

Trafford's 10 Point COVID-19 Action Plan : August / September 2020

Tab 1: Action Plan

This plan for August and September 2020 is an integral part of the Trafford Outbreak Management Plan, endorsed by the Health and Wellbeing Board

Following the rising rates of Covid-19 in Trafford since mid-July and the announcement on Thursday 30th July of the new restrictions and the declaration on Sunday 2nd August of a major incident relating to Greater Manchester, there is a need for enhanced action across the borough

The 10 point COVID-19 Action Plan mirrors the national and Greater Manchester approach with a focus on the following:

1. Data and intelligence (point number 1)
2. Testing (point number 2)
3. Contact tracing (point number 3)
4. Contain measures (points 4-8)
5. Planning ahead (points 9-10)

Tab 2: Weekly Action Planning

This plan outlines bespoke week on week actions to strengthen our efforts in response to the local data where, for example there is an outbreak in specific areas within the borough.

10 Point Plan area	Action	Delivery Due Date	Completion Status	Lead	Key Stakeholders	PEB support required	Progress this period	Risks/Issues	Executive Actions
1. Ensure that strategic and operational decisions in respect of COVID-19 are informed consistently by high quality data and intelligence	1.1 Incorporate GM COVID-19 escalation framework metrics within the Trafford COVID-19 information dashboard	Week 1: 17-21 August	Complete	Eleanor Roaf	Dianne Geary/Sharon Winn/ Henry Partidge	N	data set circulated		
	1.2 Use the PHE COVID-19 Situational Awareness Explorer and other datasets to continually develop our understanding of the transmission (new cases) and prevalence of COVID-19	Week 1: 17-21 August	Ongoing	Eleanor Roaf	Henry Partridge	N			
	1.3 Support the work of the Health Protection Board and other groups to understand and address the differential impact of COVID-19 on individuals and communities within Trafford	Week 2: 24-28 August	Ongoing	Eleanor Roaf	Henry Partidge	Y			
	1.4 Build the trigger framework into the daily stitres across all partners with advice, re: early actions needed to reduce infection rates	Week 1: 17-21 August	Complete	Eleanor Roaf					
	1.4.1 agree the 'contain' measures that should be included in any plans and the criteria and conditions for their use, including assessment of likely impact	Week 2: 24-28 August	Started - On Track	Eleanor Roaf		Y			
2. Increase access to and uptake of testing	1.5 Implement Trafford's Community Testing Model for antigen testing of symptomatic residents	Week 8: 5-9 October	Ongoing	Donna Sager	Comms, DHSC, GMHSCP,CCG			testing capacity issues across the country is leading to residents not being able to access tests. High level of	
	1.5.1 Continue to collaborate with TLCO to capitalise on Pillar One Testing arrangements and the deployment of the TLCO Swabbing Team to settings with outbreaks	Week 8: 5-9 October	Ongoing	Donna Sager	TLCO IP&CT		Recruitment of permanent swabbing team - Roles out to advert and interviews underway.	Limited responses to recruitment drive. Assurance that SN & HV are able to stay in post until replacements recruited.	
	1.5.2 Ensure capacity at the Etihad and Manchester Airport regional testing centres is utilised	Week 8: 5-9 October	Ongoing	Donna Sager	GMHSCP		Continued communication of site availability	As above, residents are struggling to book tests due to national capacity issues. Major concern from schools	
	1.5.3 Maximise the use of the successful Mobile Testing Units (MTUs) at UA92, Sale Water Park and Trafford House	Week 5: 14-18 Sept	Ongoing	Donna Sager	GMHSCP	Y	communication of site availability	with very little redeployed elsewhere where there are higher rates. Lab capacity reducing availability of residents to	
	1.5.4. Establish two fixed testing sites in Partington and Trafford Park.	Week 4: 7-11 Sept	Complete	Donna Sager	DHSC	N	Both sites now set up. Communications ongoing.	High level of challenges to the site being in place.	
	1.5.5. Create swabbing scheme for vulnerable people	Week 5: 14-18 Sept	Ongoing	Donna Sager	DHSC	Y	Training started - proposal to DHSC for extra swabbing capacity . Adverts out for Swabbing Team	staff not available to take on the role	
