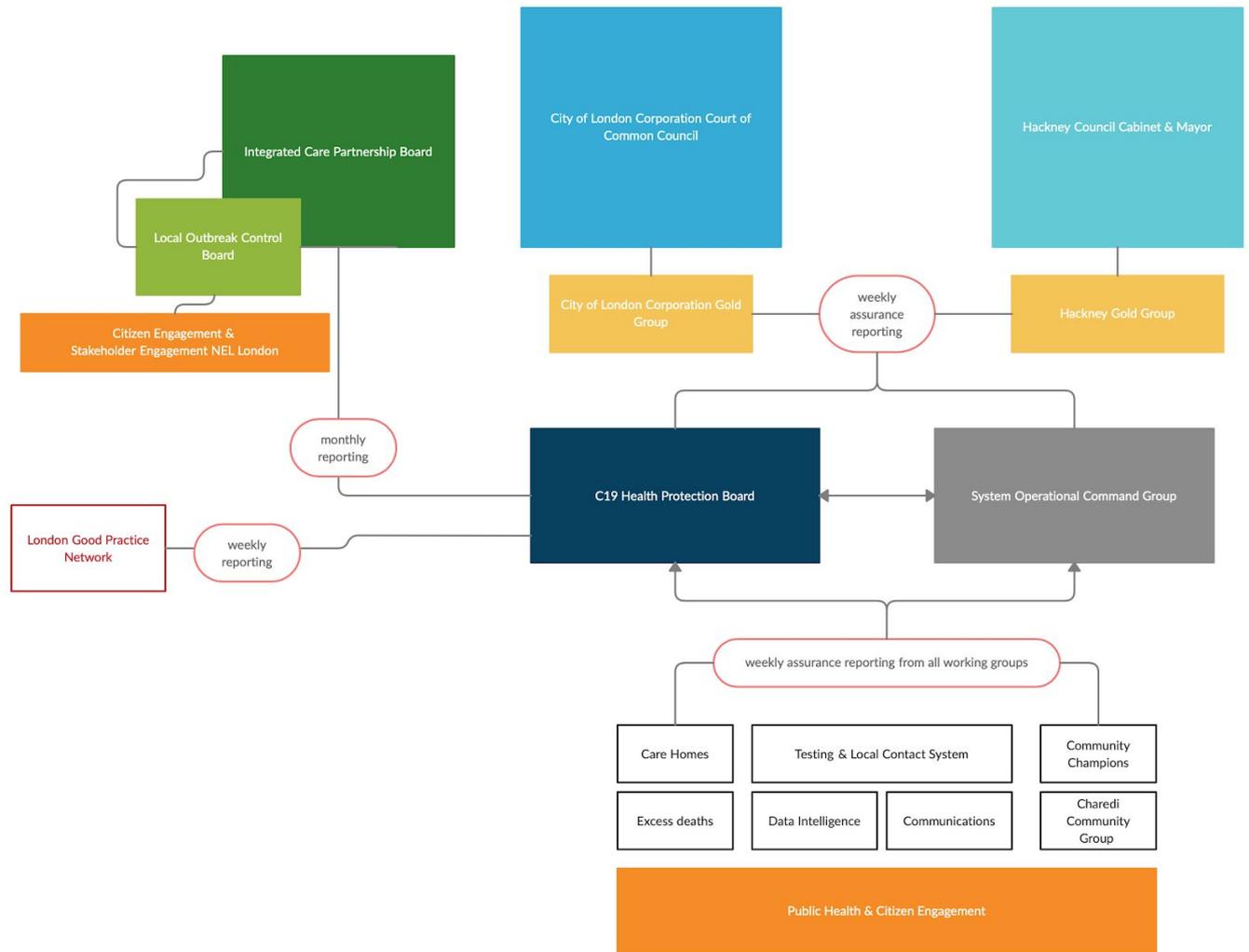
1. A Covid-19 Health Protection Board - already established and meets weekly (for terms of reference, see Appendix 1)
 - a. oversees development and delivery of the plan
 - b. has oversight of working groups, including:
 - i. Care homes & settings
 - ii. Testing
 - iii. Contact tracing

