**Official Sensitive - COVID-19: A reminder - Reporting of COVID-19 related deaths**

In the sad event that there is a need to record a COVID-19 related death - staff (directly or non-directly employed), service user or prisoner, all COVID-19 related deaths must immediately be called into the National Incident Management Unit (NIMU) on 0207 147 4021.

The relevant reporting form (attached with this guidance) must be sent to NIMU NIMU@justice.gov.uk **and** COVID-19 Reporting Team: HMPPSCOVID19@justice.gov.uk.

In the case of any staff related deaths, please also copy in the national Single Point Of Contact (SPOC): TUBU@justice.gov.uk

Please ensure that a named contact point and telephone number is included on the reporting form – this will assist the central COVID-19 Reporting and Gold Support Team should additional information be required.

**Reporting criteria**

1. COVID-19 is confirmed
2. COVID-19 is suspected – e.g. a COVID-19 test result may be pending at the time of death; and other cases where COVID-19 may be suspected

For additional guidance and support please contact the COVID-19 Reporting and Gold Support Team on 07973 759298 or via the functional mailbox HMPPSCOVID19@justice.gov.uk

**Additional notes**

Documents attached:

1. Flow chart – reporting a staff COVID-19 related death
2. Flow chart – reporting a prisoner / probation service user COVID-19 related death
3. Notification form – all staff
4. Notification form – prisoner
5. Notification form – probation service user

Public Health guidance on the official reporting of COVID-19 related deaths changed in August to:

Deaths for any reason within 28 days of a positive COVID-19 test. For England only:

Deaths that occur within 60 days of a positive test. Deaths that occur after 60 days will also be included if COVID-19 appears on the death certificate.

**However, it is important that NIMU are notified of all COVID-19 related deaths in England and Wales - confirmed and suspected.**

In the case of a notification of the death of a member of staff, the National Single Point of Contact (SPOC) Natalya O’Prey will immediately liaise with the Area / Regional SPOCs to ensure that resources and support services are in place for local managers. In all cases, this will include details about what services PAM Assist will be able to offer, together with an introduction to the Employee Assistance Programme (EAP) Manager, who will work with the business unit to engage PAM Assist appropriately.

In the case of the death of a member of staff in a prison, the National Safety Team will also be linked with the Area SPOC to discuss what support may be provided.

For the reporting of prisoners and service users, this includes those who have died in prison, also those transferred to hospital but died in hospital (including on ROTL.)  Prisons are also responsible for reporting those on End of Custody Temporary Release.

CRCs will report via their Contract Manager.