	2.1 Develop a targeted communications programme to support and increase uptake of testing	Week 8: 5-9 October	Ongoing	Donna Sager	Comms,		Comms to local councillors , employers and Partington residents		
	2.2 Provide further support on testing to workplaces to reduce the likelihood of further outbreaks	Week 2: 24-28 August	Complete	Donna Sager	Comms	Y	Site has gone live. Comms underway.		
	2.3 Extend care home testing rolling programme to other care facilities, including LD/MH supported living sites	Week 5: 14-18 Sept	Started - On Track	Donna Sager	ASC IP&CT		preparation for LD pilot. Also working with GM & DHSC on further testing for Supported Living & Extra Care	delay in national programme. Care homes results are now being delayed.	
	2.4 Monitor test results across care homes	Week 8: 5-9 October	Ongoing	Donna Sager	ASC IPCT		daily IPC spreadsheet		
	2.5 Respond to new testing priorities identified in national guidance and recommendations from GM Mass Testing Expert Group (both antigen and antibody testing)	Week 8: 5-9 October	Started - On Track	Donna Sager	GMHSCP		working on the routine testing for staff visiting care homes		
	2.7 Explore whether any further testing capacity is needed for future surges in testing demand	Week 5: 14-18 Sept	Started - On Track	Donna Sager	CCG		paper sent to Diane Eaton and MP	staff not available to take on the role	
	3. Provide local contact tracing and environmental health capacity to prevent and respond to local outbreaks	3.1 Ensure the Trafford Test and Trace Team is fully established and working on developing SOPs that align with GM.		Started - On Track	Helen Gollins				
3.2 Ensure Public health and Regulatory Services are working together to support the demands placed on the Environmental Health Service			Started - On Track	Helen Gollins					
3.3 Continue to work on identifying and engaging with high risk businesses			Ongoing	Helen Gollins					
3.4 Support Domestic Abuse and Rough Sleeping Outreach Teams to complete contact tracing and swabbing training			Not Started	Helen Gollins					
3.5 Build local contact tracing capacity			Started - On Track	Helen Gollins					
3.6 Ensure the work of the Trafford Test and Trace Team is aligned to the engagement work			Started - On Track	Helen Gollins					
3.7 Ensure Guidance for complex settings is complete			Started - On Track	Helen Gollins					
3.8 Draw down resources from the GM Hub and mutual aid from neighbouring boroughs and explore what additional contact tracing and data analyst capacity is required to follow up index cases and contacts that have not been successfully contacted via the National system			Started - On Track	Helen Gollins					
3.9 Ensure that materials are available in all languages required for community and workforce engagement			Started - On Track	Helen Gollins					
4. Develop Community engagement plans, including communities of identity or experience that have been identified as high risk or where data suggests new or emerging clusters of infection.	4.1 Develop Community engagement plans, including communities of identity or experience that have been identified as high risk or where data suggests new or emerging clusters of infection.		Ongoing	Josh Fulcher			Engagement Plan updated (17/08)		
	4.1.1 Deliver more intensive engagement to promote key public messages		Ongoing	Josh Fulcher			Data will lead intensive engagement, localised networks will be key for disseminating and engaging with residents		
	4.1.2 Increase access and uptake of testing		Ongoing	Josh Fulcher			On the ground engagement event planned in Partington (02/09)		
	4.1.3 Build trust and rally the support of communities.		Ongoing	Josh Fulcher			Working with P&C to develop localised networks in neighbourhoods for disseminating info, faith leaders, 'activists' and community organisations. CCF members willing to engage with hidden 'hard-to-		
	4.2 Work in partnership with Euroopia and local businesses to develop translated materials and resources that can be shared in workplaces		Started - On Track	Josh Fulcher			Meeting 18/08 to develop comprehensive brief for sign off		