- iv. Volunteers recruitment and training
 - v. Covid-19 intelligence and data integration
 - vi. other groups mobilised, as necessary
 - c. focused on infection prevention and control and provides expertise;
 - d. chaired by the director of public health
 - e. Leads development and delivery of local plans (DPH) & links directly to regional PHE team (London Coronavirus Response Cell - PHE LCRC)
 - f. Wider NHS resource mobilisation to support programme delivery (e.g. infection control)
 - g. Financial control
 - h. Regional / national escalation where needed
2. Local Strategic Coordination Groups (Gold) - stood up in March 2020
- a. Delivers swift resource deployment (e.g. mobile testing, local testing)
 - b. Owns connection with Joint Biosecurity Centre, Whitehall & COBRA
 - c. Link directly to Local Resilience Forums (LRFs);
 - d. support to maintain momentum & minimise impact of resources displaced; consider support for areas struggling to cope
 - e. link to regional strategic coordination group
3. Local Outbreak Control Board (LOCB) - the Integrated Commissioning Board is being adopted as the LOCB. The LOCB will meet monthly, as an extension of the ICB, through amendment of its terms of reference (Appendix 1). Its functions are to:
- a. Provide member accountability and oversight of the Local Outbreak Control plan
 - b. Provide public-facing delivery oversight of NHS Test and Trace locally
 - c. Ensure regular and timely communications to the public are provided
 - d. Act as liaison to Ministers, as needed
4. Strategic Operational Command Group (SOCG) The SOCG was established to oversee system emergency preparedness and resilience response activities to Covid-19, including incident management arrangements and links with the Gold command groups of both Hackney Council and the City of London Corporation as well as the NEL STP Strategic Command.

SOCG shares membership with both the C-19 HPB and the LOCB, which promotes two-way accountability and effective joint working on both the health protection and the health and care responses to the pandemic.

Figure 1, below, illustrates the relationships between these groups, the existing working groups and the reporting lines/accountability.

Figure 1. City and Hackney Local Outbreak Control Plan Governance Structure and Reporting



3.3 Local Lockdowns

Local decision makers have increased powers to take actions to address outbreaks of Covid-19 in partnership with the UK government, following Health Protection (Coronavirus, Restrictions) (England) (No. 3) Regulations 2020.

Local authorities now have an expanded range of powers to respond to local outbreaks. These include:

- Powers to close individual premises
- Powers to close outdoor spaces
- Prevent specific events

These powers are used with discretion with notification and review to the Secretary of State.

Premises forming part of essential infrastructure are not included in the scope of these powers; the government will be publishing a non-exhaustive list of infrastructure categories.

These supplement existing powers arising from the Health and Social Care Act 2012; the amended Public Health (Control of Disease) Act 1984 and associated regulations; The Health Protection (Local Authority Powers) Regulations 2010; as well as powers held by Environmental Health Officers (EHOs). These make provision for the Director of Public Health to work with the “proper officer” from PHE and/or local EHOs, in the event of a local outbreak, to:

- detain individuals who pose an infectious risk to the population (DPH); or
- close premises that pose an ongoing infectious risk to the public (EHOs)

Corresponding Ministerial Powers

Ministers have similar powers to take action against specific premises, places and events. To address more serious and wider-spread cases, ministers will be able to use their existing powers (under the Public Health (Control of Disease) Act 1984) to implement more substantial restrictions (regulations would be produced – and approved by Parliament – on a case-by-case basis) which could include:

- closing businesses and venues in whole sectors (such as food production or non-essential retail), or within a defined geographical areas (such as towns or counties)
- imposing general restrictions on movement of people (including requirements to ‘stay at home’, or to prevent people staying away from home overnight stays, or restrictions on entering or leaving a defined area)
- imposing restrictions on gatherings – limiting how many people can meet and whether they can travel in and out of an area to do so
- restricting local or national transport systems – closing them entirely, or introducing capacity limits or geographical restrictions
- mandating use of face coverings in a wider range of public places

In partnership with the UK Government we will ensure that the requisite local support is in place, to better assess high-risk settings and ensure that outbreak containment measures can be rapidly implemented and enforced when identified.

