**Gold Briefing - Return to Daily (midweek) COVID-19 Data Returns & Reporting – 22.07.21**

Good Afternoon,

The relaxation of community social distancing measures alongside the growing impact of current self-isolation rules has resulted in notable increases in new positive cases and staff absences. Submission of twice-weekly COVID-19 data returns and reporting by ‘exception’ has proved effective whilst infection rates remained low, however current data and trends highlight we must now return to daily (weekday) reporting.

As such, and in order to simplify the reporting process for establishments, as of Wednesday 28 July we will revert to the standard reporting process:

* Submission of daily (Mon- Fri) establishment COVID-19 returns to the Regional Reporting SPOC
* Regional assured returns are to then be submitted to the COVID-19 FMB by 11am at the latest [HMPPSCOVID19@justice.gov.uk](mailto:HMPPSCOVID19@justice.gov.uk)

The requirement for non-standard reporting by ‘exception’ on a Monday, Wednesday and Thursday will cease. The last non-standard reporting day being Monday 26 July.

Guidance in relation to the completion of COVID-19 returns remains the same (attached)

It is essential that:

* Information is captured and reported without delay on the daily COVID-19 returns in relation to seriously ill individuals and hospitalisations. Please also continue to flag such cases immediately to the COVID-19 Reporting Team
* Information in relation to prisoner location is captured and recorded on the daily returns. For example, it is important we know of a prisoner is located within a Reverse Cohort Unit (RCU). The Location tab is now a mandatory field

               In both cases, if you have additional information, please make use of the ‘Other notes’ tab.

* All cases of COVID-19 related deaths (confirmed or suspected) must be reported without delay to the National Incident Management Unit (NIMU) [NIMU@justice.gov.uk](mailto:NIMU@justice.gov.uk) (0207 147 4021) using the relevant notification forms.

The COVID-19 Reporting Team have re-established out of hours and weekend support. The out of hours number (after 18:30 each weekday and at weekends) is: 07973 759298

Thank you for your continued support.

For further advice or guidance please email the COVID-19 Reporting Team FMB.

Regards,

Ed