4. Develop and implement community engagement plans for targeted work in specific areas and with specific groups	4.3 Develop a multi-agency programme of activities supported by VCSE, Community Cohesion Forum and communities themselves		Not Started	Josh Fulcher			CCF 19/08 to discuss	
	4.3.1 Carry out conversations and surveys directly with communities and businesses in areas that have been identified as high risk or with highest transmission rates		Ongoing	Josh Fulcher			OT 29/07, Partington 02/09 community engagement event, delivering Urdu and Punjabi posters into OT and Stretford businesses w/c 17/08	
	4.3.2 Deliver targeted engagement in local areas to raise awareness and understand issues being raised, including local retailers and food establishments		Not Started	Josh Fulcher			Issue log created	
	4.3.3 Mobilize locally trusted community groups and organisations (including BAME partners) to facilitate engagement (where possible)		Not Started	Josh Fulcher			Partington (02/09) womens group will help facilitate engagement	
	4.4 Continue to engage with and support all social care providers within Trafford		Ongoing	Karen A				
	4.4.1 Deliver regular briefings and telephone check-ins		Complete	Karen A				
	4.4.2 Analyze data on NECS and from telephone check-ins		Ongoing	Karen A			Providers are being encouraged to continually update their information, so can then be analysed where required.	
	4.4.3 Respond to any issues that arise (non-provision of testing kits, non-collection of test, allergic reaction to tests, etc.)		Ongoing	Karen A			Any issues arising are being feedback to Covid 19 Testing inbox.	
	4.4.4 Provide relevant guidance-driven advice to specific queries		Started - On Track	Karen A			Where commissioning teas do not have the information, queries are being shared with Covid 19 inbox, to be able to provide relevant guidance driven information back to the providers.	
	4.4.5 Provide access to the community swabbing team as required		Ongoing	Karen A			Providers have been informed of process to access community swabbing team.	
	Community officers to visit the North of the borough and speak to key community representatives, Community Hubs etc. on headline lockdown restriction changes and what this means in practice, plus reinforce PH messaging		Started - On Track	Partnerships and community (Sarah Grant + Helen Grant)	Community Hubs Employment Agencies Faith Leaders etc.		Virtual Partners Network established to disseminate key information to communities for wider circulation 25,000 leaflets printed in Arabic, Gujarati and Urdu for distribution after afternoon prayers by Mosque Leads Engagement event planned with Community Safety Officers, Partnerships and Communities Officers and Place-Based Integration Workers in Old Trafford	
	Stakeholder mail out to local partners outlining local rates increases and need for increased vigilance around social distancing measures		Ongoing	Partnerships and community (Sarah Grant)			Stakeholder briefing circulated weekly currently by Trafford Business, Community Safety and Partnerships and Communities	
	Trafford Partnership Twitter account to request local residents and neighbours are aware of rising cases and changes in local lockdown rules and stressing the need for social distancing		Started - On Track	Partnerships and community (Sarah Grant)			Increased social media output by Trafford Partnership Twitter Account	
	VCSE to be contacted to ask if they will work with community leaders and local communities and seek views on how they can aid in getting messaging out.		Started - On Track	Partnerships and community (Sarah Grant)	VCSE Leads		Planned Q&A webinar with VCSE sector and Public Health representative	
	Liaise with THT to Housing Officers to understand how we can integrate key messaging into planned weekend housing visits etc.		Complete	Partnerships and community (Sarah Grant)	THT Housing Association		THT, Irwell Valley, Arawak Walton and Your Housing have agreed to be part of Virtual Partners Network	
	Reach out to faith group leaders with the request to deliver key messages during weekend sermons/daily prayers in local languages		Ongoing	Partnerships Team	Faith Leaders		Agreement with Mosque Leads to distribute information through receiver networks and daily prayers	
	Liaise with PCSOs who are door knocking at the weekend and ask if they can pass on key messages			Partnerships and community (Sarah Grant)	GMP - Caroline Hemmingway			
	Development of volunteer role in door knocking and information giving			PH Contact Tracing Team (Helen Gollins)	Virtual Partners Network?			
	Leverage local contacts to seek voluntary support for weekend door knocking and to disseminate posters, leaflets etc. (materials will be supplied?)			North Trafford MPs North Trafford Councillors	Faith Leaders BAME network			
	Local faith group leaders to be contacted to request where possible sermons/daily prayers are delivered via non-contact / group gathering mechanisms e.g. over radio			North Trafford MPs North Trafford Councillors	Faith Leaders			
Plan for repeat walk around in Clifford/Longford wards			Community cohesion team (Helen Grant/Josh)					
Consider street to street work in Clifford and Longford			Community cohesion team (Helen Grant/Josh)					
5. Further amolifv key	5.1 Deliver a GM-campaign aimed at young people (18-40), together with health messaging		Started - On Track	Martin Dillon	Linda Roy (Council communications), Jamie Oliver, Tracy Clarke			
	5.2 Use local data and intelligence to inform the direction of any communications		Ongoing	Martin Dillon	Eleanor Roaf			
	5.3 Work with Trafford's Targeted Youth Sub-Group to identify key engagement activities and communications, using social media and direct engagement through Street-talk team.		Ongoing	Jenny Hunt				
	5.4 Create original material to share on Trafford Council and CCG channels (external and internal)		Ongoing	Martin Dillon				
	5.5 Utilise the text messaging system available to Trafford GP practices to target their registered patients with key messaging	Week 1: 17-21 August		Started - On Track	Jamie Oliver	Rebecca Demaine	N	First messages sent 17 Aug to targeted groups