3.4 London-wide Health Protection Response

PHE LCRC has pulled together a pan-London health protection team (HPT) in response to the pandemic and agreed roles and responsibilities with local authority DsPH (table 1), to ensure a coordinated response. This joint agreement between PHE and local authorities (Appendix 2) describes the actions and responses from PHE LCRC and local authorities, to prevent and respond to local outbreaks of Covid-19, working with NHS Test and Trace.

Table 1. Role and responsibilities for the PHE London Coronavirus Response Cell (PHE LCRC) and the Council (from):

	PHE LCRC	Local Authority
Setting-specific outbreak	<ul style="list-style-type: none"> ● Receive notification of outbreak from the setting and/or the Test and Trace system ● Gather information and undertake a risk assessment with the setting ● Provide advice and manage cases and contacts, testing and infection control ● Provide information materials to the setting ● Recommend ongoing control measures ● Convene Incident Management Team (IMT) if required ● Contact local authority for information or to request additional support 	<ul style="list-style-type: none"> ● Prevention work e.g. proactively sharing guidance & supporting with its implementation ● Respond to enquiries ● Support vulnerable contacts who are required to self-isolate ● Liaise with setting to provide ongoing advice and support for testing, communications, infection control and PPE ● Participate in IMT, if convened ● Local communications ● Liaise with CCG, GPs and other healthcare providers to provide ongoing healthcare support to setting and affected individuals, as appropriate
Community cluster	<ul style="list-style-type: none"> ● Identify community cluster through Test and Trace system or other surveillance systems ● Support Local Authority in their risk assessment of and response to an identified community cluster 	<ul style="list-style-type: none"> ● Receive notification of community cluster from PHE LCRC, or identify community cluster through local data, intelligence and surveillance ● Convene incident management team (IMT) ● Provide support to community, which may include translated materials, support to self-isolate, advice and enforcement ● Liaise with the local CCG, GPs and other healthcare providers, as appropriate ● Local communications

4. Covid-19 Priorities For Action

4.1 Preventing and Managing Outbreaks in Various Settings

City and Hackney have a systems approach to prevention, control and management of outbreaks. This informs and triggers appropriate support for a setting and promotes good management planning.

To support local outbreak prevention and management, Standard Operating Procedures (SOPs) have been produced, to be used across a range of settings for prevention and management of outbreaks. These also provide a useful overview of the Test & Trace procedure and highlight the (current) respective roles of the Local Authority (Public Health and/or Environmental Health) and the PHE LCRC in supporting this process. They contain easy to follow flowcharts and frequently asked questions (FAQ's).

SOPs published for certain high risk settings, include:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• <u>Care settings</u>• CQC registered care home settings• Non-CQC registered care, accommodation based support settings, day centres and at home (domiciliary) care• Primary care GP and pharmacy settings | <ul style="list-style-type: none">• <u>Workplaces</u>• Workplaces• Retail and close contact services• Restaurants, bars and dine in cafes• Take away food premises and mobile catering |
| <ul style="list-style-type: none">• Schools and education settings• Libraries• Places of worship• Rough sleeper settings: hostels, hotels and temporary accommodation• Transport hubs• Voluntary & Community Sector (VCS) & community centre | <p><u>We will shortly be publishing supportive SOPs for:</u></p> <ul style="list-style-type: none">• Smithfield Market• A community focused SOP• Houses in Multiple Occupation (HMO's) including Universities |

To manage enquiries from all settings there is a designated email inbox (testandtrace@hackney.gov.uk) which encourages settings to raise queries and request support via the SOPs. This allows City and Hackney Public Health Team to track potential outbreaks more closely and to monitor emerging patterns in queries/support raised.

The operational considerations for running this service include having a rota system in place and a management system to agree standardised approaches. This includes the acceleration of queries where needed, a recording system to evaluate the service and resources to induct personnel managing the email service.

A single point of contact (SPOC) is identified in each setting SOP, to enable effective communication with Public Health or Environmental Health and follow up and support on infection prevention and control and outbreak management, as well as escalation, as required.

