

HEALTH AND WELLBEING BOARD

15 SEPTEMBER 2020

Title:	Director of Public Health update on Covid-19 cases in Barking and Dagenham		
Report of the Director of Public Health			
Open Report	For Information		
Wards Affected: All	Key Decision: No		
Report Author: Matthew Cole, Director of Public Health	Contact Details: Tel: 0208 227 3657 E-mail: matthew.cole@lbbd.gov.uk		
Sponsor: Director of People and Resilience			
Summary: <p>This report provides an update on testing, contact tracing and schools' preparedness.</p> <p>Due to the low testing rates and high positivity in the borough, there is a need to increase access to testing. Local walk-in test sites are being established in the borough with the first one in Barking. Testing started on 3 September, with full operation (8.00am to 8.00pm, 7 days a week) from 5 September.</p> <p>A locally supported contact tracing system is being developed to support the national programme in order to improve case completion rates. A Task and Finish Group has been set up in the borough to progress this.</p> <p>We have worked with care homes and schools in the borough to make them Covid-secure environments. This includes webinars for schools and care homes. Whole care home testing for staff and residents is now in place. Weekly testing of care home staff is picking up asymptomatic staff who are positive, who then self-isolate to prevent spreading infection. Each school has been given home testing kits for pupils in exceptional circumstances.</p> <p>There are currently no overall areas of concern in Barking and Dagenham.</p>			
Recommendation(s) <p>The Health and Wellbeing Board are asked to note the report, and</p> <ol style="list-style-type: none">1. Work with community engagement partners and members to build on our campaign to promote symptoms and testing, focusing on postcodes with the highest infection,2. Promote the Council's use of powers in relation to closing premises that are not covid-19 secure,			

3. Continue with a whole borough approach to prevention messaging to avoid stigmatizing communities and enhance its visual impact,
4. Produce an easy to read and understand Covid-19 Barking and Dagenham metrics scorecard to help communicate 'the one version of the truth', and
5. Work with Department of Health & Social Care to establish walk-in testing units in the borough.

1. Introduction and Background

- 1.1 At the last Health and Wellbeing Board on 28 July 2020, the Director of Public Health gave a presentation detailing the responsibilities of this Board for local accountability and the governance arrangements around the NHS Test and Trace Programme. The Board acknowledged its role within the governance of the NHS Test and Trace Programme. This report provides an update on testing, contact tracing, care homes and schools.

2. Proposal and Issues

The latest Situational Report

- 2.1 Everyone has an important role to play to prevent the spread of Covid-19. For the public health response to be effective, residents, council officers, politicians and partners all have to play their part. To support this goal the Council will be producing a weekly Situation Awareness Report (Appendix A). These reports provide an overview of the current Covid-19 situation in Barking and Dagenham based on available local, London and national data.
- 2.2 The key indicators that we will be reviewing on a daily and weekly basis to try to spot likely future issues are detailed below.
 - 7-day Covid rate per 100,000 population
 - Number of new cases on a day to day basis
 - 7-day testing rate per 100,000 population (the PHE target we should be aiming for is 150 per 100,000)
 - Positive test rate (target is less than 1%)
 - Contact tracing rate (target to be above 85%)
- 2.3 There are many factors that can contribute to the number of cases in an area. As part of our local outbreak control arrangements, the Director of Public Health, supported by a cross Council team meets daily to review information about new cases to identify where further investigation or action is required.

Locally Supported Contact Tracing

- 2.4 To date the London Coronavirus Response Centre (LCRC) has operated well, but with all integrated systems there are areas to improve on. The biggest issue has been that 20-25% of cases have not been contactable. Allowing London boroughs

to chase up will ensure more are contacted and enable us to reach 90% of those contact of confirmed cases.

- 2.5 However, this needs to be thought through very carefully in London as we have remained around 70% of contacts reached, although there is variation across the boroughs. The advantage of the London system is that it can divert resources to hotspots. In some places there are very few cases, others have many more, so there is likely to be a capacity issue in some areas. At the moment the LCRC can divert resources where they are needed more efficiently. The LCRC needs to oversee this as the borough Public Health teams are generally too small and cannot continually be checking with each other about cross-border issues which is where the LCRC is needed to co-ordinate.
- 2.6 We will be supporting the national programme to improve case completion rates (locally supported contact tracing). The Director of Public Health is part of the Task and Finish group working with the national team to develop a local contact tracing plan for London. Once this work is completed the Director of Public Health will advise the Board at its next meeting on the options proposed to support the London programme.
- 2.7 A Task and Finish Group has been set up in the borough to plan the implementation of the locally supported contact tracing programme. A data sharing agreement has been signed and returned to Public Health England (PHE). Full post codes in Barking and Dagenham have been sent to PHE to do demand/ capacity modelling for us. See Appendix B (progress checklist).

Local walk in testing sites

- 2.8 We have negotiated with the Department of Health & Social Care and Deloitte to establish walk in testing facilities. Site survey by Deloitte, who have been appointed by Department of Health & Social Care (DHSC) to run local test sites, was carried out on 27 August. The venues and provisional start dates are:
- Barking Football Club car park – Work has started, and testing is scheduled to be start on 3 September, with full operation (8.00am – 8.00pm, 7 days a week) from 5 September
 - Chadwell Heath Community Centre – due to change of flooring, testing is scheduled to start week commencing 14 September
 - Marks Gate Community Centre – awaiting final approval from DHSC and testing will also be scheduled to start week commencing 14 September

Schools update

- 2.9 The Public Health Team has worked closely with the Health and Safety Team, HR and Education to support schools and Early years to be Covid-secure for reopening in September. The schools reopening guidance published in July has been incorporated in the Schools Reopening Risk Assessment (RA) template. There has been extensive consultation with the primary, secondary and Trinity school headteachers to undertake the RA to ensure that the premises are Covid-secure. An individual RA tool for schools has also been developed to help assess the risk to staff and mitigations prior to schools opening. A number of webinars have been delivered to head teachers to raise awareness about signs and symptoms of Covid-

19, how to book a test, measures to be taken in case of a suspected case, cleaning and decontamination, general precautions to be undertaken such as hand washing, social distancing etc. and outbreak management.