communication messages in relation to the new restrictions	5.6 Further utilise Trafford's primary care networks (PCNs) and the CCG's Clinicians' Briefing to keep practices up to date on the changing picture		Started - On Track	Jamie Oliver					
	5.7 Encourage public health and community engagement teams to regularly share insight/statistics which can help communications functions		Ongoing	Martin Dillon	Josh Fulcher, Tracy Clarke				
	5.8 Encourage community engagement team to use GM and Trafford-specific materials in their work		Ongoing	Martin Dillon					
	5.9 Capture and utilise data from Online community hub survey.		Ongoing	Henry Patridge					
	5.10 Consistently amplify GM/national materials and messages which are shared with the CCG and Council's Comms function daily		Ongoing	Martin Dillon					
	Social media messaging to clarify changes in GM lockdown rules (which boroughs are in and which are out) and cross boundary implications (travel to work, visiting other households, schools, face coverings etc.)		Ongoing	Martin Dillon					
6. Inform and engage the hospitality sector and businesses on the new guidance and regulations. Provide advice to event organisers on COVID-19 secure guidelines.	6.1 Environmental Health / Licensing / Trading Standards to engage with businesses in the hospitality sector, in conjunction with GMP	Week 1: 17-21 August	Ongoing	Nigel Smith	GMP	N	Evening and weekend visits throughout August. Written to all licensed premises.	Capacity of the teams to deliver this work on an ongoing basis	
	6.2 Have Information Officers carry out proactive visits to businesses, offering advice on compliance with COVID-19 secure guidelines.		Not started	Nigel Smith	delete				
	6.3 Environmental Health to engage with event organisers to ensure that their risk assessment and procedures meet the Government's COVID-19 Secure Guidelines	Week 1: 17-21 August	Ongoing	Nigel Smith	GMP	N	Ongoing engagement with event organisers.	Capacity of the teams to deliver this work on an ongoing basis	
	6.4 Utilise the weekly Business Bulletin to inform businesses of latest advice and guidance on embedding Covid security practices.		Started - On Track	Stephen James	Public Health, Comms		Info in x8 Bulletins to date	need to ensure information is up to date and business specific	
	6.5 Produce one-off Business Bulletins as required where urgent information is needed to be distributed out to businesses.		Started - On Track	Stephen James	Public Health, Comms		1x dedicated Bulletin produced, further Public Health messaging been tweeted since 31	need to ensure information is up to date and business specific	
	6.6 Fully utilise the @TraffordBiz twitter account on a daily basis or as required to inform businesses of Covid security issues.		Started - On Track	Stephen James	Public Health		Info officer working in Town Centres - need to need to determine capability with Comms and dates	need to ensure information is up to date and business specific	
	6.7 Utilise the Information Officers to distribute information on Covid security to businesses in the town centres.		Not started	Stephen James	Public Health, Comms		One info leaflet has been disseminated so far and more are planned, particularly in run up to Christmas.	need to ensure information is up to date and business specific	
	6.8 Deliver business specific webinar's/meetings to update businesses on Covid security practices, share best practice and respond to business queries.		Not Started	Stephen James	Public Health		need to liaise with Digital Performance Officer over ability to set up webinar, date, format, messaging to be agreed with Public Health Team	need to liaise with Digital Performance Officer over ability to set up webinar, date, format, messaging to be agreed with Public Health Team	
	6.9 Utilise key local and sub-regional stakeholders to support the promotion of Covid security information and guidance.		Started - On Track	Stephen James	BID, FSB, Chambers, MIDAS, GM Growth Hub		Local stakeholders receive Business Bulletin to forward to their members, ongoing liaison with sub-regional partners in terms of info	Draft template in development	
7. Continue to support residents and patients who are clinically vulnerable and respond to the evolving guidance on shielding	7.1 CCG to write to all those that are still classed as 'Clinically Extremely Vulnerable', but have been advised that shielding is paused, to reiterate key messages, including details of the Community Response to COVID	Week 2: 24-28 August	Started - On Track	Mark Jarvis	Rebecca Demaine	N	Seraches run and shared on shielded cohort	Draft template in development	
	7.2 People requiring further support are put through community hubs for further support (food, fuel, medication and social isolation, social prescribing etc.) as required.	Week 2: 24-28 August	Started - On Track	Mark Jarvis	Rebecca Demaine/Jo Gibson	Y	The community response to covid number is widely communicated across Trafford.	MOU ends 31 Aug. However contingency plan will be put in place. Central response line will remain in place.	
	7.3 Shielded people phoned to ensure the most 'vulnerable' are supported e.g. to receive food parcels etc.	Week 1: 17-21 August	Complete	Mark Jarvis	Jo Gibson	N	This is the outbound call activity completed during April, May and June. Our most vulnerable people were contacted to check whether further support was required to connect with local food offers in Emergency food parcels were procured to give out to those shielding and waiting for national food offer to be established. Excess food has now been donated to the hubs to include in food parcels to anyone	The resource used to make this calls no longer available (carried out by re-deployed library staff) and therefore if this was stepped up again, then resource to make outbound calls	
	7.4 Surplus food parcels donated to hubs	Week 1: 17-21 August	Complete	Mark Jarvis	Jo Gibson	N			
	7.5 Acute visiting service to people in care homes and in their own homes who are COVID positive or COVID query for face to face assessments (Aug and sept)	Week 1: 17-21 August	Complete	Mark Jarvis	Rebecca Demaine	N	AVS commissioned for Sept		
	7.6 Additional phlebotomy capacity commissioned through primary care to address the backlog of patients for long term condition management/health checks and antibody testing	Week 1: 17-21 August	Complete	Mark Jarvis	Rebecca Demaine	N	Additional phlebotomy commissioned until Sept 30		