Declaring and Managing an Outbreak

Two or more linked cases of Covid-19 are considered to be an outbreak, i.e. two (or more) people who have tested positive and are connected by time, location, or person, suggesting a common exposure in a 14 day period². There are notable exceptions including care settings and rough sleeper settings. Detailed information is contained in each SOP. For an outbreak to be declared in a care home setting, it is only necessary to have one case test positive. An outbreak would usually be declared by PHE LCRC. However, linked cases may come to the attention of PHE LCRC and the C-19 HPB in different ways:

- The setting itself may become aware of cases (and follow the SOP), notifying:
 - Commissioners
 - PHE LCRC
 - SPOC (may include Public Health and/or Environmental Health)
- PHE LCRC may be notified through the NHS Test and Trace system and notify DPH
- GPs may become aware through test results and notify PHE LCRC & DPH
- Commissioners may notify PHE LCRC and Public Health SPOC/DPH
- Through data monitoring, e.g. exceedance reports may show an increase in positive tests in an area

PHE LCRC usually convenes the incident management team (IMT) for the specific incident and provides specialist advice and support.

The DPH will usually lead the local response to an outbreak within Hackney and/or City. However, this may be delegated to the Lead Consultant in Public Health for Health Protection.

The terms of reference for the IMT will be agreed at the first meeting and reviewed at regular intervals, until the outbreak is resolved. The IMT will report regularly to the C-19 Health Protection Board.

4.2 Local Testing & Contact Tracing

4.2.1 Testing

Access to rapid testing and fast turnaround of results is vital to prevent an increase in transmission of Covid-19 as we move out of lockdown. Testing is currently co-ordinated at the national level via the NHS Test & Trace Programme. Symptomatic residents can book a test either online at: www.nhs.uk/coronavirus or by calling 119. They can either order a

²[National Guidance on definitions of outbreaks and clusters in particular settings](#)

home testing kit, consisting of a nasal/throat swab or can attend a mobile testing unit (MTU). Key workers can access priority testing via the government website.

Residents in care homes and other care settings can access testing for both symptomatic and non-symptomatic residents and staff via a specific national care homes portal. In Hackney extra funding has been secured to support care facilities where staff do not feel confident in performing swab testing themselves. These are mostly mental health and substance misuse services, where care staff may not be used to providing this type of clinical care.

Some vulnerable residents may have difficulty with access to coronavirus testing, particularly those who have no or limited digital skills or internet access. Community Champions (see section 5) will provide support to individuals with booking a test, e.g. by helping them to access the test website or being a trusted person to receive a notice.

The current testing sites available to residents in Hackney are the Local Testing Station (LTS) at Bentley Road Car Park, Dalston and the Mobile Testing Unit (MTU) at Yesodey Hatorah Girls School, Stamford Hill. The LTS in Dalston is available 7 days a week, 08:00 - 20:00, and the LTS is accessible on foot and by driving to the car park and then walking to the LTS. There is no need to book online for this testing site. The MTU in Stamford Hill is available on Sundays, 10:30 - 15:30, this is also accessible via car/on foot and bookings can be made for this MTU via the [NHS website](#). Details of [coronavirus test sites in Hackney](#) are published on Hackney's website. There are plans to increase the number of LTS' and MTUs available in Hackney and to locate a testing site in the City. The City does not have a testing site at present. Directors of Public Health have the power to direct the set up of testing sites to new locations to support local outbreak management. A protocol has been developed for this purpose by DHSC and will be uploaded and linked to the plan.

4.2.2 Contact Tracing

There are 3 tiers, or levels of the Contact Tracing system in England:

1. Level 1 - PHE specialist health protection teams (PHE LCRC), to manage outbreaks in complex settings alongside local authorities
2. Level 2 - NHS Test and Trace health professionals - provide advice to cases and identify their contacts
3. Level 3 - NHS Test and Trace call handlers provide advice to contacts on self isolation, recognising symptoms of Covid-19 and getting tested, if necessary

For the majority of cases contact tracing is performed by the national NHS Test and Trace Service, levels 2 and 3.