- 2.10 A tabletop scenario-based exercise was undertaken in July with Head Teachers, corporate Directors and Civil Protection Team at LBBB to understand and refine the key steps to be followed in case of a suspected case and an outbreak in schools. Schools action cards and Standard Operating Procedures have been developed to manage various scenarios and are available on the LBBB website.
- 2.11 As part of the NHS test and trace service, the Department of Health and Social Care (DHSC) has now provided 10 home testing kits to each school in Barking and Dagenham for pupils in exceptional circumstances who have symptoms but are unable to book a test via the conventional routes. An extensive guidance has been published to this effect.
- 2.12 The Director of Public Health receives an Exceedance report from DHSC to monitor the number of positive cases and situations in the borough including schools. So far, the situation in Barking and Dagenham schools has been stable. When the schools open in September, monitoring the positive cases and any outbreaks in schools would be crucial to ensure that the schools are able to provide a Covid-secure environment for pupils and school staff in the borough.

Care Home update

- 2.13 Whole care home testing was rolled out nationally in July. This involves weekly testing of care home staff and monthly testing of residents through Pillar 2. Due to issues nationally, there have been delays in the successful roll out of care home testing. Some care homes have had to wait for weeks before receiving any test kits.
- 2.14 To alleviate the pressures, Pillar 1 testing capacity (where available) is being used to support care homes across North East London. Public Health and Adult Commissioning teams in Barking and Dagenham are working closely to prioritise care homes for these Pillar 1 test kits. The first batch of 100 Pillar 1 test kits has been allocated to a care home that had not received any kits from Pillar 2.
- 2.15 We have not had any positive tests in care home residents since the end of July, until a positive case during routine testing at the end of August. Weekly staff testing has identified asymptomatic staff who have tested positive and therefore had to self-isolate.

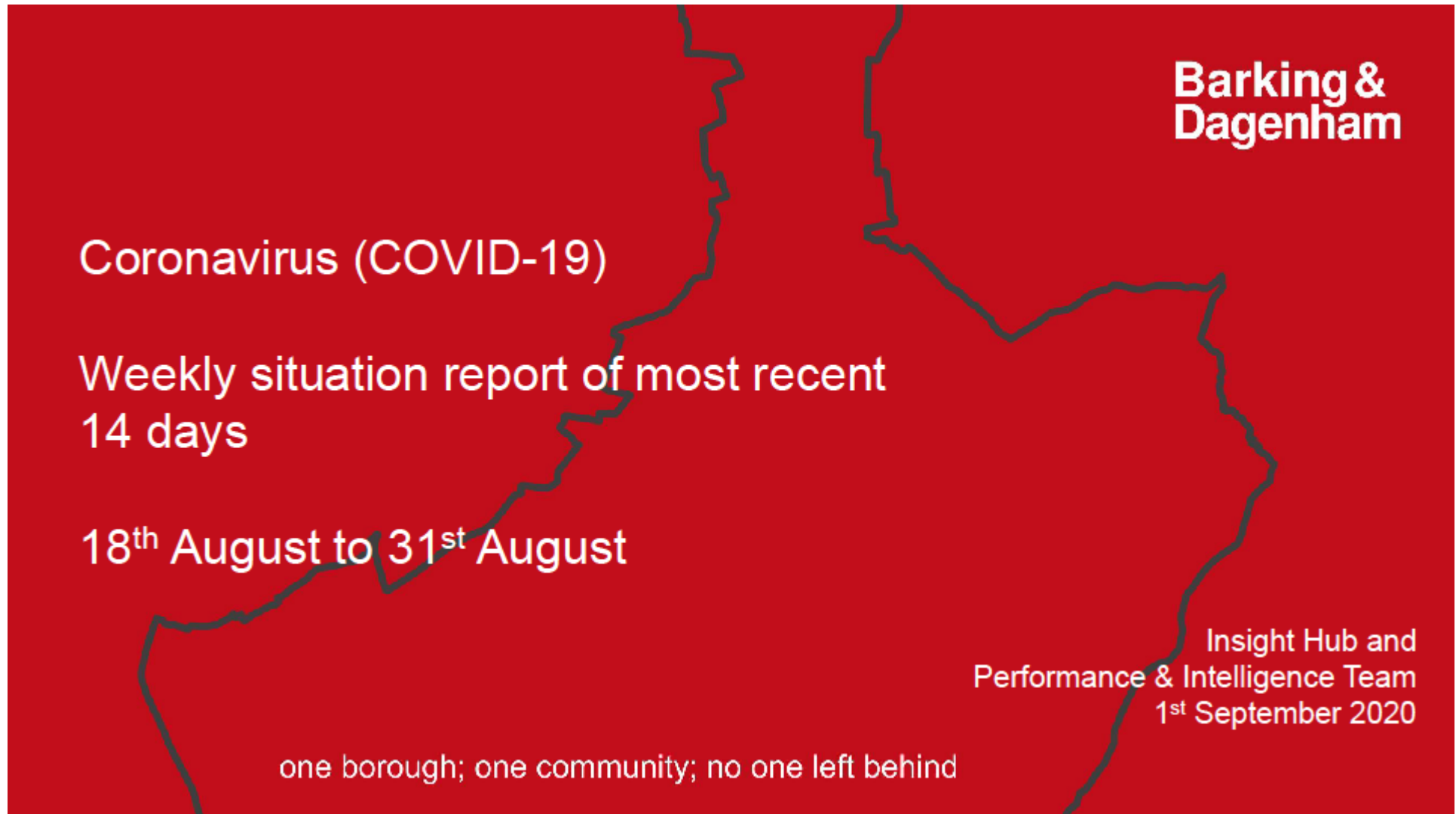
Public Background Papers Used in the Preparation of the Report: None

List of Appendices:

Appendix A - Weekly Situation Report

Appendix B - Checklist - Locally Supported Contract Tracing

Appendix A



Key findings

There are currently no overall areas of concern in Barking & Dagenham.