8. Embed infection control practices across all sectors including PHE guidance, correct PPE use	8.1 Regularly review PPE and infection control related national guidance with push Comms of headline changes to relevant providers including care homes, home care, domiciliary, MH, learning disability, VCSE, primary care and other sectors to ensure best PPE and COVID security practices	Week 3: 31-4 Sept	Ongoing	Laura Hobbs	Health & Safety, IC Team Comms, Commissioners, service providers	N	<p>The Guidance Document entitled, 'Considerations for acute personal protective equipment (PPE) shortages' has been removed from the Guidance on infection prevention and control section for COVID-19.</p> <p>COVID-19: Guidance for the safe use of council buildings - Guidance for those managing council buildings has been updated to reflect rules on gatherings, and on track and trace. The guidance on Waste disposal of PPE in non-healthcare settings remains the same.</p> <p>COVID-19: Guidance for the safe use of multi-purpose community facilities - Guidance for those managing community centres, village halls and other community facilities on safely re-opening multi-purpose buildings. Extra bins to be provided for disposal of PPE and reference to guidance on Waste disposal of PPE in non-healthcare settings.</p> <p>Guidance for full opening: special schools and other specialist settings has been updated to reflect the actions they will need to support full opening from the start of the autumn term. PPE-specific info can be found in Section 7.</p> <p>The Guidance Document 'What to do if a pupil is displaying symptoms of coronavirus (COVID-19)' has been updated on what PPE should be worn depending on the child's situation</p>			
	8.2 Deliver Webinars/meetings to update organisations on COVID security practices, PPE, share best practice and respond to queries	Week 6: 21-25 Sept	Started - On Track	Phil Broad				Webinars and online sessions for parents with children returning to school underway		
	8.3 Locally produce H&S guidance to support messaging where there may be gaps or requirements for easy reference guides e.g. correct disposal of PPE by sector/scenario	Week 1: 17-21 August	Ongoing	Laura Hobbs	Health & Safety Team IC Team Comms Team	Y		H&S team developed bespoke local guidance for correct disposal of PPE by sector/scenario		
	8.4 Refine processes to ensure easy access to emergency PPE supply	Week 3: 31-4 Sept	Complete	Laura Hobbs		Y		Online ordering system gone live - w/c 01/09	Children's Care Homes, Secure Homes and Children's Residential Special Schools have been added to the categories of Provider that can order from the national portal.	
	8.5 Embed quality monitoring processes to ensure the right PPE is being utilised in the correct care setting and ensure appropriate infection control practice is in place.	Week 5: 14-18 Sept	Started - On Track	Laura Hobbs				Links with 8.1 and 8.4. As part of the online ordering process a quality monitoring guide is being developed for sector leads to make reference to when quality assessing the quantity PPE items ordered.		
	8.6 Ensure that the risks relating to AGPs and access to correct PPE are owned and managed	Week 6: 21-25 Sept	Started - On Track	Laura Hobbs				<p>Risk relating to 1863* escalated by Carolina Ciliento and Peter Fink to the GM out of hospital group.</p> <p>Three new models of FFP3 mask arrived at New Smithfield Market from GM reducing dependence on a single model. FIT testing initiated.</p>	Expiry of 1863 FFP3 masks - discussed by clinical reference group and agreed given there are no alternative masks available, there is no service at the present time for rapid FIT testing/risk assessment and on the basis of risk probability, it is safer for staff to continue to use masks for which they have been FIT tested than to withdraw these and not be able to replace at the present time. Decision and associated risk to be escalated to the GM out of hospital group.	Note the risk and decision taken by the clinical reference group
	8.7 Engage with Providers to gain intel on supply chain issues and escalate as required.	Week 4: 7-11 Sept	Ongoing	Laura Hobbs				Weekly calls with commissioning team provide feedback on supply issues which are passed on and escalated upto GM. Also online order form invites feedback on any issues encountered by providers.		
	8.8 Proactively build links with key intermediary organisations to pre-empt PPE supply shortages and work with key stakeholders (GMCA, NHSE) to ensure risks mitigated	Week 4: 7-11 Sept	Ongoing	Laura Hobbs				Comfort letter sent from GM to CEX providing assurance following step down of LRF supplies.		
	8.9 Create Demand modelling to track and predict future reliance on mutual aid for the fulfillment of PPE needs of providers and various other sectors	Week 4: 7-11 Sept	Ongoing	Laura Hobbs				Updated to model winter flu requirements		
	8.10 Utilise existing Comms routes and colleague briefings to reinforce messaging	Week 2: 24-28 August	Ongoing	Laura Hobbs	Comms	Y		Push Comms of headline changes of revised IPC guidance circulate		
	8.11 Move the infection control team into public health to ensure alignment and support to care markets, and recruit to vacant posts	Week 12: 2-6 November	Started - Overdue	eleanor Roaf/ MFT						
	8.12 Delivery of 4 x COVID19 infection control training sessions for Trafford home care providers	Week 2: 24-28 August	Started - Overdue	Phil Broad			N			
	8.12 Infection Control Team to recommence Nursing and residential care home inspections which include advice and support in respect to COVID19 outbreaks, measures and precautions	Week 2: 24-28 August	Started - On Track	Phil Broad			N			
	8.13 Undertake testing for all residents and staff for suspected outbreaks		Started - On Track	Donna Sager/Karen Ahmed						
	8.14 Work with care homes or providers with highest infection rates to further develop their infection control measures, reduce staff moving between sites, etc.		Started - On Track	Phil Broad						
	8.15 Continue to monitor the homes with supportive calls twice a week		Ongoing	Karen Ahmed						
8.16 Extend enhanced infection control training to LD/MH and home care		Not Started	Jacque Coulton	CWP leading on this but I will ask for an update						