To support this process at a local level

1. Communication - to ensure local people understand and are able to follow advice on how to prevent the spread of coronavirus, including hygiene, social distancing, as well as engaging with Test and Trace

2. Developing easy to follow SOPs, as outlined above
3. Recruiting and training community champions to support communications campaigns and help individuals in need to find support

4.2.3 Implementation of Local Contact Tracing System

City and Hackney are developing plans for local contact tracing, for implementation during September 2020. Our aim is to reach more people who test positive and reduce the need for local lockdowns. We will seek to improve the success rates in contacting positive test individuals to reduce the spread of infection and improve welfare and compliance with public health measures.

Currently, in City and Hackney, 70% of cases are successfully followed up by NHS Test and Trace, so local contact tracing will focus on following up the remaining 30% of cases. Contact tracing will be delivered by Hackney Customer Service Centre staff and City Environmental Health Officers.

Welfare Calls

In addition to contact tracing calls, Welfare support will be provided by respective helplines in City and Hackney to contact residents who have tested positive (calls to be made after contact tracing has been completed).

These calls will help to understand and meet any needs to enable people with Covid-19 to self-isolate and reinforce public health advice provided during contact tracing. Welfare support will focus on how to meet needs during the self-isolation period and also signpost to ways to meet longer term needs.

5. Data Management & Integration

Timely, comprehensive, and reliable information on the spread and the impact of Covid-19 on the communities can help to support an effective local action. The City and Hackney Public Health Intelligence Team (PHIT) will continue enhancing the existing Covid-19 data repository by integrating the data from across the system. The sections below provide more information on how data integration work will help to monitor the situation and to create an efficient alert system. The section on data security and the privacy notice discuss how the data will be used and state the legal basis for processing personal data.

5.1 Data integration and surveillance system

City and Hackney PHIT aim to build on the existing work in tracking the outcomes of the pandemic by creating a comprehensive database and visualisations using indicators which reflect both direct and indirect impacts of the pandemic. Principal Public Health Analyst will be responsible for strategic oversight and operational delivery of the data integration work; Senior Public Health Analyst will be responsible for timely data collection and reporting.

Table 2 describes the current data flows regarding Covid-19 statistics from PHE to Local Authority. The data flow is supported by a data sharing agreement. These data and other information gathered locally and from across the subregion are gathered and analysed by the PHIT, in order to provide routine and timely updates to the Covid-19 Health Protection Board, Gold groups, and LOCB about the current state of the outbreak in City and Hackney. This includes close surveillance of the trends in infection and mortality rates in City and Hackney; investigating clusters; identifying predictive indicators; and producing actionable insight.

Table 2. Data Sharing with Local Authorities

Subject	Content	Sender	Frequency
Contact Tracing Update yyyymmdd	Notification of daily contact tracing update by UTLA - daily Covid-19 surveillance reports and exceedance reports	Contact Tracing Cell: data and surveillance Field Service, National Infection Service Public Health England	Daily
PHEC Daily Covid-19 surveillance report	Daily PHE regional report summarising data on laboratory-confirmed Covid-19 cases and reported Covid-19 outbreaks/clusters	PHE London Incident Coordination Centre	Daily

PHE LCRC Daily Data Summary and LSAT data	London Coronavirus Response Cell Daily Data Summary (cases and situations) and LSAT Postcode Data (line listing with postcode, age)	PHE London Incident Coordination Centre	Daily
PHEC Weekly Covid-19 surveillance report	Weekly report summarising data on laboratory-confirmed Covid-19 cases; reported Covid-19 outbreaks/clusters; syndromic surveillance indicators; and hospital and ICU/HDU admissions	PHE London Incident Coordination Centre	Weekly
Care homes Covid-19 Order Report for Local Authorities (contains local data only, not London)	Information for each care home in borough on the following: <ul style="list-style-type: none"> • Registered places • Total no. of residents • Number / % of symptomatic residents • Total no. of staff • No. of tests requested • No. of tests delivered 	DHSC Covid-19 Testing Programme	Twice per week
DHSC testing London dashboard	DHSC pillar 2 testing regional dashboard for London	DHSC Covid 19 team	Weekly
NHS Digital pillar 2 testing dashboard	NHS Digital Pillar 2 Testing Dashboards using current data to provide anonymous counts of Covid-19 tests completed and tests which are deemed void, aggregated by Upper Tier Local Authorities	NHS Digital Pillar 2 Service Team	N/a - dashboard