Key 7 day indicators

- 1x green (Covid-19 cases per 100,000 people)
- 3x red (testing rates too low, % positive cases too high, contact tracing success rate too low)

Situational awareness indicators

- 3x green (MSOAs in top 5%, community outbreaks, hospitalisations)
- 1x amber (exceedances)

Covid-19 testing

- Testing rates are the lowest in London
- Public Health has arranged for 3 new testing sites to be opened in the borough in September

Covid-19 cases in the last fortnight

- 55 cases, 57% male, 48% aged 20-39 (London = 54%), 46% asymptomatic
- residents who describe their ethnicity as Other ethnic group have had the highest rate of cases per 100,000 population (previously residents from the Pakistani ethnic group had the highest 14 day case rate)

COVID-19 related deaths

- 0 deaths involving COVID-19 in the last 5 weeks

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**Barking &
Dagenham**

Key 7 day indicators

7 day Covid rate per 100,000 population	17.8	24th to 30th Aug
7 day testing rate per 100,000 population	81.1	20th to 26th Aug
Positive test rate	2.2%	
Contact tracing rate	70.3%	24th to 30th Aug

Key: 7-day rate per 100,000	7-day testing per 100,000	% Positive tests	% Contact tracing
0.0 - 9.9	>= 150	< 1%	>= 85%
10.0 - 19.9	135 - 150	1% to 1.5%	76.5 - 85%
20.0 - 25.9	< 135	> 1.5%	< 76.5%
26.0 - 49.9			
≥50.0			

There are currently no overall areas of concern in Barking & Dagenham.

- Our 7 day Covid rate is currently within the 2nd lowest trigger point of escalation based on key trigger points agreed by London Directors of Public Health.
- Testing is lower in Barking & Dagenham compared to London and nationally. Our aim is to increase testing to 150 tests per 100,000 population every 7 days. Testing is scheduled to commence at 3 local test sites next month:
 - Barking Football Club car park
 - Chadwell Heath Community Centre
 - Marks Gate Community Centre
- A higher proportion of Barking & Dagenham residents test positive for COVID-19 compared to London and nationally. Our aim is to reduce the proportion of persons testing positive to below 1%.
- The intention is also to increase successful contact tracing to 85% - contact tracing relating to Barking & Dagenham residents is currently below this target.

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**Barking &
Dagenham**

Situational awareness indicators for Barking and Dagenham

Analysis component	Measure	Result	Time period	Thresholds
Cases	MSOA rank	0	20th to 26th Aug	Red any MSOA with incidence rates in the top 5% within London
	Number of community outbreaks (last 7 days)	0	20th to 26th Aug	Red any outbreak within the last 14 days
Early warning	Exceedances	1	16th to 29th Aug	Red exceeded threshold for 2 or more days in the last 14 OR observed cases per 100 test is greater than forecast mean for 12 out of 14 days Amber exceeded threshold for one day in the last 7 Green not meeting the criteria for Red or Amber
	111 Triages per 100,000 population	13 - establishing threshold	16th to 22nd August	Red exceeded threshold for 2 or more days in the last 7 Amber exceeded threshold for one day in the last 7 Green not meeting the criteria for Red or Amber
Impact on services	CAS calls	No data yet		Red Referrals to ED increase 3 or more consecutive days Amber Referrals to ED increase 2 consecutive days Green not meeting the criteria for Red or Amber
	Hospitalisations	0	1st September	Red New admissions + new diagnoses within last 24 hrs > 5 Amber New admissions + new diagnoses within last 24 hrs 1 to 5 Green No new admissions + new diagnoses within last 24 hrs

- None of Barking and Dagenham's Middle Super Output Areas were in the top 5% of COVID-19 rates in London this week.
- Public Health England currently maintain an exceedance rating of **AMBER**, based on combined Pillar 1 and 2 case data for the 14 day period 16th to 29th August. *The most recent four days are subject to reporting delay, so care is required in interpreting these figures as they are liable to change as more data is reported.*
- We are trying to establish a threshold for 111 Triages and also to source data on Emergency Department referrals.
- Hospitalisations refers to North East London Clinical Commissioning Groups.

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**Barking &
Dagenham**

COVID-19 cases in North East London

- Barking & Dagenham has the fourth highest rate of cases per 100,000 population over the last 7 days and second highest for the last fortnight
- We have had more cases in the last 7 days compared to the previous week
- **Numbers remain low so this can easily fluctuate**
- Hackney and City of London remains in the middle trigger point of escalation agreed by London Directors of Public Health

Borough	Most recent 7 days 24th Aug to 30th Aug		Prior 7 days 17th Aug to 23rd Aug		Difference	14 day rate per 100,000 pop
	Positive cases	Rate per 100,000 pop	Positive cases	Rate per 100,000 pop		
Barking and Dagenham	38	17.8	26	12.2	5.6	30.1
Hackney and City of London	69	23.7	55	18.9	4.8	42.6
Havering	48	18.5	27	10.4	8.1	28.9
Newham	45	12.7	29	8.2	4.5	21.0
Redbridge	47	15.4	21	6.9	8.5	22.3
Tower Hamlets	58	17.9	32	9.9	8.0	27.7
Waltham Forest	36	13.0	28	10.1	2.9	23.1
London	1376	15.4	966	10.8	4.6	26.1
England	6084	10.8	6743	12.0	-1.2	22.8

0 to 9.9
10 to 19.9
20 to 25.9
26 to 49.9
50 and over

0 to 19.9
20 to 39.9
40 to 51.9
52 to 99.9
100 and over

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COVID-19 cases in London

Borough	Most recent 7 days 24th Aug to 30th Aug		Prior 7 days 17th Aug to 23rd Aug		Difference	14 day rate per 100,000 pop
	Positive cases	Rate per 100,000 pop	Positive cases	Rate per 100,000 pop		
Barking and Dagenham	38	17.8	20	12.2	5.6	30.1
Barnet	61	15.4	48	12.1	3.3	27.5
Bexley	36	14.5	17	5.8	7.7	21.3
Brant	53	16.1	21	6.4	9.7	22.4
Bromley	40	12.0	26	7.8	4.2	19.9
Camden	52	19.3	38	14.1	5.2	33.3
Croydon	32	8.3	32	8.3	0.0	16.5
Ealing	58	17.0	50	14.6	2.5	31.6
Enfield	52	15.6	36	19.8	-4.8	26.4
Greenwich	42	14.6	7	2.4	12.2	17.0
Hackney and City of London	69	23.7	55	18.9	4.8	42.6
Hammersmith and Fulham	30	16.2	33	17.8	-1.6	34.0
Haringey	37	13.8	33	12.3	1.5	26.1
Harrow	55	21.9	29	11.5	10.4	33.4
Havering	48	18.5	27	10.4	8.1	28.9
Hillingdon	46	15.0	45	14.7	0.3	29.7
Hounslow	43	15.8	26	9.6	6.3	25.4
Islington	25	9.5	22	9.1	0.4	18.6
Kensington and Chelsea	42	20.9	18	11.5	15.4	38.4
Kingston upon Thames	22	12.4	15	8.5	3.9	20.8
Lambeth	62	19.0	39	11.0	7.1	31.0
Lewisham	25	8.2	27	8.8	-0.7	17.0
Merton	16	7.7	16	7.7	0.0	15.5
Newham	45	12.7	29	8.2	4.5	21.0
Redbridge	47	15.4	21	6.9	8.5	22.3
Richmond upon Thames	31	15.7	18	9.1	6.6	24.7
Southwark	42	13.2	52	16.3	-3.1	29.5
Sutton	20	9.7	21	10.2	-0.5	19.9
Tower Hamlets	58	17.9	52	9.9	8.0	27.7
Waltham Forest	36	13.0	28	10.1	2.9	23.1
Wandsworth	76	23.1	47	14.3	8.8	37.3
Westminster	39	14.9	32	12.2	2.7	27.2
London	1376	15.4	966	10.8	4.6	26.1
England	6084	10.8	6743	12.0	-1.2	22.8