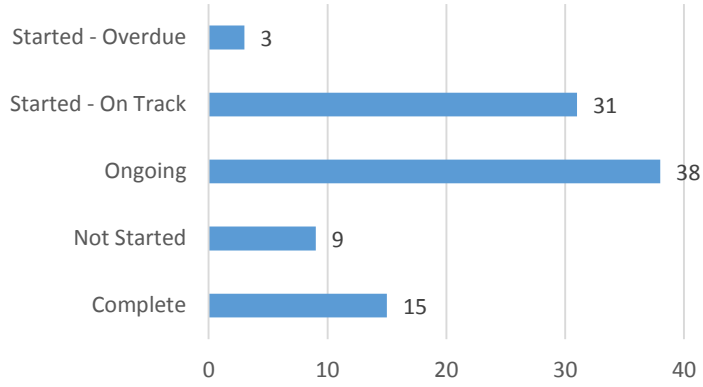
9. Plan now for the return of students and pupils to schools and colleges in September	9.1 Document robust pathways for responding to notifications of Covid-19 cases linked to schools settings and ensuring timely flow of information between Trafford and GM contact tracing hub.	Complete	Karen Samples				
	9.2 Check whether there is any additional need for training/guidance for schools, following scenario training led by Public Health.	Started - On Track	Karen Samples				
	9.3 Ensure all Schools/settings have step-by-step guidance on case and outbreak management.	Complete	Karen Samples				
	9.4 Agree the role of the Schools liaison officers in relation to supporting schools with covid related concerns	Not Started	Karen Samples				
	9.5 Public Health to continue to attend Cluster Lead and Head teacher meetings to answer questions on infection prevention, case management and control and contact tracing process	Ongoing	Karen Samples				
	9.6 Public health to attend meetings with trade unions representing school staff in September and beyond, to answer questions	Ongoing	Karen Samples				
	9.7 Continue work involving quality assuring School risk assessments	Complete	Karen Samples				
	9.8 Public health to continue to provide weekly briefings to schools and settings regarding the appropriate data to offer ongoing assurances	Ongoing	Karen Samples/Eleanor Roaf				
	9.9 Letter to be sent out via schools to parents/carers requesting that they support the measures put in place to prevent infection in readiness for the September opening. Schools to update home-school agreements in light of the government guidance on safe school attendance	Started - On Track	Karen Samples				
	9.10 Finalise communication plan to encourage the safe return of all children and young people in September, including interviews with influential members of the BAME communities.	Complete	Karen Samples				
	9.11 Provide Toolkits of support to schools to facilitate the delivery of: Recovery curriculum planning for the full return of pupils Mental health and well-being support Remote delivery of the curriculum in the event of pupils being absent and further lockdown	Complete	Karen Samples				
	9.12 Planning for increased referrals from schools as schools re-open. Early Help Panels to give advice and information to schools and other partner agencies who are supporting families where issues and pressures are emerging.	Started - On Track	Karen Samples				
10. Consider the suite of contain measures currently being developed for Greater Manchester and apply them as necessary to the local situation in Manchester, ensuring collaboration with adjacent authorities	<i>This section of the plan will be updated when the measures are agreed by Friday 7th August.</i>	Started - Overdue					