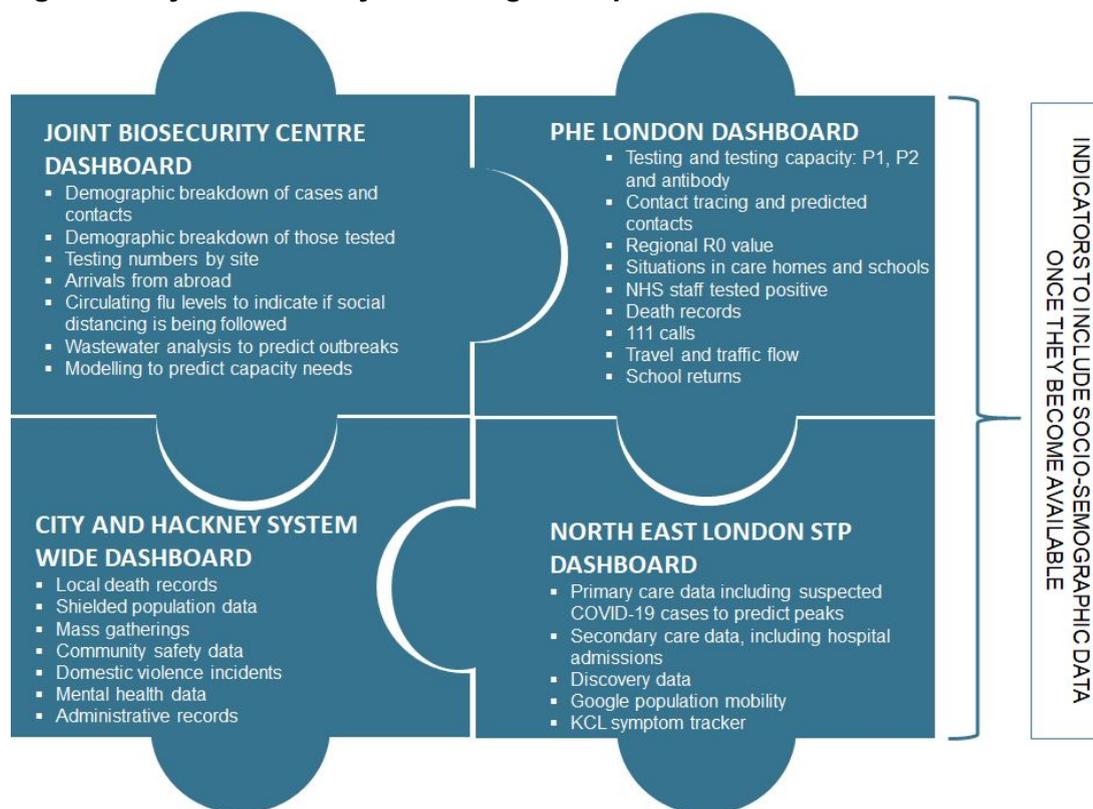
PHIT is working with the national, regional as well as local partners to integrate data that both help to monitor the current situation and predict future outbreaks. Nationally and regionally we are actively involved in shaping the Joint Biosecurity Centre and the PHE London Region dashboards. In addition, we are establishing a North East London STP data integration working group as well as working with colleagues from across the system in City and Hackney to facilitate data sharing.

Figure 2 summarises the relationships between the organisations and the types of data which could become available through the joined-up work. Please note, this is not an exhaustive list of the indicators in each of the databases, but rather a complimentary list. Many indicators repeat across the data sources.

PHIT will integrate indicators into one data and visualisation platform as they become available. A public-facing dashboard now provides residents with the summary

epidemiological profile of City and Hackney³. Residents can see the key current Covid-19 statistics and how that changes over time. Interpretation of the information in the dashboard is provided in jargon-free and easy to understand language. No personal data will be included in the public-facing version of the dashboard.