7 day rate per 100,000

0 to 9.9
10 to 19.9
20 to 29.9
30 to 39.9
40 to 49.9
50 and over

14 day rate per 100,000

0 to 19.9
20 to 39.9
40 to 59.9
60 to 99.9
100 and over

- During the most recent 7-day period only five London boroughs have a rate per 100,000 population within the lowest trigger point of escalation agreed by London Directors of Public Health
- Barking & Dagenham is one of the London boroughs within the 2nd lowest trigger point. We have the 9th highest rate over 7 days and 9th highest over 14 days.
- **Numbers remain low though so this can easily fluctuate.**
- Kensington and Chelsea has moved into the second highest trigger point for 7 day rates.

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COVID-19 tests and diagnoses in London

Upper Tier Local Authority	Individuals tested per 100,000 population (7-day moving average) ¹	Percentage individuals test positive (weekly) ²	Exceedance score (for 2020-08-30) ³	community outbreaks (Last 7 days)		
Barking and Dagenham	81.1	decrease	2.2	decrease	AMBER	0
Barnet	132.4	increase	1.2	decrease	GREEN	0
Bexley	96.9	decrease	1.2	increase	RED	0
Brent	110.0	increase	1.2	increase	GREEN	1
Bromley	120.7	increase	1.3	increase	RED	1
Camden	122.4	increase	1.8	increase	AMBER	0
City of London	236.3	increase	2.1	increase	GREEN	0
Croydon	102.4	increase	1.1	=	RED	0
Ealing	125.0	increase	1.9	decrease	AMBER	0
Enfield	102.3	decrease	2.1	increase	RED	1
Greenwich	103.0	decrease	1.0	increase	RED	0
Hackney	129.6	increase	2.8	increase	AMBER	1
Hammersmith and Fulham	108.9	increase	1.9	increase	GREEN	1
Haringey	120.2	increase	1.6	increase	RED	0
Harrow	105.3	increase	2.7	increase	AMBER	0
Havering	105.4	increase	1.5	increase	RED	0
Hillingdon	105.0	decrease	1.4	decrease	RED	0
Hounslow	143.6	increase	1.1	decrease	GREEN	2
Islington	133.0	increase	1.3	increase	RED	1
Kensington and Chelsea	128.1	increase	2.4	increase	GREEN	0
Kingston upon Thames	131.5	decrease	1.0	decrease	GREEN	0
Lambeth	132.1	increase	1.4	=	GREEN	0
Lewisham	108.9	decrease	1.3	increase	RED	0
Merion	123.1	increase	0.7	decrease	GREEN	0
Newham	89.9	increase	1.4	decrease	AMBER	1
Redbridge	110.8	increase	1.1	increase	AMBER	0
Richmond upon Thames	158.3	decrease	1.0	decrease	GREEN	0
Southwark	122.7	increase	1.7	decrease	RED	0
Sutton	105.6	decrease	0.9	decrease	AMBER	0
Tower Hamlets	117.4	increase	1.6	increase	RED	0
Waltham Forest	105.7	decrease	1.4	decrease	GREEN	0
Wandsworth	158.3	increase	1.8	increase	RED	1
Westminster	105.2	increase	2.2	increase	GREEN	0

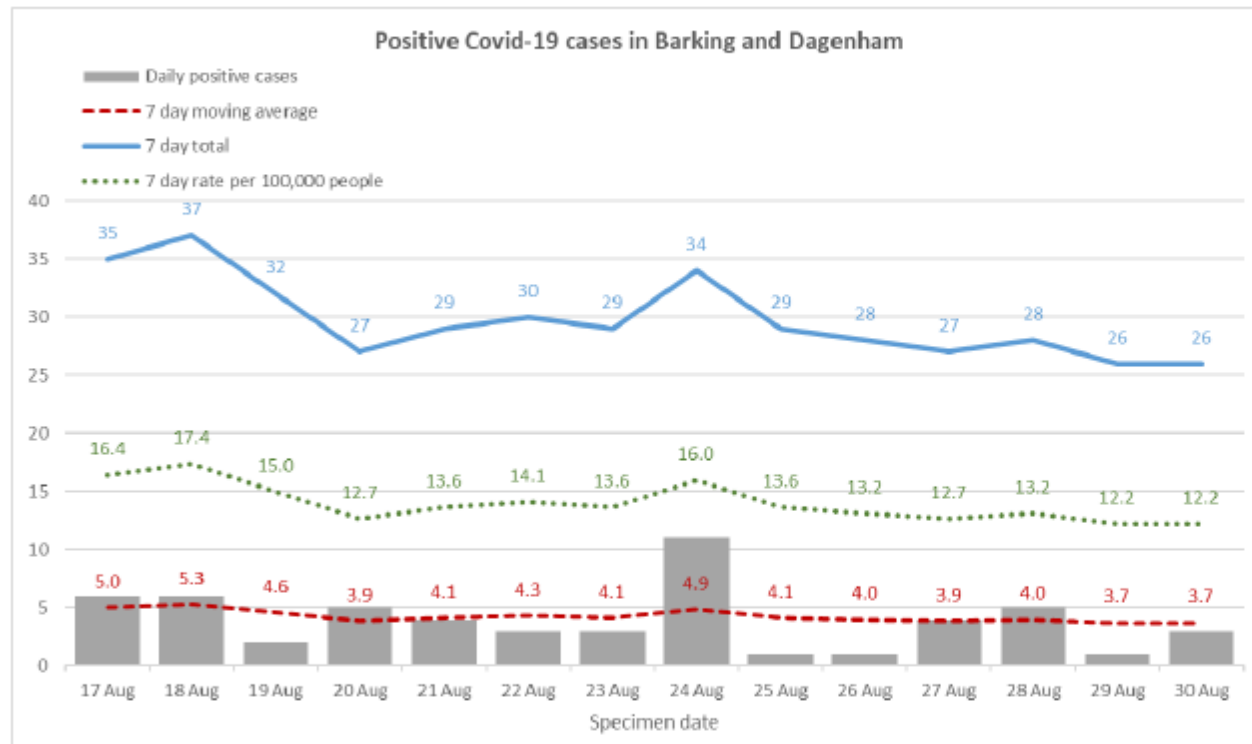
Comparison with previous week:
¹Positivity is calculated for both Pillar 1 and Pillar 2 combined tests. It excludes tests where postcode of residence is not available
²Weekly percentage positive: Red >7.5%, Amber 4% to 7.5%, Green <4%
³Exceedance are for the 14-day period between 2020-08-16 to 2020-08-29.
 Source: Laboratory confirmed COVID-19 case list, PHE, 2020-08-30