4. Community engagement	Action	Lead	Key Stakeholders	Completion Status	Progress
9. Schools and Colleges	Materials distributed to local schools to clarify changes in GM lockdown rules and what this means in practice particularly cross locality/boundary implications e.g. where there are pupils from neighbouring boroughs	Martin Dillon + Karen Samples	School Head Teachers		clear public health messages required
6. Hospitality and Business sector	Engagement officers supporting local businesses in the north of the borough.	Strategic Growth Environmental Health (Engagement Officers)			
6. Hospitality and Business sector	Local businesses emailed to outline rising cases, potential implications for changes to local lockdown rules and reinforce contact tracing requirements (minimum data requirements) etc. inc support offer from supported by engagement officers	Strategic Growth Environmental Health (Engagement Officers)			
8. Infection control + PPE	TFGM in North Manchester to be aware of rising cases and ask if e.g. bus drivers would ask where passengers reside and their reason for travel (if from a locked down borough)	???	Bus Network TFGM		
6. Hospitality and Business sector	Weekly business bulleting to include COVID section outlining headlines changes and key messages for business to implement	Strategic Growth (Alison Brierley)			
3. Contact tracing	Core contact tracing staff identified and training started	PH Contact Tracing Team (Helen Gollins)			
3. Contact tracing	ensure phoines and laptops available for new starters in the team	Laura Hobbs/Shalnaaz Ramjean/IT			
3. Contact tracing	Contact tracing – surge capacity – identified and training started	PH Contact Tracing Team (Helen Gollins)			
2. Testing	Swabbing team recruited	Testing Team (Donna Sager)			
1. Data and intelligence	Summary of findings from outbreaks prepared and disseminated, plan for w/c 7 th Sept to be developed from this	contact tracing and Environmental health teams			
2. Testing	Advertising of testing	Testing Team (Donna Sager)	Key areas : north Trafford; Hale Barns		
7. Supporting the clinically vulnerable	GP tweets	Primary Care Team (Jamie Oliver)	agree key messages and target audience each week with the PH team		
6. Hospitality and Business sector	Information officers to visit Partington shops in the parade to check compliance with guidance.	NSL Services		Started - On Track	One info leaflet has been disseminated so far and more are planned, particularly in run up to Christmas
4. Community engagement	Community officers to visit the North of the borough and speak to key community representatives, Community Hubs etc. on headline lockdown restriction changes and what this means in practice, plus reinforce PH messaging	Partnerships and community (Sarah Grant + Helen Grant)	Community Hubs Employment Agencies Faith Leaders etc.	Started - On Track	Virtual Partners Network established to disseminate key information to communities for wider circulation 25,000 leaflets printed in Arabic, Gujarati and Urdu for distribution after afternoon prayers by Mosque Leads Engagement event planned with Community Safety Officers, Partnerships and Communities Officers and Place-Based Integration Workers in Old Trafford
4. Community engagement	Stakeholder mail out to local partners outlining local rates increases and need for increased vigilance around social distancing measures	Partnerships and community (Sarah Grant)		Ongoing	Stakeholder briefing circulated weekly currently by Trafford Business, Community Safety and Partnerships and Communities
4. Community engagement	Trafford Partnership Twitter account to request local residents and neighbours are aware of rising cases and changes in local lockdown rules and stressing the need for social distancing	Partnerships and community (Sarah Grant)		Started - On Track	Increased social media output by Trafford Partnership Twitter Account
4. Community engagement	VCSE to be contacted to ask if they will work with community leaders and local communities and seek views on how they can aid in getting messaging out.	Partnerships and community (Sarah Grant)	VCSE Leads	Started - On Track	Planned Q&A webinar with VCSE sector and Public Health representative
4. Community engagement	Liaise with THT to Housing Officers to understand how we can integrate key messaging into planned weekend housing visits etc.	Partnerships and community (Sarah Grant)	THT Housing Association	Complete	THT, Irwell Valley, Arawak Walton and Your Housing have agreed to be part of Virtual Partners Network
4. Community engagement	Reach out to faith group leaders with the request to deliver key messages during weekend sermons/daily prayers in local languages	Partnerships Team	Faith Leaders	Ongoing	Agreement with Mosque Leads to distribute information through receiver networks and daily prayers
4. Community engagement	Liaise with PCSOs who are door knocking at the weekend and ask if they can pass on key messages	Partnerships and community (Sarah Grant)	GMP - Caroline Hemmingway		
4. Community engagement	Development of volunteer role in door knocking and information giving	PH Contact Tracing Team (Helen Gollins)	Virtual Partners Network?		
4. Community engagement	Leverage local contacts to seek voluntary support for weekend door knocking and to disseminate posters, leaflets etc. (materials will be supplied?)	North Trafford MPs North Trafford Councillors PEB	Faith Leaders BAME network		