Figure 2 City and Hackney data integration plan



Most of the data presented above are currently not available at a granular level. We will continue to advocate for better access to data, including socio-demographic information which could help us tackle health inequalities that have been exacerbated by the Covid-19 pandemic as well as the emerging inequalities.

5.2 Data security

All data is now integrated into one local platform, hosted by Tableau. This platform has several benefits relating to data security:

- Data is hosted on a secure server, used by many national bodies, including the NHS.
- Under the licence conditions, sensitive data are guarded by an extra layer of protection, whereby only persons with a viewer licence can access the platform; the licence can only be granted by the PHIT.
- Due to the settings used by the software, there is no risk of mistakenly editing the original data source when using linked data.

³ <https://hackney.gov.uk/coronavirus-data>

5.3 Privacy notice

The PHIT data integration work is aimed at:

- Preventing outbreaks and clusters
- Minimising risk of second wave of infections
- Informing local plans and decisions
- Coordinating system response to Covid-19
- Providing support for vulnerable population groups

For these purposes, PHIT might need to access personal information, including but not limited to test results, patient records, and administrative data. We will, however, ensure that the access is proportionate and includes information necessary to manage the spread of the virus and safeguard those most vulnerable.

We will only keep information for as long as is necessary. We will consider Government guidance and the on-going risk presented by Coronavirus and the requirements of public accountability for our response to this emergency. As a minimum the information outlined in this privacy notice will be kept for the duration of the Covid-19 response. However, in most cases, data will be kept for longer to meet evidential requirements under British statute and common law.

We are using a Data Charter produced by Camden which provides transparency to our communities so that they know we are following due process and working in their best interest.

If possible, we will anonymise personal data, however this will not be done where data are needed to provide direct services to individuals. When the information is no longer needed for this purpose it will be either deleted or anonymised for statistical purposes.

Any enquiries about the collection or use of personal data should be directed to Hackney Data Protection Team on dataprotection@hackney.gov.uk.

6. Supporting Vulnerable Communities

Engagement with local communities, through community and voluntary sector partners, has allowed us to identify key issues for local people that will present barriers to them engaging effectively in Test and Trace. These include lack of trust in the system, lack of technology or access to the internet (digital divide) and language barriers.

We have identified several specific local communities which require additional support, either due to lack of technology or language barriers. Some individuals will find it challenging to understand and engage with the NHS Test & Trace process, for a variety of reasons, including low literacy or poor health literacy; English is not their first language; no internet access; and/or poor digital skills, etc. In order to ensure that a comprehensive support system is in place for all our residents, an online form and helpline have been set up for those most affected by the outbreak in both Hackney and the City. Residents that make contact online or over the phone are being referred to the right services within the Council, Department for Work and Pensions (DWP), independent advice providers or to local community and voluntary groups. To support this, a volunteering hub, drawing on the expertise of the voluntary and community sector, has been established to offer practical and social support to those most in need. The hub takes referrals from the helpline and online form and has been supporting people during the lockdown period.

As the lockdown eases, Hackney Council and the City of London Corporation have responsibility to support people who are advised to self isolate by NHS Test and Trace and need support to do so. We plan to extend the existing support arrangements for this purpose.

Hackney Council has completed a community impact assessment and equality grid, to use local data to identify vulnerable members of our community. Information from this will be used to develop support to the community via the Community Partnership Hub.

6.1 Working With Voluntary And Community Services, Faith Groups & Health Champions

We have a wide range of diverse communities across Hackney and the City of London. Building on close existing links with the voluntary and community sector (VCS) and faith groups, we have recruited and trained health champions to build on our ability to keep residents informed, provide support to those who are vulnerable and help us to build trust in the Test and Trace process.

We are working with the VCS to develop training for “community champions”, who will provide information to residents and support vulnerable residents who are self isolating or shielding. This will supplement work already being undertaken by the VCS.