- Data for the 7-day period between 20th and 26th August shows that in Barking & Dagenham:
 - testing rates continue to be the lowest in London
 - % of people testing positive has decreased from 2.3% to 2.2% and is no longer the highest in London
- Our aim is to:
 - increase testing to 150 tests per 100,000 population every 7 days; and
 - reduce positivity to lower than 1%.
- Deloitte have been appointed by the Department for Health & Social Care to run 3 local test sites:
 - Barking Football Club car park
 - Chadwell Heath Community Centre
 - Marks Gate Community Centre
- Testing is scheduled to start at Barking Football Club on 3rd September and at the other two sites week commencing 14th September

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New COVID-19 cases in the last fortnight



In the last 14 days, our 7 day case rate has not exceeded the amber threshold of 20 cases per 100,000 residents.

At the 30th of August, in Barking and Dagenham we have had:

- 26 new positive cases in the last 7 days
- an average of 3.7 cases per day
- 7 day case rate of 12.2 per 100,000 people

Case numbers are low so this can easily fluctuate.

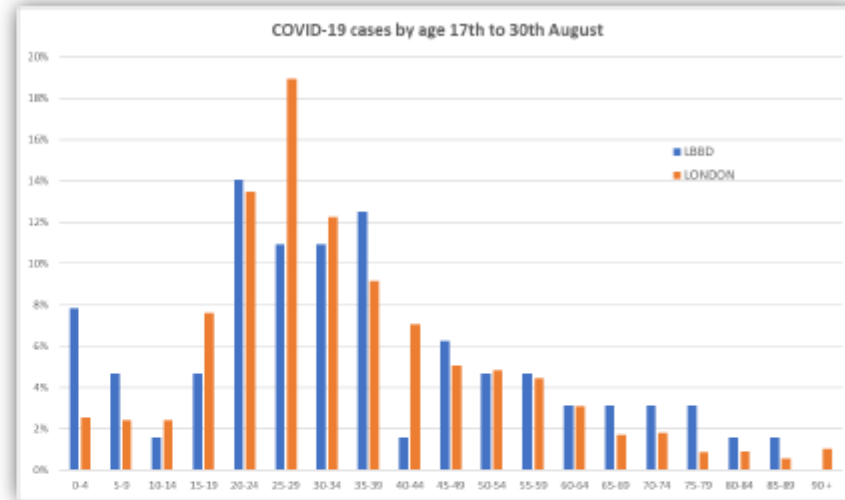
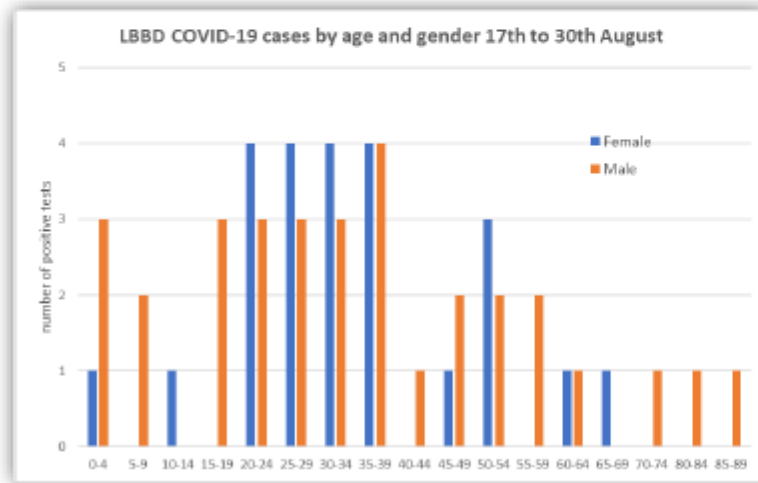
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**Barking &
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New COVID-19 cases in the last fortnight by age and sex

Compared to London, Barking & Dagenham has had higher proportions of cases amongst children aged under 10 and adults aged 65 to 89 during the last 14 days.

In London 54% of cases were for people in their twenties or thirties – this was slightly lower in Barking & Dagenham (48%).



Males accounted for 57% of cases in Barking & Dagenham during the last fortnight.

Case numbers are low so this data should be treated with caution.