10 Point Plan area	Escalation/Action	10 point plan detail	Details of action/escalation	Date Raised	PEB Comments	Status
Data and intelligence	Action	1.3: address the differential impact of COVID-19 on individuals and communities within Trafford	PEB to discuss and suggest appropriate ways to support this action.	27-Aug	<p>Context: Over 75s and clinically vulnerable and BAME - how do we get the engagement. More likely to be F2F work, living in crowded accommodation etc.</p> <p>Louise Age Well Board - to pick action up around older ppl and shielding</p> <p>CALM (caribbean, African) - can be used to communicate health messaging. Communicating with youth groups via this.</p> <p>Make connections with the Churches, mosques etc.</p> <p>Video messaging in different languages - Khan to think about range of voices and Louise via Dr Gohga who has been delivering wellbeing seminars</p> <p>Equalities and engagement</p> <p>Dr Engozie doing assurance about the safety of going into hospitals</p> <p>Trafford interfaith steering group - could speak to these.</p> <p>GMP have RAG rated the pubs - joint letter about current threats and issues to pubs etc. licenced premises</p> <p>Comms team to link into Dorothy, Khan, Louise.</p> <p>Eleanor Richard and ER to discuss offline.</p>	Louise and Dorethy
Testing	Action	2.2 Provide further support on testing to workplaces to reduce the likelihood of further outbreaks	PEB to advise on further methods to engage local businesses around testing	27-Aug	<p>Issues with agency workers working in multiple businesses</p> <p>CLR Andrew Western to take to Trafford Partnership and ensure they are getting what they need and if there is any other support required. Info officers and PH team to support.</p> <p>Louise to pop a note to Sue write on Board.</p> <p>Consider anonymous qualitative questionnaires on disclosures at testing site to gather data.</p>	
Supporting the clinically vulnerable	Action	7.2 People requiring further support are put through community hubs for further support as required.	PEB to advise on ways to reach out to those people in need of additional support and additional support available (food, fuel, medication and social isolation, social prescribing etc.)	27-Aug	<p>People to highlight that support is still available</p> <p>Debbie - district nursing teams, therapies visiting vulnerable ppl. Leaflets needed on what is available etc.</p> <p>Debbie to nominate a Lead from district nursing and social work</p> <p>Ann Marie from age concern -</p> <p>CCG can text message patients.</p> <p>Does the leaflet/link to the website on Community Hubs and Community support detail enough - Jo Gibson to be linked in. Leaflets in the school bags for families.</p>	
Infection control + PPE	Action	8.3 Locally produce guidance to support messaging where there may be gaps or requirements for easy		27-Aug		
Testing	Action	1.5.3 Maximise the use of the successful Mobile Testing Units (MTUs) at UA92, Sale Water Park and Trafford House	PEB to advise on methods to promote testing uptake	27-Aug	<p>Some people think covid is a hoax and you get COVID by going to testing sites:</p> <p>Population engagement group?? Local onsite requirements about ppl choosing not to go to testing if they are feeling unwell who is symptomatic?</p> <p>Dorothy - low income and no supported employer - not enough to feed your family. More evidence we can get about this the better the case we can make on this.</p> <p>Trafford House starting to think it is chaotic - need to ensure the testing sites are effective/efficient and we have positive ambassadors for the testing process. Andrew to be a positive ambassador.</p> <p>Trying to normalise the process for temperature monitoring as a way of feeding ppl into the testing process. PPI are infection before being symptomatic. Need to manage misconceptions on what an okay temperature check is.</p>	
Testing	Action	1.5.5. Create swabbing scheme for vulnerable people	PEB to advise on methods to promote testing uptake in vulnerable people	27-Aug		

Count of Completion Status

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Completion Status

Week 1: 17-21 August	Not Started
Week 2: 24-28 August	Started - On Track
Week 3: 31-4 Sept	Started - Overdue
Week 4: 7-11 Sept	Ongoing
Week 5: 14-18 Sept	Complete
Week 6: 21-25 Sept	
Week 7: 28-2 October	
Week 8: 5-9 October	
Week 9: 12-16 October	
Week 10: 19-23 October	
Week 11: 26-30 October	
Week 12: 2-6 November	
Week 13: 9-13 November	

- 1. Data and intelligence Escalation
- 2. Testing Action
- 3. Contact tracing
- 4. Community engagement
- 5. Communications
- 6. Hospitality and Business sector
- 7. Supporting the clinically vulnerable
- 8. Infection control + PPE
- 9. Schools and Colleges
- 10. GM contain measures