We have agreed the following principles for working with the VCS, to support contact tracing in our communities:

- A strong, community-owned communication strategy will be key to ensuring understanding, trust and confidence in the process to support local outbreak control and contact tracing
- A sustained and straightforward communication effort, co-produced with local organisations is crucial and can create a foundation for other key public health messages
- The need to build on the foundation of the current VCS response to the crisis and link individuals who are isolating to existing support in the VCS
- The importance of using community languages and community groups/ volunteers as messengers to reach and engage with diverse communities in Hackney and the City and, in particular, people described as “vulnerable” or with high support needs
- The importance of providing ongoing support to communities/groups and providing up to date information on staying safe from coronavirus, access to testing and contact tracing
- Building trust, conveying messages regarding benefits of testing and contact tracing and responding, where possible, to any data about hotspots or areas of low uptake

We are co-designing a data charter with VCS stakeholders. The intention is to build trust with the community and to improve ownership in the Test & Trace system.

Digital Divide

Access to and use of the NHS Test & Trace system is reliant on access to the internet or a telephone. This can disadvantage those who do not have access to these.

In Hackney, the Council is working with broadband providers to push for expansion of full fibre connections throughout Hackney, including social housing stock. A working group has also been formed to identify other actions that can be taken to address and mitigate digital exclusion, including online how-to-video guides and other support, and working in partnership with the VCS. While the City of London has enabled access to free wifi for some residents.

6.2 Communication and engagement

Communication and engagement with residents and community groups is vital, building on principles set out in the Pandemic Flu Plan. There are three important elements of this work, namely:

- I. Reinforcing messages from UK Government, PHE and other national agencies, as the national guidance evolves over time;
- II. Identifying specific risks and issues for community groups with regards to engagement with national or local plans and following guidance; and
- III. Tailored communications with residents who are self isolating - including those who are still ‘shielding’ from the virus - and may need additional support.

The success of Test & Trace is dependent on individuals trusting the information they are given, following advice and engaging with the service, if contacted. Effective communication is key for ensuring this. Our communications plan provides a framework and sets our priorities for engagement with local communities. This links in with our work with the VCS, to ensure correct information and guidance is being accessed and understood across both boroughs.

7. Finance & Resources

7.1 Funding Allocations

The Department for Health and Social Care (DHSC) has provided £300 million to all local authorities in England, to develop and action their plans to reduce the spread of coronavirus in their areas. Funds have been distributed in proportion to the 2020/21 Public Health Grant allocations and were paid to each authority in one instalment in June 2020.

7.2 Governance

At the time of allocation, DHSC applied the following conditions for spending the grant funding:

1. The Chief Executive and Chief Internal Auditor of each of the recipient authorities are each required to sign and return the following statement to DHSC:

“To the best of our knowledge and belief, and having carried out appropriate investigations and checks, in our opinion, in all significant respects, the conditions attached to the LOCAL AUTHORITY TEST AND TRACE SERVICE SUPPORT GRANT DETERMINATION 2020/21: No 31/5075 have been complied with”.

2. In two tier areas, this grant is conditional on upper tier authorities working closely with their lower tier partners and ensuring those partners are given opportunities to deliver the outcomes this grant is meant to support where delivery by those partners would be the most efficient and cost-effective means of delivery.

The signed statements have been submitted to DHSC from the City of London or Hackney Council, while this second condition does not apply in our case. Failure to comply with these conditions may result in the

1. the grant being reduced, suspended or withheld; or
2. notification in writing to the authority, from the Minister of State, requiring the repayment of the whole or any part of the grant.

Local governance over these funds will involve costed proposals being brought to the Covid-19 Health Protection Board (with Finance oversight) and/or Gold groups for approval and spend reported to the Local Outbreak Control Board on a regular basis.

7.3 Approach To London-wide Funding

Viruses do not respect borough boundaries and, from time to time, it will be necessary or more effective to work collaboratively on a particular project, or jointly commission a service on a NEL-wide or London-wide basis, to protect local people from harm, e.g. Find & Treat Service coronavirus testing for rough sleepers. Any such proposals will be considered on a case by case basis and the decision made based on the value for money for City and Hackney residents and overall benefits, in terms of prevention of transmission and effective outbreak management.

8. Risk

Key risks associated with Covid-19 outbreaks in local settings and actions to mitigate them will be outlined in the local Outbreak Management Plan Risk Register. The risk register will be reviewed regularly at the C-19 Health Protection Board, with key risks escalated to Gold groups, to obtain support and/or resources to effect adequate controls.