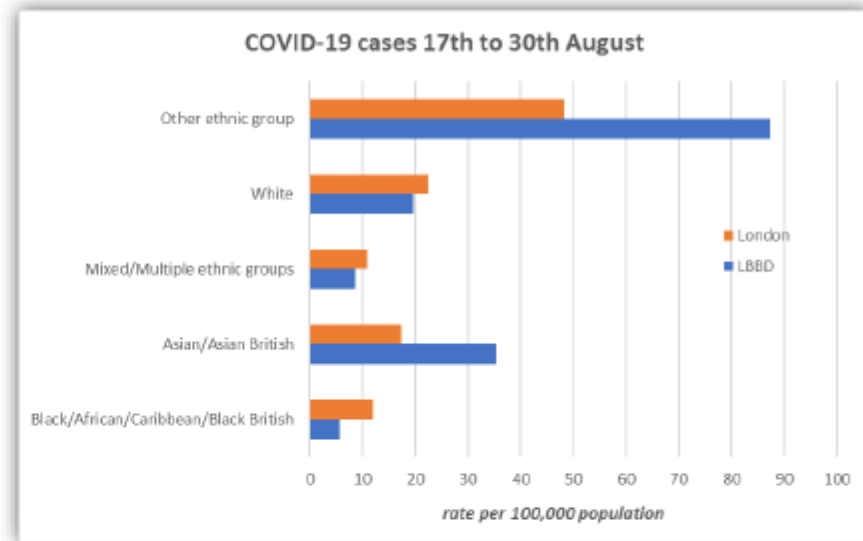
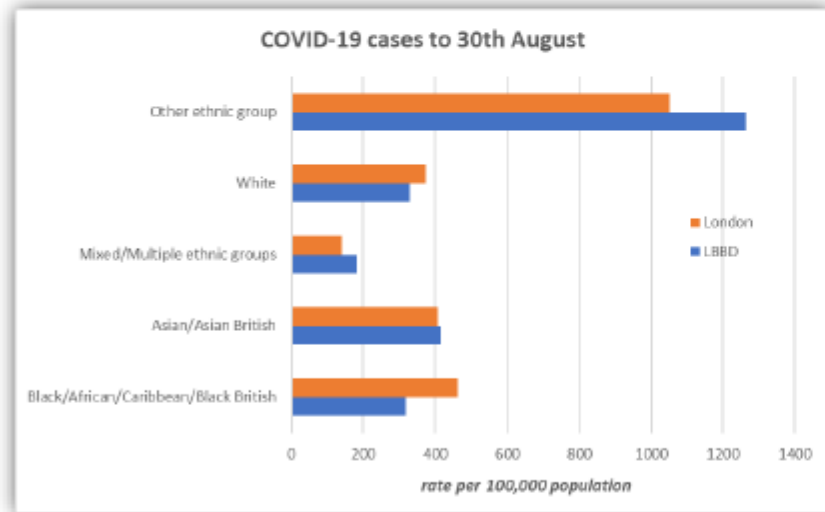
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**Barking &
Dagenham**

COVID-19 cases by ethnic group

During the last 14 days Barking & Dagenham residents who describe their ethnic group as *Other ethnic group* or *Asian/Asian British* have had the highest rate of cases per 100,000 population. This mirrors London although the rates in Barking & Dagenham have been higher – particularly in the *Other ethnic group*.

To date, people whose ethnic group is *Other ethnic group* have had the highest rate of cases in both Barking & Dagenham and London.



Barking & Dagenham cases per ethnic group sourced from Department of Health

London cases per ethnic group sourced from Public Health England

Ethnic group population sourced from GLA ethnic group population projections

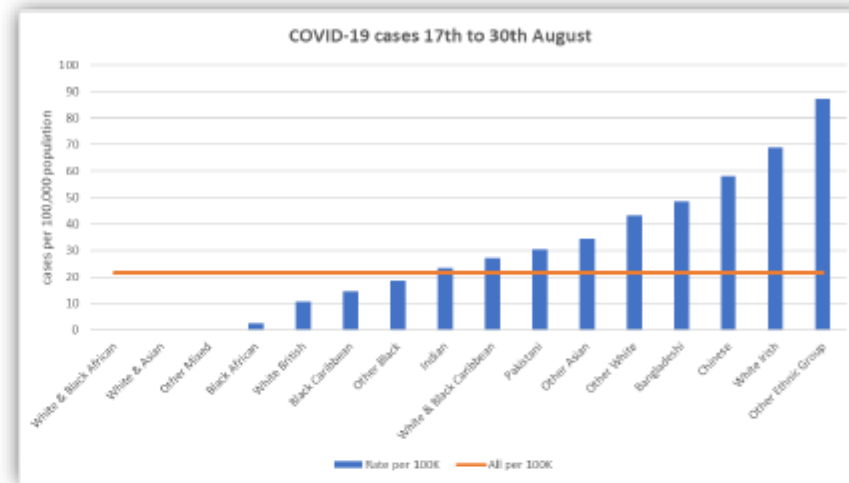
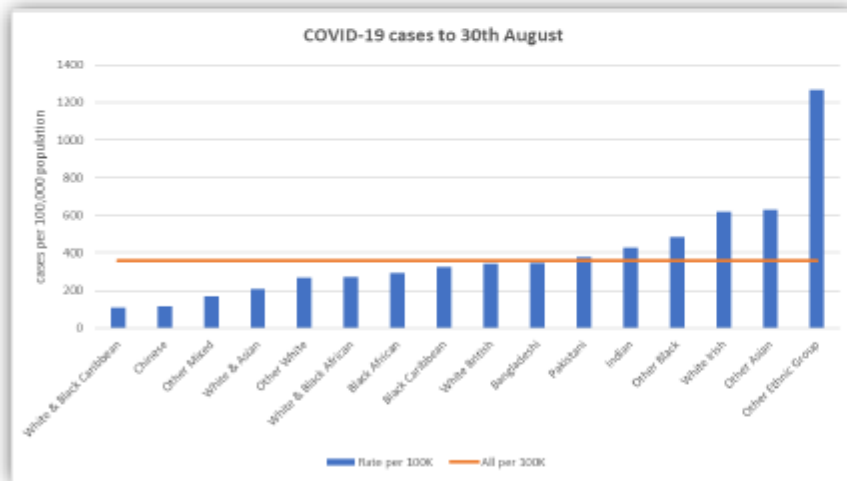
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**Barking &
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COVID-19 cases by detailed ethnicity

During the last 14 days Barking & Dagenham residents who describe their ethnicity as *Other ethnic group* have had the highest rate of cases per 100,000 population.

Case numbers are low so this data should be treated with caution.



As at 30th August *Other Ethnic group*, *Other Asian*, *White Irish*, *Other Black*, *Indian* and *Pakistani* have had a higher rate of cases than the total population of the borough

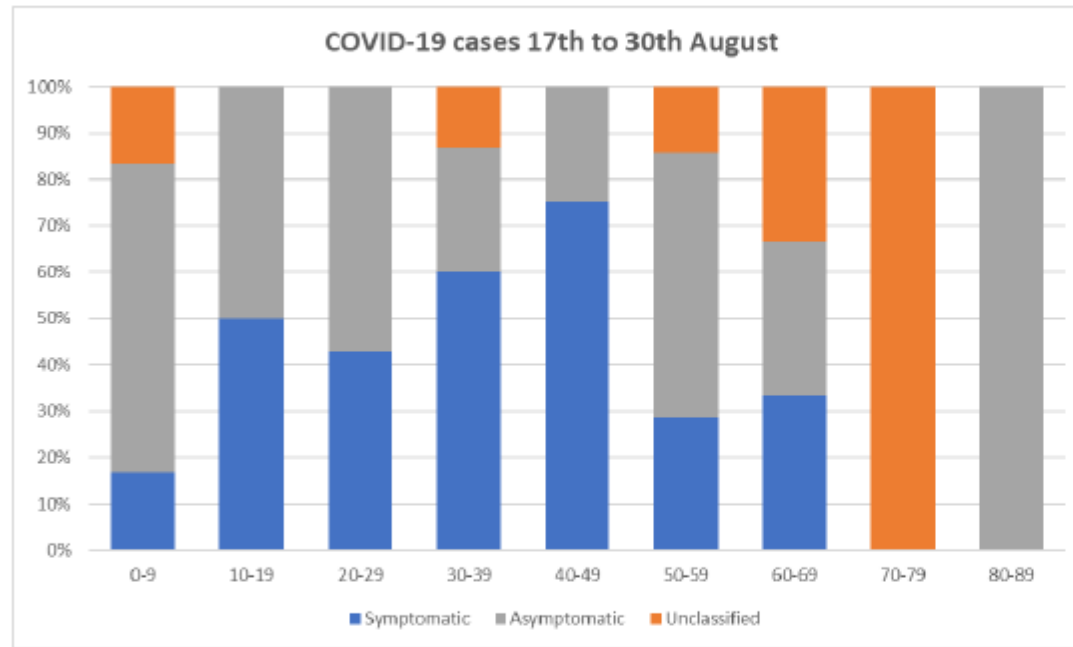
Barking & Dagenham cases per ethnicity sourced from Department of Health

Population per ethnicity sourced from GLA ethnic group population projections

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Asymptomatic vs Symptomatic during last 14 days



- 46% of all Barking & Dagenham residents testing positive during the 14-day period between 17th and 30th August reported that they were asymptomatic
- This was particularly the case amongst those aged under 10, in their twenties and fifties
- ***Case numbers are low so this data should be treated with caution.***

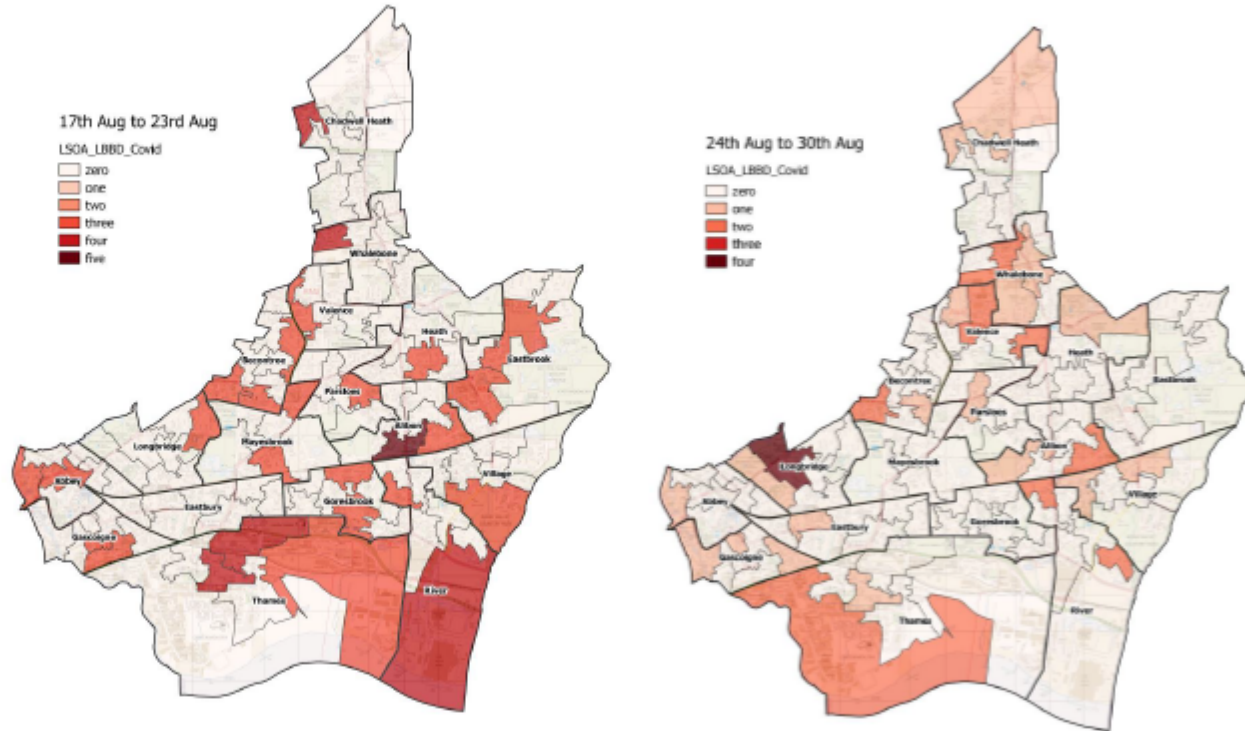
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**Barking &
Dagenham**

Cases within the most recent 7 days versus those within the previous 7 days

The maps on this page show the number of cases per lower layer super output area (LSOA) within the borough

- The concentration of new cases has moved from the South East to the South West of the borough.
- There have also been several cases identified on and around Green Lane, which traverses Becontree, Valence and Whalebone wards.
- *Case numbers are low so this data should be treated with caution.*

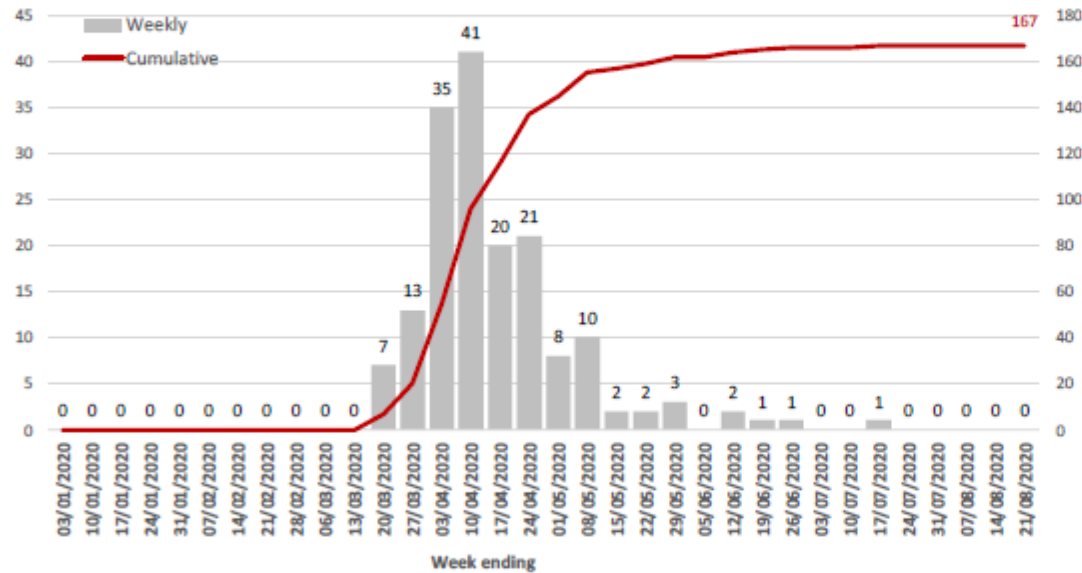


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Barking & Dagenham

COVID-19 related deaths

Deaths of Barking and Dagenham residents involving COVID-19, occurring up to 21 August 2020 but registered up to 29 August 2020



As at 21st August 2020 there have been 167 deaths recorded for Barking & Dagenham involving coronavirus (COVID-19), based on any mention of COVID-19 on the death certificate.

Numbers have been lower since mid-May.

There have been no deaths involving COVID-19 in the last 5 weeks.

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APPENDIX B - Checklist - Locally Supported Contract Tracing				
Task	Owner	Required for go-live	Status	Comments/Latest update
RESOURCES				
Local Authority Project Lead confirmed	Local Authority	Yes	Completed	
Local Authority single point of contact confirmed. This is who will lead the service once it is live	Local Authority	Yes	Completed	
NHS Professionals - Tier 2 call handler resources confirmed	NHS Professionals	Yes	In Progress - On track	Council staff identified, not NHS professionals
LOCAL OPERATIONAL MODEL				
Staff confirmed	Local Authority	Yes	Completed	
Service hours confirmed	Local Authority	Yes	Completed	
Linking in with local data sources approach confirmed e.g. council tax data	Local Authority	Yes	In Progress - On track	
Call handling approach confirmed	Local Authority	Yes	In Progress - On track	
Face to Face (door knocking) approach confirmed	Local Authority	Yes	In Progress - On track	
Stand-down approach identified	Local Authority	Yes	In Progress - On track	to be finalised
Future stand-up/surge approach identified	Local Authority	Yes	In Progress - On track	to be finalised
DATA				
Enhanced data sharing agreements signed by PHE/LA	Local Authority/PHE	Yes	Completed	
Confirmed postcodes of interest sent to phesocsupport@phe.gov.uk	Local Authority	Yes	Not Started	There is an upper limit of 15k postcodes. If you have more than this then they will need to be separated into separated
LA contact(s) who will access Power BI report confirmed	Local Authority	Yes	Not Started	
Demand profiling/ Estimated volume of cases confirmed and sent to LA & NHS Professionals	Gareth Hughes /Charlotte Anderson	Yes	Not Started	
TRAINING				
All staff have access to Health Education England training portal	Local Authority	Yes	Not Started	Staff put forward for training
Training completed by LA staff	Local Authority	Yes	Not Started	
<i>Data Security Awareness</i>	Local Authority	Yes	Not Started	
<i>Clinical & Information Governance</i>	Local Authority	Yes	Not Started	
<i>Safeguarding Level 2</i>	Local Authority	Yes	Not Started	
<i>An introduction to health protection, contact tracing and COVID-19</i>	Local Authority	Yes	Not Started	
<i>An introduction to NHS T&T system</i>	Local Authority	Yes	Not Started	
<i>NHS T&T – Level 2 data entry Demonstration video</i>	Local Authority	Yes	Not Started	
<i>NHS T&T web-based tool: Logging in and Data Entry of Records - Level 2</i>	Local Authority	Yes	Not Started	
<i>ACTION CARD – Escalation of queries, complex issues and situations between Tier 2 and 1</i>	Local Authority	Yes	Not Started	
<i>SOP - Escalation of queries, complex issues and situations between Tiers 2 and 1</i>	Local Authority	Yes	Not Started	
IT/SYSTEMS				
Spreadsheet completed for access to CTAS and sent to PHESocsupport@phe.gov.uk	Local Authority	Yes	Not Started	To note - Training needs to be completed before access is provided
CTAS access granted and system URL sent to LA staff	CTAS Development Team	Yes	Not Started	
IP address sent to phesocsupport@phe.gov.uk To ensure it is whitelisted by CTAS	Local Authority	Yes	Not Started	
CTAS URL whitelisted by LA IT department	Local Authority	Yes	Not Started	Please note the URL will not work until a decision has been made to go-live with the implementation
Campaign set up within CTAS	CTAS Development Team	Yes	Not Started	
Campaign tags sent to Sitel for reporting process	CTAS Development Team	Yes	Not Started	
Power BI access requested - Named individuals with the authorisation of the DPH or other person who signed the data sharing agreement (send to WNCov.dataLA@phe.gov.uk and specify this is for contact tracing data to support LA enhanced contact tracing).	Local Authority			
Power BI access confirmed and report ready for go-live	Gareth Hughes /Charlotte Anderson	Yes	Not Started	
COMMUNICATIONS				
LA to provide signposting contact details for the CTAS system - This is so National Tier 2 Taskforce can direct people for further wellbeing support. To be sent to phesocsupport@phe.gov.uk	Local Authority	Yes	Not Started	
Ensure Service Management Teams are aware of the process	PHE / Local Authority	Yes	Not Started	
Deliver local communications plan	Local Authority	No	Not Started	
SERVICE GO-LIVE				
Go-live date confirmed	PHE / Local Authority	Yes	Not Started	
Go/No go decision meeting booked in	PHE / Local Authority	Yes	Not Started	
Go/No go decision made	PHE / Local Authority	Yes	Not Started	
CTAS system switched over to Tier 2 Taskforce (48 hours prior to LA go-live)	Kainos / PHE	Yes	Not Started	
Service go-live within Local Authority	Local Authority	Yes	Not Started	